

FREEMAN

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

DIA 2018 GLOBAL ANNUAL MEETING
JUNE 25-27, 2018
BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MA

EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' X 10' booth will be set with 8' high blue, white and gray back wall drape, 3' high white side dividers, (1) 6' white draped table, (2) Limerick chairs by Herman Miller, and (1) wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in blue. Show Management requires all exhibiting companies to carpet their booth space. Unless Freeman has been notified that previous arrangements have been made, carpet will be installed in any booth not carpeted by 12:00 p.m. on Sunday, June 24, 2018, and an invoice will be issued.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Friday, June 01, 2018.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Saturday	June 23, 2018	8:00 a.m. - 5:00 p.m.
Sunday	June 24, 2018	8:00 a.m. - 6:00 p.m.

On Saturday, all labor performed will have overtime charges applied and on Sunday, all labor performed will have double time charges applied.

EXHIBIT HOURS

Monday	June 25, 2018	10:00 a.m. - 6:00 p.m.
Tuesday	June 26, 2018	9:00 a.m. - 5:00 p.m.
Wednesday	June 27, 2018	9:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Wednesday	June 27, 2018	4:00 p.m. - 10:00 p.m.
Thursday	June 28, 2018	8:00 a.m. - 11:00 a.m.

All labor performed after 4:30 p.m. will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 11:00 a.m. on Thursday, June 28, 2018.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 9:00 a.m. on Thursday, June 28, 2018. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (508) 894-5100 for a quote.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

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 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

FREEMAN TRANSPORTATION

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

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **Friday, June 01, 2018**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

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

SHIPPING INFORMATION

Warehouse shipping address:

DIA 2018 GLOBAL ANNUAL MEETING
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 25 Doherty Ave
 Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning Monday, May 21, 2018 at the above address. Materials arriving after Wednesday, June 13, 2018 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, May 28, 2018 in observance of Memorial Day. Shipments will not be accepted on this date.**

Show site shipping address:

DIA 2018 GLOBAL ANNUAL MEETING
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 Boston Convention & Exhibition Center
 415 Summer Street
 Cypher Street Entrance
 Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning at 8:00 a.m. on Saturday, June 23, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (508) 894-5100

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

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

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area.

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at (508) 894-5100 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1 (512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Friday, June 01, 2018.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShow-FAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/Post-ShowFAQ>

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



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Proof of Insurance Requirements

Please provide your proof of insurance to DIA by emailing it to Americas.Exhibits@DIAglobal.org, faxing it to +1.215.442.6199, or mailing to DIA Exhibits, 800 Enterprise Road, Suite 200, Horsham, PA 19044.

What is required?

- Comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by DIA. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000.
- The following should be listed as additional insureds:
 - DIA (Drug Information Association, Inc.)
800 Enterprise Rd Ste 200, Horsham, PA 19044
 - SPARGO, Inc. (*Exhibit Logistics*)
11208 Waples Mill Rd Ste 112, Fairfax, VA 22030
 - Boston Convention and Exhibition Center (*Venue*)
415 Summer St, Boston, MA 02210
 - The Freeman Companies (*General Contractor*)
1600 Viceroy Rd ste 100, Dallas, TX 75235
- Workers Compensation and any other insurance or required licenses shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall.

The standard form for proof of insurance is the *ACORD Certificate of Liability Insurance*.

If the exhibiting company name differs from the name on the certificate, please provide the name of the exhibiting company in order for accurate accounting of insurance.

Companies from outside the US and Canada may provide a written statement of their insurance coverage from their insurance broker.

Companies that are self-insured or government agencies may provide a written statement of their self-insured status.

If your company is not currently covered, you can purchase coverage for the duration of the exhibition through [K & K Insurance](#).



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Policies and Procedures for Exhibiting Companies

As of September 15, 2017

Eligibility

Only a company or organization identified and approved by DIA via a signed Application and Contract for Exhibit Space, submitted either by hard copy or online, may exhibit at the DIA 2018 Global Annual Meeting.

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

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

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

Access to the Exhibit Hall

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

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

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

Access to the Exhibit Hall by registered Exhibitors will be granted on Saturday, June 23 from 8:00AM to 5:00PM and Sunday, June 24 from 8:00AM to 6:00PM for booth installation. Access to the Exhibit Hall by registered Exhibitors will be granted on the days that the Exhibit Hall is open to meeting attendees as early as 7:00AM on Monday, June 25 and one hour prior to opening on Tuesday and Wednesday. Exhibitors may remain in the hall one hour after closing each day. All times listed are Eastern Daylight Time.

Booth Installation and Dismantle

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

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

Subletting

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

Failure to Occupy Space

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

Exhibit Space Selection and Assignment Order Point System

DIA 2018 exhibiting companies will have an opportunity to register and reserve booth space for the DIA 2019 Global Annual Meeting while onsite in Boston, MA. Booth selection appointment times will be coordinated by SPARGO, Inc. and are based on a priority point system.

DIA 2018 Global Annual Meeting Exhibitors earn Assignment Order Points based on the following criteria:

Exhibit History Points

- FOUR (4) Assignment Order Points are earned for each year a company purchases exhibit space. Points will be credited for the past 10 years plus the current year.
- History points are reduced by 50% after missing one year.
- Companies not exhibiting for two consecutive years will forfeit all earned history points.

Exhibit Space Points

- THREE (3) Assignment Order Points are earned for each 100 square feet of booth space purchased for DIA 2018 only.

Marketing, Industry Support, and Advertising Points

- ONE (1) Assignment Order Point is earned for each \$1,000 spent in Marketing, Industry Support, and Advertising for DIA 2018 only if secured by May 4, 2018.

Housing/Hotel Booking Points

- TEN (10) Assignment Order Points are earned for reserving hotel rooms in the Exhibitor Room Block through DIA's official housing bureau, onPeak, for DIA 2018 only if booked by May 4, 2018.

Payment Points

- TEN (10) Assignment Order Points are earned when booth rental payment is received in full by January 12, 2018. If registering after January 12, 2018, payment in full must accompany the application in order to qualify for the Assignment Order Points.

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

Exhibitors found to be in violation of DIA's rules and regulations during DIA 2017 will be subject to a 50% reduction in total Assignment Order Points for DIA 2019 booth selection. Violations include, but are not limited to, distributing materials outside of your rented booth space, scanning attendee badges in session rooms, holding client functions outside of the exhibit hall during show hours, and dismantling your booth prior to the hall closing on the final day. Violations that occur during DIA 2018 will affect Assignment Order Points for DIA 2020 booth selection during the DIA 2019 Global Annual Meeting.

All exhibiting companies will be notified via email approximately one month prior to the meeting of their priority point total. If you believe your company's point total is incorrect, email the DIA Exhibits Team at DIAAO@spargoinc.com. Priority point challenges must be received by May 25, 2018. Challenges to your priority points will not be addressed at the time of your appointment.

For questions, or to notify of company name changes, mergers, or acquisitions, please contact DIAAO@spargoinc.com.

Registration and booth selection for the DIA 2019 Global Annual Meeting for companies not exhibiting at the DIA 2018 Global Annual Meeting will open June 28, 2018. DIA and SPARGO, Inc. will make booth assignments upon receipt of a signed Application and Contract for Exhibit Space. DIA and SPARGO, Inc. will make a good faith effort to assign the Exhibitor a booth that conforms to the Exhibitor's booth selection, size, and location criteria, including proximity to other companies, as indicated by the Exhibitor in its Application. Notwithstanding the above, DIA retains sole discretion to assign exhibit space and may change the original allocation of space by notification to the Exhibitor's authorized representative.

Booth Structure and Décor Guidelines

All exhibit floor spaces must be carpeted or covered with an approved material (bare floors in booths are not allowed). Unless Freeman, the official show services provider, has been notified that previous arrangements have been made, carpeting will be installed in any booth not carpeted by 12:00PM on Sunday, June 24, 2018, and an invoice will be issued.

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

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

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

Fire Regulations

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

Americans with Disabilities Act (ADA)

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

Inline Booths

Inline booths are generally arranged in a straight line and have neighboring Exhibitors on their immediate right and left, leaving only one side exposed to the aisle. DIA will provide a standard draped booth, consisting of an 8ft (2.44m) high backdrop, 3ft (0.91m) high-draped side rails, and a 7"x44" (17cm x 112cm) Company ID sign which will include the "exhibiting as" company name from the exhibit space application and the booth number. Hanging signs are not permitted over inline booths.

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

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

Corner Booth

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

Island Booth

An island booth is exposed to aisles on all four sides. An island booth is typically 400 square feet (36 square meters) or larger. Exhibitors who wish to construct an island booth are required to submit a scaled floor plan and elevation diagram (digitally) to DIA / SPARGO, Inc. for approval by May 11, 2018. These plans must include hanging signs and rigging components. The plan must include the scale utilized. Any changes that occur after initial submission must be resubmitted to DIA for approval prior to the Meeting. Multi-level booths must receive proper approval from DIA and the convention center and/or the appropriate local government agency.

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

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

Booth Activity Guidelines

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

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

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

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

No company may advertise their company's meetings or training course material, advertisements or brochures that compete with DIA or any of its events, from within their booth, in any space occupied by the DIA, or in any promotional mailing piece.

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

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

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

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

Use of DIA Logo and Annual Meeting Name

The use of DIA's logo is not permitted in Exhibitor promotional materials or Exhibitor signage. Meeting graphics in multiple sizes will be made available for Exhibitor use on Exhibitor's website, emails or other promotional materials announcing their participation at the Annual Meeting. These banners should be hyperlinked to www.DIAglobal.org/DIA2018 and reference the meeting as DIA 2018 or the DIA 2018 Global Annual Meeting.

Exhibit Personnel Professionalism

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

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

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

Prohibited Activities and Items in the Exhibit Hall

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

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

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

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

Photography, Video Recording, and Audio Recording

By attending the DIA 2018 Global Annual Meeting you give permission for images of you, captured during the conference through video, photo, and/or digital camera, to be used by DIA in promotional materials, publications, and website and waive any and all rights including, but not limited to compensation or ownership.

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

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

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

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

Food and Beverage

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

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

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

No popcorn machines are permitted.

Providing Prizes and Giveaways

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

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

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

Attendee Data and Lead Retrieval

DIA respects the privacy all of its customers. DIA does not sell, rent, publish, or otherwise share contact information for its attendees, speakers, or exhibitors. Attendee lists will be available upon request once the DIA 2018 Global Annual Meeting has been made live on the DIA Global App in early May. Attendee lists do not include contact information.

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

Exhibitor Sponsored Special Events and Hospitality Functions

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

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

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

Indemnification

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

Exhibitor Insurance

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

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

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

Security

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

Cancellations and Refunds

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

DIA's Inability to Fulfill Obligation

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

Amendment of Rules

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



DIA 2018
 GLOBAL ANNUAL MEETING
driving insights to action!

BOSTON | JUNE 24-28
 DIAglobal.org/DIA2018

Exhibitor Appointed Contractor Notification Form

Please return completed form to DIA Exhibits:
 Americas.Exhibits@DIAglobal.org | fax: +1.215.442.6199

DEADLINE DATE: MAY 25, 2018

Show Name: **DIA 2018 Global Annual Meeting | June 24-28, 2018**

Exhibiting Company Name: Booth #:

Exhibiting Company Contact Name:

Phone #: Email Address:

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Exhibitor Appointed Contractor Name:

EAC Address:

EAC Supervisor Onsite:

Phone #: Email Address:

Type of Service to be Performed:

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than 14 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Certificates may be emailed to Americas.Exhibits@DIAglobal.org or faxed to +1.215.442.6199.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and policies of this event.

This form must be received no later than 14 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Exhibitor-appointed contractors may obtain the appropriate badges only at the designated independent contractor check-in station. Exhibitors are responsible for informing contractors of the following requirements and ensuring their compliance.

- Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show, and agree to abide by all union rules and regulations.
- Exhibitor-appointed contractors are allowed to do display work only.
- Forklifts other than those used by Freeman are not allowed on the show floor.
- The exhibitor will be liable for any expense or damage caused by, or as a result of, its appointed contractors.
- Exhibitors may not order badges for their contractors.
- Exhibitor-appointed contractors are not allowed to set-up service desks on the show floor or in any booth.
- Provide no later than 14 days prior to the show a Certificate of Insurance with at least the following limits:

Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate; Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each accident; Umbrella Liability not less than \$1,000,000 each occurrence naming **The Freeman Companies** (General Contractor), **Drug Information Association, Inc.**, **SPARGO, Inc.**, **Boston Convention and Exhibition Center**, and the **DIA 2018 Global Annual Meeting** as additional insured, except for Workers Compensation.

I have read, understand, and agree to the terms and guidelines regarding Exhibitor Appointed Contractors for this event.

Name Title Date



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

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

FREEMAN

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

DISCOUNT PRICE
 DEADLINE DATE
JUNE 01, 2018

INCLUDE THIS FORM
 WITH YOUR ORDER
 PLEASE USE BLACK INK

FREEMAN method of payment

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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 the 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (461176) on your remittance.
- CREDIT/DEBIT CARD**
 For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
- AMERICAN EXPRESS** **MASTERCARD** **VISA** **We do not accept credit card information via email.**
- 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
Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	ELECTRICAL LABOR	CLEANING SERVICES
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.**
- 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 Freeman Service Center prior to show closing.**
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.**

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

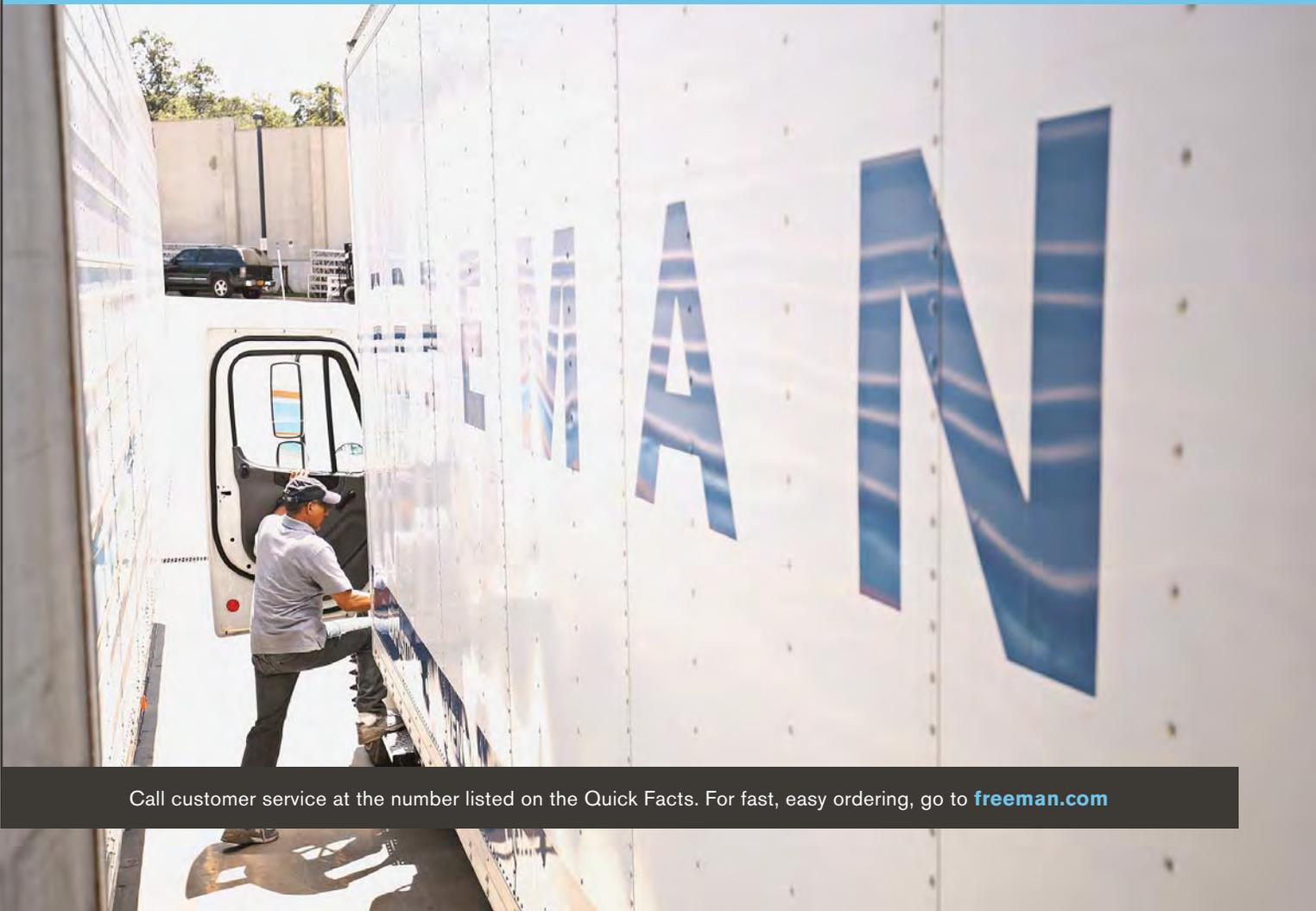
CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

The Freeman Exhibit Transportation promise:

- // ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- // ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- // ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- // RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

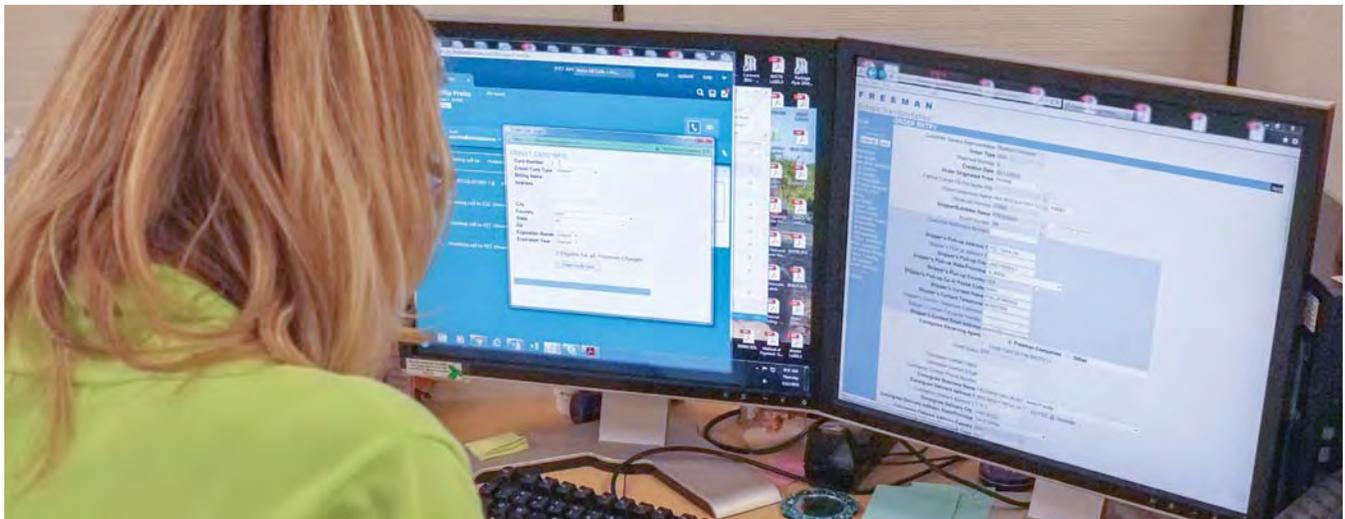
questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.



FREEMAN

(800) 995-3579 Toll Free US & Canada
 (817) 607-5183 Local & International

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

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
DIA 2018 GLOBAL ANNUAL MEETING
 C/O: FREEMAN
 25 DOHERTY AVE
 AVON, MA 02322
 MUST BE DELIVERED BY JUNE 13, 2018
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
DIA 2018 GLOBAL ANNUAL MEETING
 C/O: FREEMAN
 BOSTON CONVENTION & EXHIBITION CENTER
 415 SUMMER ST
 BOSTON, MA 022101709
 CANNOT BE DELIVERED BEFORE JUNE 23, 2018

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:
exhibit.transportation@freeman.com
 or
 Fax: (469) 621-5810

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

SHOW # (461176)

FREEMAN exhibit transportation

before event

during the event

after event

from your location
or previous event

to your location
or next event

event venue

venue
dock

your exhibit

venue
dock

**advance
warehouse**

storage for empty containers



advance warehouse

where exhibit materials are
stored before an event



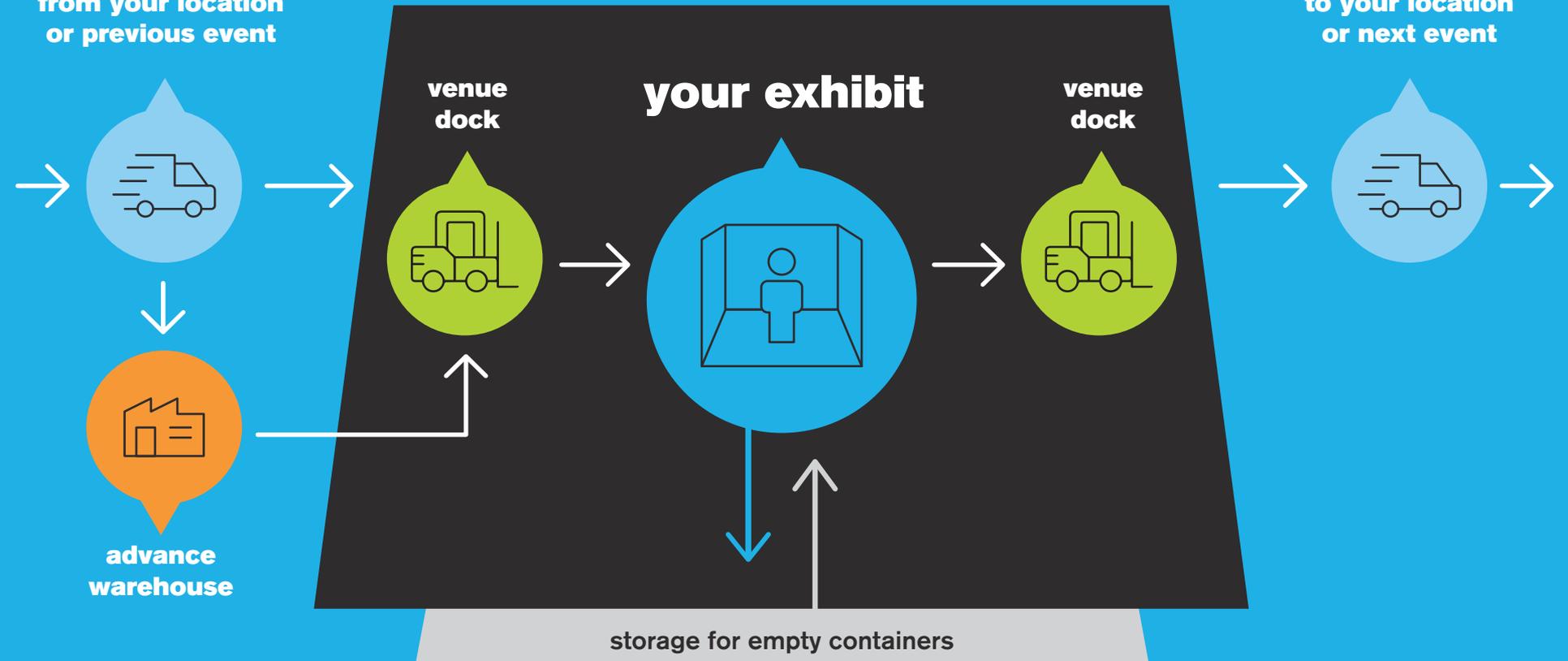
shipping

transport to the venue's shipping
dock then from the shipping dock to
the next event or customer location



material handling

move items from the dock, to the
exhibit, back to the dock after the show



WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

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

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

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

Description	Price Per CWT	200 lb. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 187.50	375.00
Special Handling Shipment	\$ 243.75	487.50
Carpet and/or Pad Only Shipment	\$ 281.25	562.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 180.00	360.00
Special Handling Shipment	\$ 234.00	468.00
Uncrated or Pad Wrapped Shipment	\$ 270.00	540.00
Carpet and/or Pad Only Shipment	\$ 270.00	540.00

Small Package - Maximum weight is 30 lbs per shipment

Per Shipment	\$ 45.00	
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*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after June 13	\$ 47.00	94.00
Show site Shipment after Show Opening	\$ 45.00	90.00

Off-target Charge (in addition to above rates).....25% additional

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			6.25% Tax	N/A
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

275 Bodwell St
 Avon, MA 02322
 (508) 894-5100 Fax: (469) 621-5608

**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 21, 2018

RECEIVING DATE BEGINS: MAY 21, 2018

DEADLINE DATE IS: JUNE 13, 2018

DEADLINE DATE IS: JUNE 13, 2018

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322**

**C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322**

WAREHOUSE

WAREHOUSE

EVENT: DIA 2018 GLOBAL ANNUAL MEETING

EVENT: DIA 2018 GLOBAL ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 23, 2018

CANNOT DELIVER BEFORE JUNE 23, 2018

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTI
415 SUMMER ST

BOSTON, MA 022101709

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTE
415 SUMMER ST

BOSTON, MA 022101709

SHOW SITE

SHOW SITE

EVENT: DIA 2018 GLOBAL ANNUAL MEETING

EVENT: DIA 2018 GLOBAL ANNUAL MEETING

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY JUNE 13, 2018

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

HANGING SIGN
(461176)

EVENT: ***DIA 2018 GLOBAL ANNUAL MEETING***

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FURNISH FORWARD

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

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

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

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



SEATING

Naples



CHAIR *SELECT*
black vinyl **810119**

36"L 30"D 33"H
⊕ Powered options available



LOVESEAT *SELECT*
black vinyl **830120**

62"L 30"D 33"H
⊕ Powered options available



SOFA *SELECT*
black vinyl **830119**

87"L 30"D 33"H
⊕ Powered options available

Munich



CORNER CHAIR *SELECT*
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR *SELECT*
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT *SELECT*
gray **830200**

45"L 27"D 28.5"H



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

93.5"L 27"D 28.5"H

Baja

CHAIR *SELECT*
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT *SELECT*
white vinyl **83020**

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

SOFA *SELECT*
platinum suede **8301**

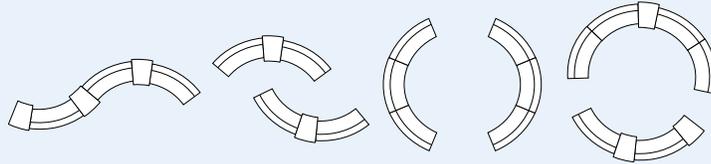
69"L 29"D 33"H

OTTOMAN *SELECT*
platinum suede **8151**

25"L 31"D 18"H



possible configurations



Key Largo



LOVESEAT *SELECT*
black fabric **830950**

57"L 35"D 34"H



SOFA *SELECT*
black fabric **830951**

79"L 35"D 34"H



CHAIR *SELECT*
black fabric **810950**

35"L 35"D 34"H

Allegro

CHAIR *SELECT*
blue fabric **81019**

36"L 34.5"D 30"H

SOFA *SELECT*
blue fabric **83015**

73"L 34.5"D 30"H



SEATING

Fairfax

CHAIR *SELECT*
white vinyl/brushed metal **810949**
27"L 26"D 30"H



SOFA *SELECT*
white vinyl/brushed metal **830949**
62"L 26"D 30"H



Hopi

CHAIR *SELECT*
gray linen **810140**
21"L 25"D 34"H



LOVESEAT *SELECT*
gray linen **830150**
48"L 25"D 34"H



Tangiers

CHAIR *SELECT*
ivory/cream/beige fabric **810118**
34"L 37"D 36"H



LOVESEAT *SELECT*
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H



SOFA *SELECT*
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

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

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

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

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



OTTOMANS

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

39"L 23"D 18"H



VIBE CUBE OTTOMAN *SELECT*

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

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN *SELECT*

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

17" Round 18"H



EDGE LED CUBE OTTOMAN* *SELECT*

high-density plastic **81526**

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

⊗ Powered

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



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

⊗ See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H

OCCASIONAL CHAIRS

**BLACK DIAMOND
SIDE CHAIR** **ESSENTIALS**
71089

21"W | 23"L | 32"H

**BLACK DIAMOND
ARMCHAIR** **ESSENTIALS**
71090

20"W | 21"L | 33"H

LAGUNA CHAIR **SELECT**
maple/chrome 810861

18"L | 19"D | 34"H



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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H



ITEMS PICTURED BELOW

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

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**
 espresso vinyl **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**
 green molded plastic **810130**

20"L 20"D 32"H



FREEMAN

OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**
black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**
black vinyl **810944**

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



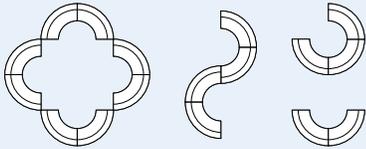
FREEMAN

BARS & BARSTOOLS

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

67"L | 22"D | 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**
71088

22"W | 18"L | 46"H

GRAY GASLIFT STOOL **ESSENTIALS**
with arms **71048**
without arms **71047**

24"W | 20"L | 46"H | Adjustable

LAGUNA BARSTOOL **SELECT**
maple/chrome **810860**

18"L | 20"D | 47"H



LIMERICK® STOOL
BY HERMAN MILLER **ESSENTIALS**
gray **210109**

18"W | 17.75"L | 44"H

LIFT BARSTOOL **SELECT**
gray vinyl/chrome **810872**
red vinyl/chrome **810873**
black vinyl/chrome **810871**
white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



APEX BARSTOOL **SELECT**
black vinyl **810951**
blue ultra suede **810952**
red vinyl **810953**
white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

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

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

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

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



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

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



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

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

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

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

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



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

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

COUNTERS

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

TABLES*

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

COUNTERS*

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

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



**BLACK-TOP
CAFÉ** *ESSENTIALS*
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI *ESSENTIALS*
72066

18" Round 18"H



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

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



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

30" Round 30"H

72064

36" Round 30"H



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

30" Round 42"H

720164

36" Round 42"H



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

30" Round 29"H



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

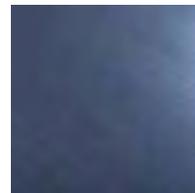
30" Round 45"H



actual color

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

30" Round 29"H



actual color

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

30" Round 42"H

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



Atomic

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

36" Round 30"H

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

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H



END TABLE **SELECT**
glass/chrome 82035

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome 82034

50"L 22"D 16"H

Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available

⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15" Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



Rustique

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

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

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

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



CONFERENCE TABLES

GEO CONFERENCE TABLE *SELECT*

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE *SELECT*

gray acajou **820260**

42" Round 29"H



42" ROUND WHITE CONFERENCE TABLE *SELECT*

white laminate **820708**

42" Round 29"H



6' OVAL CONFERENCE TABLE *SELECT*

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

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

laminate/metal

82058

72"L 26"D 30"H



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

laminate/metal

82067

72"L 26"D 30"H



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

laminate/metal

82063

72"L 26"D 30"H

CONFERENCE TABLES



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



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



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



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



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

FREEMAN

OFFICE



MADISON DESK **SELECT**
gray acajou 84075

60"L 30"D 29"H



MADISON CREDENZA **SELECT**
gray acajou 84077

60"L 20"D 29"H



MADISON BOOKCASE **SELECT**
gray acajou 84078

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

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

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

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

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



POWERED

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

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



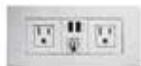
Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

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

72.25"L | 26.25"D | 42"H

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

72.25"L | 26.25"D | 42"H



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

72"L | 26"D | 30"H

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

72"L | 26"D | 30"H



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

60"L | 30"D | 30"H

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

48"L | 26"D | 18"H



POWERED PRODUCT PEDESTALS

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

24"L | 24"D | 36"H

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

24"L | 24"D | 42"H



Power Panel Detail

BANQUETTE

CENTER CONE **SELECT**
8506

38" Round | 51"H

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



*Electrical power must be ordered separately

POWERED

STORAGE

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

16"L 20"D 28"H



FILE CABINET
WITH LOCK **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



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

36"W 18"L 72"H



REFRIGERATOR



SMALL
REFRIGERATOR* **ESSENTIALS**
75057

19"W 19"L 34"H



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

28"L 28"D 64"H

LIGHTING



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

16" Round 26"H



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

18" Round 55"H

*Electrical power must be ordered separately

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

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



TABLET STAND ACCESSORIES

BROCHURE HOLDER* *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* *SELECT*

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* *SELECT*

black **850713**

14.85"L 7.17"D 1"H



**To be ordered with the tablet stand*

ACCESSORIES

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

42"H

CHROME SIGN HOLDER **ESSENTIALS**
220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS**
750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS**
750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS**
220109

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

BRUSHED ALUMINUM EASEL **ESSENTIALS**
220134

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

CHROME BAG RACK **ESSENTIALS**
220110

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



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS**
10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS**
220106



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

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
	810119*	Chair.....	578.10	635.90	809.35	_____
	830120*	Loveseat.....	769.35	846.30	1,077.10	_____
	830119*	Sofa.....	856.15	941.75	1,198.60	_____
Munich Group - Gray Fabric						
	810150*	Corner Chair.....	531.00	584.10	743.40	_____
	810151*	Armless Chair.....	463.50	509.85	648.90	_____
	830200*	Armless Loveseat.....	778.50	856.35	1,089.90	_____
	830201*	Sectional - 3 Piece.....	1,773.00	1,950.30	2,482.20	_____
Baja Group - White Vinyl						
	81050*	Chair.....	528.75	581.65	740.25	_____
	83020*	Loveseat.....	562.50	618.75	787.50	_____
South Beach Group - Platinum Suede						
	8301*	Sofa.....	745.85	820.45	1,044.20	_____
	8151*	Ottoman.....	325.20	357.70	455.30	_____
Key Largo Group - Black Fabric						
	830950*	Loveseat.....	452.25	497.50	633.15	_____
	830951*	Sofa.....	501.75	551.95	702.45	_____
	810950*	Chair.....	357.75	393.55	500.85	_____
Allegro Group - Blue Fabric						
	81019*	Chair.....	479.50	527.45	671.30	_____
	83015*	Sofa.....	765.30	841.85	1,071.40	_____
Fairfax Group - White Vinyl						
	810949*	Chair.....	301.50	331.65	422.10	_____
	830949*	Sofa.....	481.50	529.65	674.10	_____
Hopi Group - Gray Linen						
	810140*	Chair.....	200.25	220.30	280.35	_____
	830150*	Loveseat.....	305.10	335.60	427.15	_____
Tangiers Group - Beige Fabric						
	810118*	Chair.....	506.15	556.75	708.60	_____
	830220*	Loveseat.....	654.75	720.25	916.65	_____
	830118*	Sofa.....	714.45	785.90	1,000.25	_____
CASUAL SEATING						
Ottomans						
	815122*	Endless Square - White Vinyl.....	355.80	391.40	498.10	_____
	815123*	Endless Square - Black Vinyl.....	355.80	391.40	498.10	_____
	815953*	Endless Curve - White Vinyl.....	467.20	513.90	654.10	_____
	815952*	Endless Curve - Black Vinyl.....	467.20	513.90	654.10	_____
	815119*	Half-Bench - White Vinyl.....	317.25	349.00	444.15	_____
	81518*	Vibe Cube - Blue Vinyl.....	126.00	138.60	176.40	_____
	81519*	Vibe Cube - Red Vinyl.....	126.00	138.60	176.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	126.00	138.60	176.40	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	126.00	138.60	176.40	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	126.00	138.60	176.40	_____
_____	81530*	Vibe Cube - Black Vinyl.....	126.00	138.60	176.40	_____
_____	81531*	Vibe Cube - White Vinyl.....	126.00	138.60	176.40	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	126.00	138.60	176.40	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	126.00	138.60	176.40	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	126.00	138.60	176.40	_____
_____	815151*	Marche Swivel - Gray Fabric.....	195.75	215.35	274.05	_____
_____	815154*	Marche Swivel - Red Fabric.....	195.75	215.35	274.05	_____
_____	815159*	Marche Swivel - Blue Fabric.....	195.75	215.35	274.05	_____
_____	815152*	Marche Swivel - Linen Fabric.....	195.75	215.35	274.05	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	195.75	215.35	274.05	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	195.75	215.35	274.05	_____
_____	815156*	Marche Swivel - Plum Fabric.....	195.75	215.35	274.05	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	195.75	215.35	274.05	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	195.75	215.35	274.05	_____
_____	815150*	Marche Swivel - White Vinyl.....	195.75	215.35	274.05	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	239.75	263.75	335.65	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	625.00	687.50	875.00	_____
_____	8507*	Quarter Curve Ottoman.....	415.00	456.50	581.00	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	393.75	433.15	551.25	_____
_____	81551*	Brown Fabric.....	393.75	433.15	551.25	_____
_____	81552*	Gray Fabric.....	393.75	433.15	551.25	_____
_____	81553*	Linen Fabric.....	393.75	433.15	551.25	_____
_____	81554*	Ocean Blue Fabric.....	393.75	433.15	551.25	_____
_____	81555*	Red Fabric.....	393.75	433.15	551.25	_____
_____	81556*	White Vinyl.....	393.75	433.15	551.25	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	175.85	193.45	246.20	_____
_____	71090	Black Diamond Arm Chair.....	201.35	221.50	281.90	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	121.50	133.65	170.10	_____
_____	210108	Limerick® Chair by Herman Miller.....	109.05	119.95	152.65	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	926.30	1,018.95	1,296.80	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	926.30	1,018.95	1,296.80	_____
_____	810948*	Meeting Chair - White Vinyl.....	333.35	366.70	466.70	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	254.45	279.90	356.25	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	333.35	366.70	466.70	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	467.20	513.90	654.10	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	506.15	556.75	708.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	86.65	95.30	121.30	
	810130*	Malba Chair - Green Molded Plastic.....	86.65	95.30	121.30	
	810846*	Christopher Chair - White Vinyl/Chrome.....	153.20	168.50	214.50	
	810851*	Zenith Chair - White/Chrome.....	137.25	151.00	192.15	
	810841*	Rustique Chair - Gunmetal.....	153.20	168.50	214.50	
	810837*	Razor Armless Chair - White High Density Plastic....	134.50	147.95	188.30	
	810875*	Swanson Swivel Chair - White Vinyl.....	277.70	305.45	388.80	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	127.45	140.20	178.45	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	127.45	140.20	178.45	
	810847*	Wendy Chair - Clear Acrylic.....	141.75	155.95	198.45	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	377.30	415.05	528.20	
	71045	Gray Gaslift Chair Without Arms.....	296.90	326.60	415.65	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	370.25	407.30	518.35	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	373.80	411.20	523.30	
	810844*	Pro Executive High Back Chair - White Vinyl.....	349.25	384.20	488.95	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	349.25	384.20	488.95	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	308.25	339.10	431.55	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	272.40	299.65	381.35	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	319.50	351.45	447.30	
Bars & Barstools						
	8501*	Martini Bar.....	1,617.25	1,779.00	2,264.15	
	71088	Black Diamond Stool.....	259.40	285.35	363.15	
	71048	Gray Gaslift Stool with Arms.....	428.50	471.35	599.90	
	71047	Gray Gaslift Stool without Arms.....	377.30	415.05	528.20	
	810860*	Laguna Barstool - Maple/Chrome.....	153.00	168.30	214.20	
	210109	Limerick® Stool by Herman Miller.....	159.80	175.80	223.70	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	193.80	213.20	271.30	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	193.80	213.20	271.30	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	193.80	213.20	271.30	
	810870*	Lift Barstool - White Vinyl/Chrome.....	193.80	213.20	271.30	
	810951*	Apex Barstool - Black Vinyl.....	202.50	222.75	283.50	
	810952*	Apex Barstool - Blue Ultra Suede.....	202.50	222.75	283.50	
	810953*	Apex Barstool - Red Vinyl.....	202.50	222.75	283.50	
	810954*	Apex Barstool - White Vinyl.....	202.50	222.75	283.50	
	810103*	Banana Barstool - White Vinyl/Chrome.....	222.80	245.10	311.90	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	222.80	245.10	311.90	
	810850*	Zenith Barstool - White/Chrome.....	137.25	151.00	192.15	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	362.60	398.85	507.65	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	362.60	398.85	507.65	
	810848*	Christopher Barstool - White.....	184.50	202.95	258.30	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	321.25	353.40	449.75	
	810839*	Rustique Barstool - Gunmetal.....	153.20	168.50	214.50	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	280.35	308.40	392.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	280.35	308.40	392.50	

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

Draped Tables & Counters

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	207.75	228.55	290.85	_____
_____	124630	Draped Table 6'L x 30"H.....	217.80	239.60	304.90	_____
_____	124830	Draped Table 8'L x 30"H.....	289.30	318.25	405.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	46.80	51.50	65.50	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	46.80	51.50	65.50	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	262.85	289.15	368.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	312.40	343.65	437.35	_____
_____	124842	Draped Counter 8'L x 42"H.....	343.80	378.20	481.30	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	65.30	71.85	91.40	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	65.30	71.85	91.40	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	87.60	96.35	122.65	_____
_____	125630	Undraped Table 6'L x 30"H.....	107.60	118.35	150.65	_____
_____	125830	Undraped Table 8'L x 30"H.....	135.05	148.55	189.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	119.10	131.00	166.75	_____
_____	125642	Undraped Counter 6'L x 42"H.....	138.95	152.85	194.55	_____
_____	125842	Undraped Counter 8'L x 42"H.....	168.10	184.90	235.35	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.40	33.45	42.55	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.60	39.15	49.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.10	45.20	57.55	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.55	51.20	65.15	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.95	62.65	79.75	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	67.35	74.10	94.30	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	276.15	303.75	386.60	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	276.15	303.75	386.60	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	176.70	194.35	247.40	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	276.15	303.75	386.60	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	276.15	303.75	386.60	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	220.30	242.35	308.40	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	220.30	242.35	308.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	220.30	242.35	308.40	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	220.30	242.35	308.40	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	312.75	344.05	437.85	
	8201207*	Hydraulic Base Bar Table - Maple.....	328.50	361.35	459.90	
	8201203**	Standard Base Cafe Table - Blue Steel.....	235.00	258.50	329.00	
	8201204**	Standard Base Bar Table - Blue Steel.....	300.00	330.00	420.00	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	351.00	386.10	491.40	
	8201211*	Hydraulic Base Bar Table - Graphite.....	360.00	396.00	504.00	
	8201206*	Hydraulic Base Cafe Table - Maple.....	348.75	383.65	488.25	
	8201205*	Hydraulic Base Bar Table - Maple.....	355.50	391.05	497.70	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	364.50	400.95	510.30	
	820125*	Hydraulic Base Bar Table - White Laminate.....	348.75	383.65	488.25	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	288.00	316.80	403.20	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	288.00	316.80	403.20	
	820265*	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	
	820264*	Madison Bar Table - Gray Acajou.....	236.25	259.90	330.75	
	8201220*	30" Cafe Table Black Base - White Laminate.....	229.50	252.45	321.30	
	8201221*	30" Bar Table Black Base - White Laminate.....	245.25	269.80	343.35	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	353.25	388.60	494.55	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	353.25	388.60	494.55	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	272.25	299.50	381.15	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	272.25	299.50	381.15	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	272.25	299.50	381.15	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	272.25	299.50	381.15	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	333.00	366.30	466.20	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	333.00	366.30	466.20	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	298.30	328.15	417.60	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	318.00	349.80	445.20	
	820252*	Alondra End Table - Glass/Chrome.....	200.25	220.30	280.35	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	276.75	304.45	387.45	
	820253*	Alondra End Table - Wood/Chrome.....	200.25	220.30	280.35	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	276.75	304.45	387.45	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	308.25	339.10	431.55	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	308.25	339.10	431.55	
	82028*	Geo End Table - Wood/Black Steel.....	236.25	259.90	330.75	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	240.75	264.85	337.05	
	82035*	Geo End Table - Glass/Chrome.....	269.60	296.55	377.45	
	82034*	Geo Cocktail Table - Glass/Chrome.....	298.30	328.15	417.60	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	220.60	242.65	308.85	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	220.60	242.65	308.85	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	220.60	242.65	308.85	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	220.60	242.65	308.85	

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional, End & Cocktail Tables (continued)						
_____	82075*	Regis End Table - Brushed Metal.....	209.25	230.20	292.95	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	294.75	324.25	412.65	_____
_____	820844*	Aura Round Table - White Metal.....	162.35	178.60	227.30	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	239.75	263.75	335.65	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	526.20	578.80	736.70	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	526.20	578.80	736.70	_____
_____	82088*	Oliver End Table - Walnut Finish.....	167.25	184.00	234.15	_____
_____	82087*	Oliver Table - Walnut Finish.....	212.20	233.40	297.10	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	270.00	297.00	378.00	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	438.50	482.35	613.90	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	438.50	482.35	613.90	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	369.00	405.90	516.60	_____
_____	820708*	42" Round Conference Table - White Laminate.....	633.40	696.75	886.75	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	686.65	755.30	961.30	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	447.75	492.55	626.85	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	893.25	982.60	1,250.55	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	893.25	982.60	1,250.55	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	484.20	532.60	677.90	_____
_____	82067*	G30 Cafe Table - Maple.....	484.20	532.60	677.90	_____
_____	82063*	G30 Cafe Table - White.....	484.20	532.60	677.90	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	668.25	735.10	935.55	_____
_____	820952*	Ventura Communal Bar Table - Black.....	654.75	720.25	916.65	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	668.25	735.10	935.55	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	668.25	735.10	935.55	_____
_____	820956*	Ventura Communal Bar Table - White.....	668.25	735.10	935.55	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	533.50	586.85	746.90	_____
_____	84077*	Madison Credenza - Gray Acajou.....	461.25	507.40	645.75	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	393.75	433.15	551.25	_____
Computer Desks/Tables						
_____	820706*	Work Desk - White Laminate.....	396.25	435.90	554.75	_____
_____	820707*	Merlin Table - Gray Laminate.....	502.25	552.50	703.15	_____
POWERED						
Powered Seating						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	760.95	837.05	1,065.35	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,013.70	1,115.05	1,419.20	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,176.55	1,294.20	1,647.15	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	760.95	837.05	1,065.35	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,176.55	1,294.20	1,647.15	_____
Powered Tables						
_____	820950*	Ventura Communal Bar Table, Powered - Black.....	810.00	891.00	1,134.00	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	735.75	809.35	1,030.05	_____
_____	82071*	G30 Cafe Table, Powered - White.....	693.60	762.95	971.05	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	445.50	490.05	623.70	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
JUNE 01, 2018

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	542.25	596.50	759.15	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	477.00	524.70	667.80	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	369.00	405.90	516.60	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	369.00	405.90	516.60	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	553.20	608.50	774.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	553.20	608.50	774.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	662.70	728.95	927.80	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	662.70	728.95	927.80	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	166.50	183.15	233.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	228.85	251.75	320.40	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	296.90	326.60	415.65	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	492.75	542.05	689.85	_____

Refrigerator

_____	75057	Small Refrigerator.....	495.85	545.45	694.20	_____
_____	8503001*	Refrigerator - White.....	923.55	1,015.90	1,292.95	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	151.15	166.25	211.60	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	222.00	244.20	310.80	_____

Display

_____	75020	Display Cylinder - Black - Low.....	228.85	251.75	320.40	_____
_____	75021	Display Cylinder - Black - Medium.....	228.85	251.75	320.40	_____
_____	75022	Display Cylinder - Black - High.....	228.85	251.75	320.40	_____
_____	75030	Display Cube - Black - 12" Small.....	267.05	293.75	373.85	_____
_____	75031	Display Cube - Black - 18" Medium.....	285.90	314.50	400.25	_____
_____	75032	Display Cube - Black - 24" Large.....	324.30	356.75	454.00	_____
_____	75079	Orion Computer Kiosk - Black.....	412.35	453.60	577.30	_____
_____	72056	Display Counter - Black.....	267.70	294.45	374.80	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	373.70	411.05	523.20	_____
_____	850715*	Mobile Tablet Stand - Black.....	373.70	411.05	523.20	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	36.75	40.45	51.45	_____
_____	850712*	Wireless Printer Holder - Black.....	36.75	40.45	51.45	_____
_____	850713*	Charging Shelf - Black.....	36.75	40.45	51.45	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	104.35	114.80	146.10	_____
_____	220118	Chrome Sign Holder.....	197.75	217.55	276.85	_____
_____	750135	Round Literature Rack.....	241.60	265.75	338.25	_____
_____	750136	Flat Literature Rack.....	213.55	234.90	298.95	_____

FREEMAN furnishings

Take advantage of the Online price by ordering at www.freeman.com before JUNE 01, 2018

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						
Accessories (continued)						
_____	220109	Chrome Coat Tree.....	71.70	78.85	100.40	_____
_____	220134	Aluminum Easel.....	60.70	66.75	85.00	_____
_____	220110	Chrome Bag Rack.....	157.60	173.35	220.65	_____
_____	10201484	Floor Standing Bulletin Board.....	319.60	351.55	447.45	_____
_____	220106	Corrugated Wastebasket.....	25.50	28.05	35.70	_____
_____	220107	Wastebasket.....	25.50	28.05	35.70	_____

Special Drape

- Black Blue Brown Green Flax
 Gold Gray Plum Red White

_____	12103	Special Drape 3'H (per ft.).....	20.90	23.00	29.25	_____
_____	12108	Special Drape 8'H (per ft.).....	28.95	31.85	40.55	_____

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

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

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN

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

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

FREEMAN SHOW PACKAGE

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

- 8' high back drape (blue, gray and white)
- 3' high side dividers (white)
- One (1) 6'L x 24"W x 30"H Draped Table, White
- Two (2) Limerick® Chairs by Herman Miller
- One (1) Wastebasket
- 7" x 44" ID Sign

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

- One (1) 6'L x 24"W x 30"H Draped Table, White
- Two (2) Limerick® Chairs by Herman Miller
- One (1) Wastebasket

Please fax the completed form to (469) 621-5608

OR

Please scan the completed form to FreemanBostonES@freemanco.com

by JUNE 01, 2018

FREEMAN

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

DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

FREEMAN showcases

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____ BOOTH #: _____

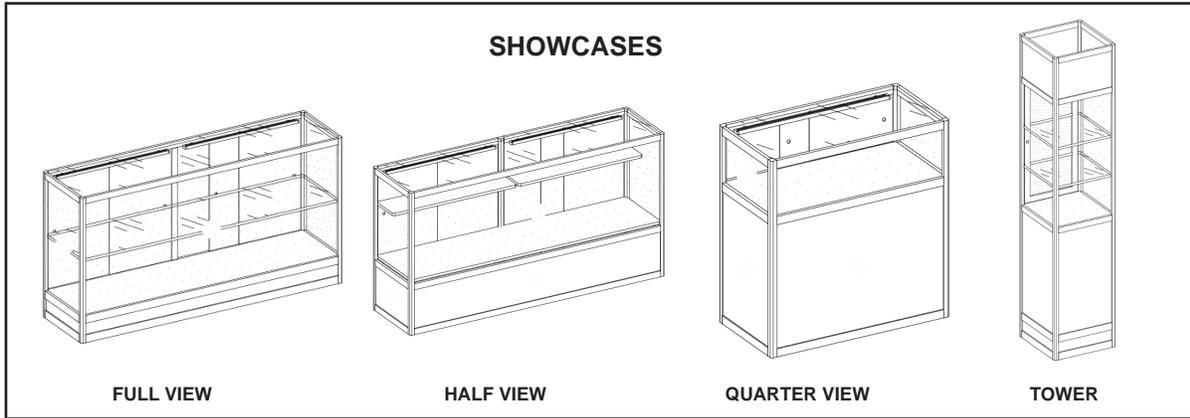
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

SHOWCASES



Want to add graphics? Please contact an Exhibitor Sales Specialist at NEexhibitorsales@freeman.com

SELECT A SIZE FULL VIEW HALF VIEW QUARTER VIEW

Qty	Description	Discount Price	Standard Price	Total
	White PVC, Sliding Doors with lock & includes light. (no mirrors)			
_____	Showcase 1m x 36"H	\$658.20	\$921.50	_____
_____	Showcase 1m x 42"H	\$658.20	\$921.50	_____
_____	Showcase 2m x 36"H	\$835.35	\$1,169.50	_____
_____	Showcase 2m x 42"H	\$835.35	\$1,169.50	_____
_____	Showcase 1/2m x 1/2m x 8' H Tower	\$895.00	\$1,253.00	_____

QUICK TIPS

- REMEMBER TO MAKE A SELECTION FOR ITEMS WITH CHECKBOXES. OTHERWISE, A SELECTION WILL BE MADE FOR YOU.
- ELECTRICAL SERVICES AND CORD LABOR MUST BE ORDERED SEPERATELY.

TOTAL COST

Sub-Total _____ + Tax (6.25%) _____ = TOTAL _____

FROM THE GROUND UP

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

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



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

PRESTIGE CARPET

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

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

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



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

CLASSIC CARPET

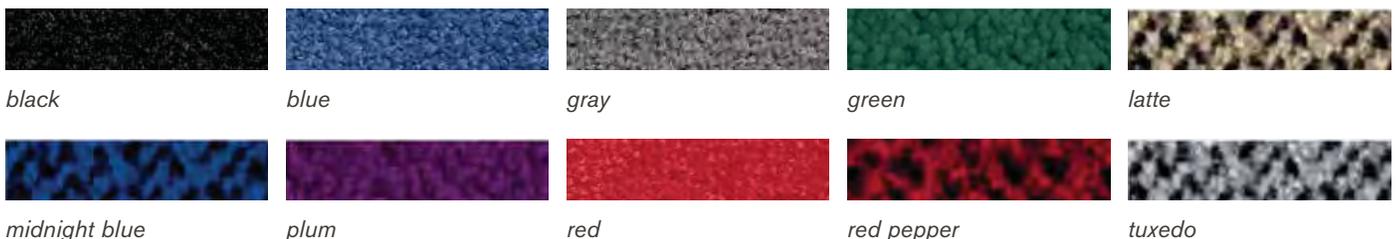
Custom Cut

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

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

Standard Cut

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



Actual colors may vary slightly

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 385.00	\$ 423.50	\$ 539.00	_____
_____	10' x 20' Classic Carpet	\$ 770.00	\$ 847.00	\$ 1,078.00	_____
_____	10' x 30' Classic Carpet	\$ 1,155.00	\$ 1,270.50	\$ 1,617.00	_____
_____	10' x 40' Classic Carpet	\$ 1,540.00	\$ 1,694.00	\$ 2,156.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 185.00	\$ 203.50	\$ 259.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 555.00	\$ 610.50	\$ 777.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,110.00	\$ 1,221.00	\$ 1,554.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,480.00	\$ 1,628.00	\$ 2,072.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 255.35	\$ 280.90	\$ 357.50	_____
_____	9' x 20' Classic Carpet	\$ 510.70	\$ 561.75	\$ 715.00	_____
_____	9' x 30' Classic Carpet	\$ 766.05	\$ 842.65	\$ 1,072.45	_____
_____	9' x 40' Classic Carpet	\$ 1,021.40	\$ 1,123.55	\$ 1,429.95	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 166.50	\$ 183.15	\$ 233.10	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 499.50	\$ 549.45	\$ 699.30	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 999.00	\$ 1,098.90	\$ 1,398.60	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,332.00	\$ 1,465.20	\$ 1,864.80	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

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

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

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before JUNE 01, 2018

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **5.15**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 5.15	\$ 5.65	\$ 7.20	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 6.90	\$ 7.60	\$ 9.65	_____
Over 700 sq. ft.		\$ 6.35	\$ 7.00	\$ 8.90	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 9.45	\$ 10.40	\$ 13.25	_____
Over 700 sq. ft.		\$ 8.50	\$ 9.35	\$ 11.90	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.80**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.80	\$ 2.00	\$ 2.50	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.60	\$ 1.75	\$ 2.25	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.60	\$ 3.95	\$ 5.05	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.20	\$ 3.50	\$ 4.50	_____

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

FREEMAN

275 Bodwell St
 Avon, MA 02322
 (508) 894-5100 Fax: (469) 621-5608

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **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 Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days	N/A	N/A	_____
_____	610300	Booth Vacuuming - 3 Days	1.50	2.10	_____
_____	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 Time	1.35	1.90	_____
_____	630200	Shampoo Carpet - 2 Days	2.65	3.70	_____
_____	630300	Shampoo Carpet - 3 Days	4.00	5.60	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	194.00	271.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	239.00	334.60	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	285.00	399.00	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

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

FIT TO PRINT

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



SMARTFABRIC® RENTAL EXHIBITS

Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental exhibit includes 100% recyclable aluminum for the structure.



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15 lbs each)

RENTAL EXHIBITS INCLUDE:

- * Custom Fabric Graphic (fabric graphic purchased to keep)
- Zippered Carrying Case for Fabric Graphic (fabric graphic purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric® Rental Exhibit and are reusing their back wall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric® Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



10 x 10 ft. frame



10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

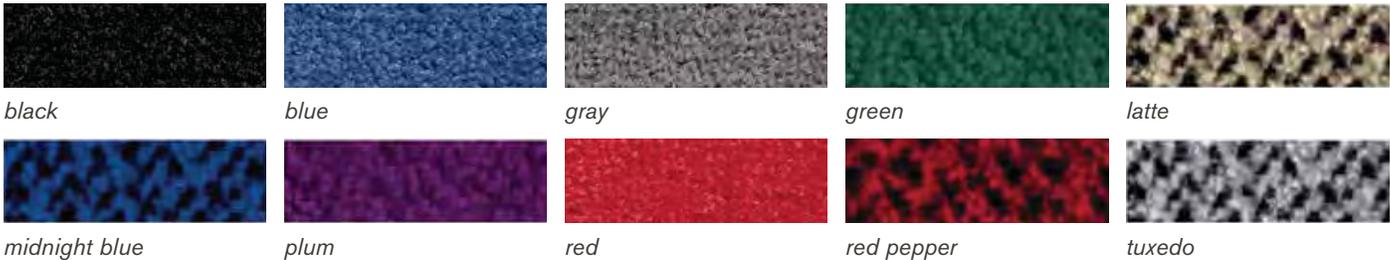
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

*Graphic art for the back wall is not included. Customer must provide full back wall image or Freeman can design a back wall for an additional charge.

CLASSIC CARPET

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

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options

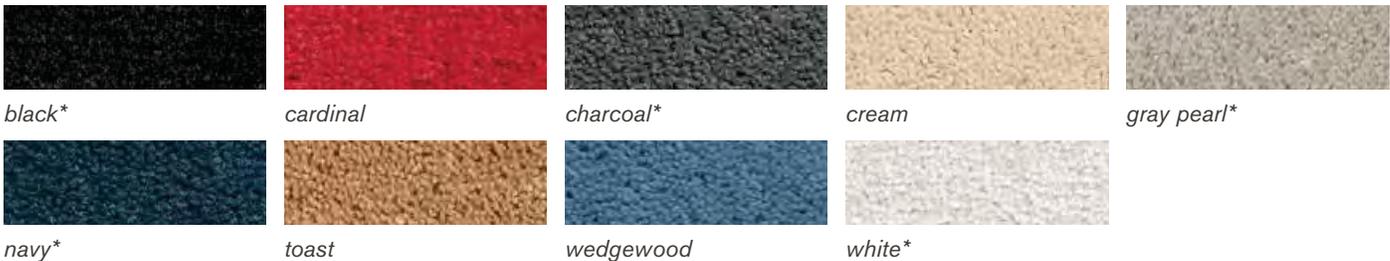


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options



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

ACCESSORIES

SmartFabric® Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

**SMARTFABRIC®
ZIPPERED
CARRYING CASE**

20"W | 8"H | 16"D



**CLEAR ACRYLIC
SHELF**

36"W | 12"H | .25"D

(holds up to 15lbs each)



CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution back wall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” MATERIALS



When you select "Clean Footprint" materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be reusable and 100% recyclable. Using a Freeman rental unit includes a 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

275 Bodwell St
 Avon, MA 02322
 (508) 894-5100 Fax: (469) 621-5608

DISCOUNT PRICE
 DEADLINE DATE
 JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

QUICK TIPS

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

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

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

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

RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

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



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



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

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



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

Rental Exhibits Include:

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

questions?

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



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, conerd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,340.75	4,677.05	<input type="checkbox"/> 10' x 20'	5,112.30	7,157.20	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,071.15	2,899.60	<input type="checkbox"/> 10' x 20'	3,838.30	5,373.60	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,868.95	5,416.55	<input type="checkbox"/> 10' x 20'	4,539.50	6,355.30	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,809.30	3,933.00	<input type="checkbox"/> 10' x 20'	5,757.40	8,060.35	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,945.20	4,123.30	<input type="checkbox"/> 10' x 20'	5,890.25	8,246.35	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,070.60	4,298.85	<input type="checkbox"/> 10' x 20'	4,842.15	6,779.00	_____

CHOOSE YOUR PANEL

- Black Fabric
 Blue Fabric
 Gray Fabric
 White Hardwall
 White Perfboard

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

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

FREEMAN

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Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

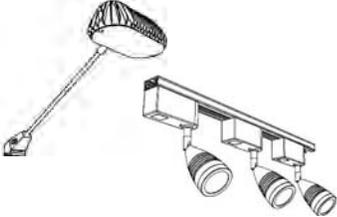
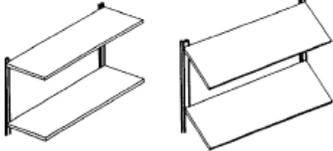
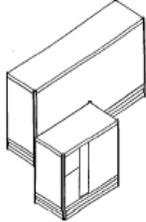
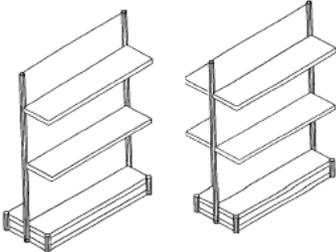
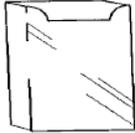
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freeman.com
ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	78.85	110.40	_____
___	172514	4' Tracklight (3 lights)	311.00	435.40	_____
___	17252	Halogen Light	78.85	110.40	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	422.00	590.80	_____
___	17306	1M x ½M x 42" High.....	422.00	590.80	_____
___	17308	2M x ½M x 36" High.....	616.00	862.40	_____
___	17309	2M x ½M x 42" High.....	616.00	862.40	_____
___	173010	1M Radius x ½M x 36" High.	658.20	921.50	_____
___	173011	1M Radius x ½M x 42" High..	658.20	921.50	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	17.70	24.80	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	329.10	460.75	_____
___	174542	Double Sided 1M x 4' High..	438.85	614.40	_____
___	174581	Single Sided 1M x 8' High...	493.75	691.25	_____
___	174582	Double Sided 1M x 8' High..	658.20	921.50	_____

SHELVES					
___	17201	1M Straight (37" x12")	78.85	110.40	_____
___	17206	1M Angled (37" x 12")	78.85	110.40	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	33.40	46.75	_____

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

Don't see what you need?
Please call Exhibitor Sales at (508) 894-5100.

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

FLEXING TO FIT YOUR NEEDS

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



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

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

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

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



FLOOR UNITS

- 10'w x 8'h Floor Standing Unit
- 20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

- 6'w x 40"h Table Top Unit
- 8'w x 40"h Table Top Unit

FREEMAN

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DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

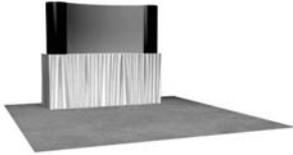
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,101.90	1,542.65	_____	_____
40"H x 8'W	1,279.05	1,790.65	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,147.30	1,606.20	_____	_____
40"H x 8'W	1,300.25	1,820.35	_____	_____

*Shipping Not Included

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

Purchase Units Include:
1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray Blue

**Other Colors Also Available for Purchase Units*

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

Table Drape:

Black Blue Brown Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,807.95	2,531.15	_____	_____
8'H x 10'W	2,153.70	3,015.20	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,600.75	3,641.05	_____	_____
8'H x 10'W	3,053.75	4,275.25	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray Blue

**Other Colors Also Available for Purchase Units*

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	222.80	311.90	_____	_____	286.55	401.15	_____
1715801	1-200 Watt Halogen Light Kit	_____	116.75	163.45	_____	_____	210.70	295.00	_____
1715802	Straight Shelf	_____	89.45	125.25	_____	_____	145.45	203.65	_____
1715803	Angled Shelf	_____	89.45	125.25	_____	_____	145.45	203.65	_____

QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

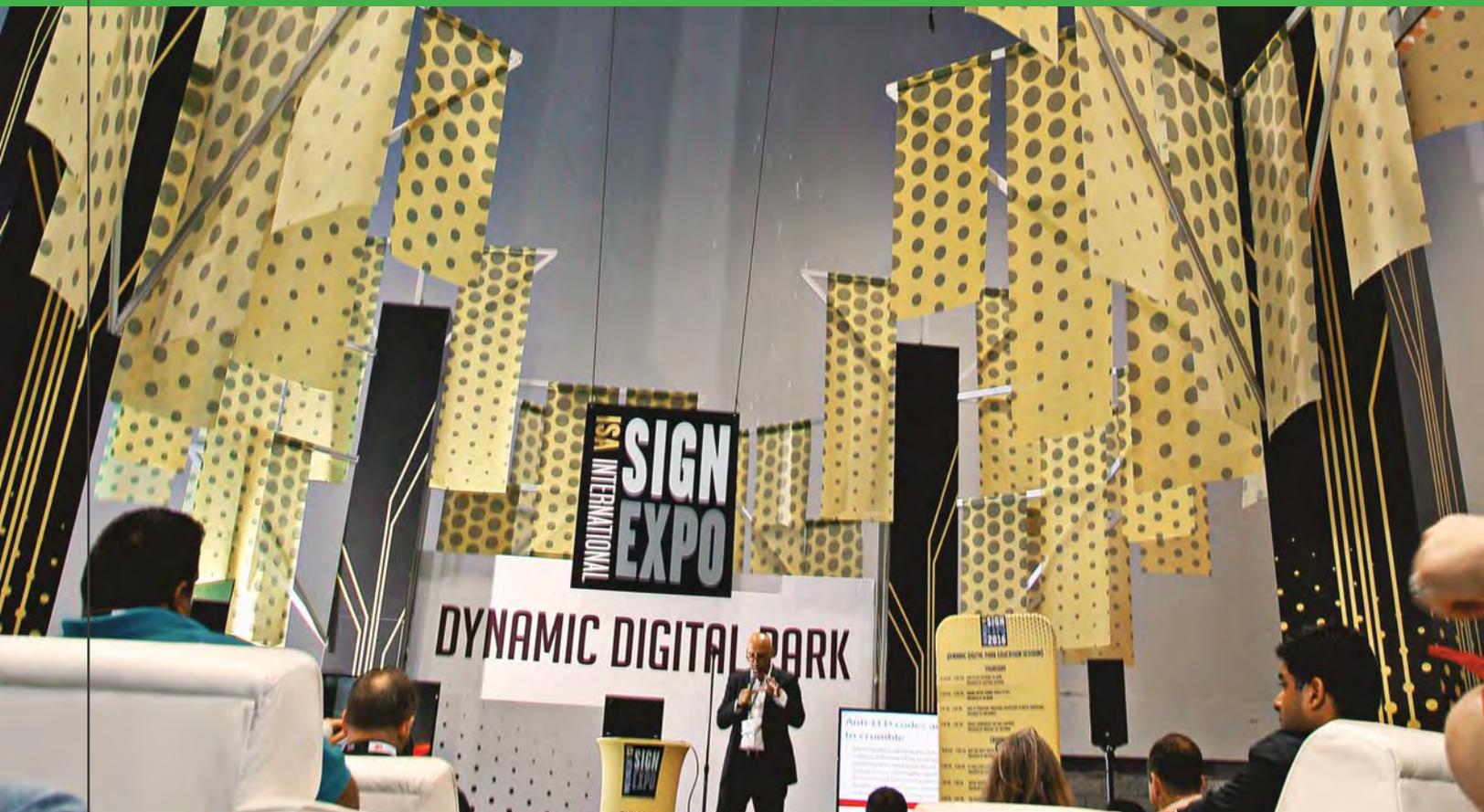
Sub-Total + 6.25% Tax = Total Cost

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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



FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

DISCOUNT PRICE
DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 21.90 per sq. ft. discount price
x or = \$ _____
\$ 32.85 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	52.95	79.45 =	_____
7" x 22" @ _____	54.65	82.00 =	_____
7" x 44" @ _____	67.55	101.35 =	_____
9" x 44" @ _____	87.55	131.35 =	_____
11" x 14" @ _____	52.95	79.45 =	_____
14" x 22" @ _____	65.80	98.70 =	_____
14" x 44" @ _____	136.85	205.30 =	_____
22" x 28" @ _____	136.85	205.30 =	_____
28" x 44" @ _____	200.65	301.00 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.

MATERIAL MATTERS

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

GREEN

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



FREEMAN

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

**DISCOUNT PRICE
 DEADLINE DATE
 30 DAYS PRIOR TO MOVE-IN**

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.

Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,663.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____

Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____

Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____

Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____

Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

Total: _____ x Tax (6.25%) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

LET US DO THE HEAVY LIFTING

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



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

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

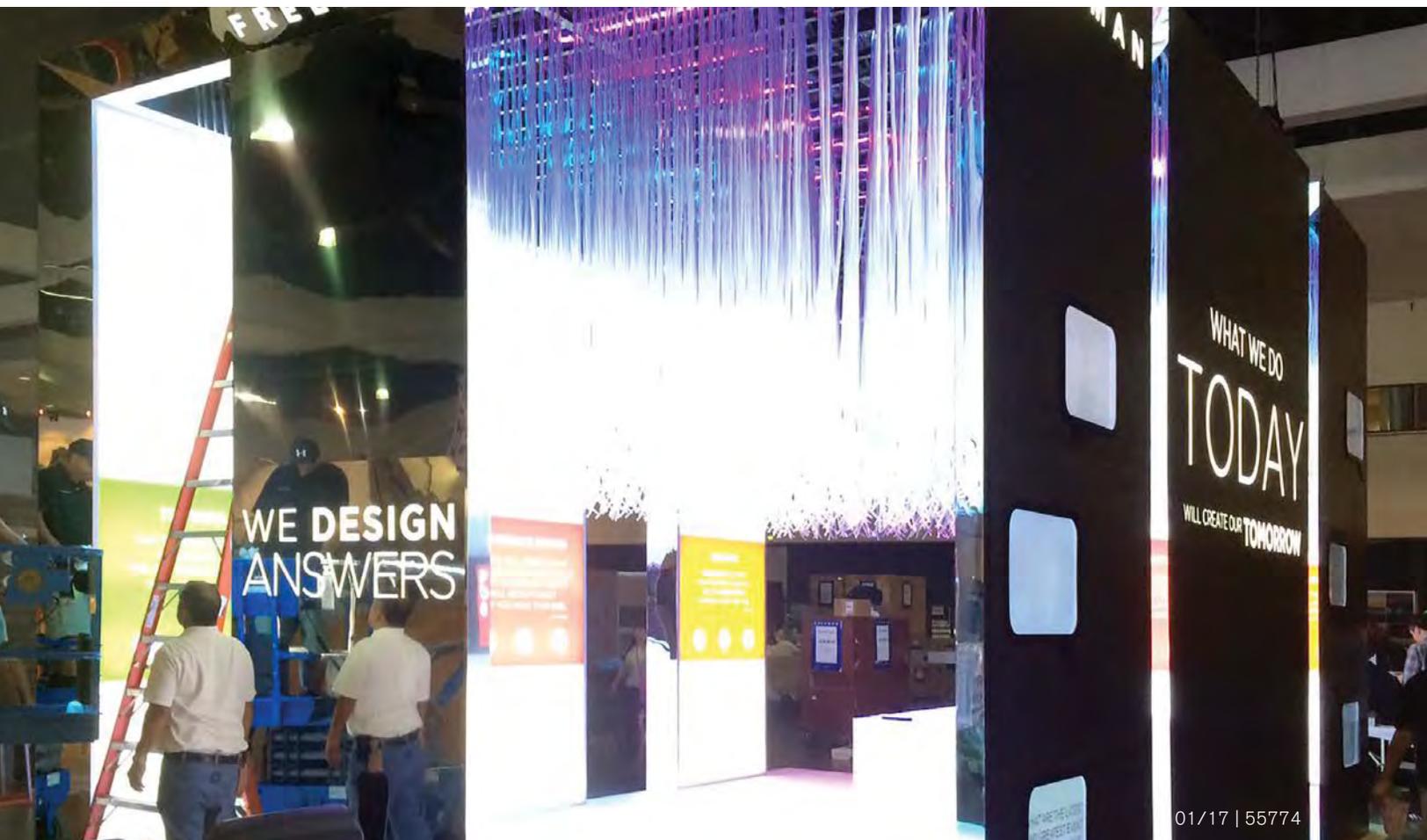
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



UNION JURISDICTIONS BOSTON, MASSACHUSETTS

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

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

MATERIAL HANDLING

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

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

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

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

BOOTH LABOR

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

TIPPING

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

FREEMAN

275 Bodwell Street
Avon, MA 02322

(508) 894-5100 • Fax: (469) 621-5608

DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$149.75	\$209.75
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$209.50	\$293.25
Double Time- All Day Sunday and Holidays.....	\$269.50	\$377.25

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

INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**
- Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**
- Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle labor

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

Other Carrier:

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

Carrier Name: _____
Carrier Phone: _____

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

Select Level of Service:

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

Freight Charges:

Same as ship to
Bill To: _____

Select Shipment Options: (if applicable)

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

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 labor

FREEMAN

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

DEADLINE DATE
JUNE 01, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday and All Day Saturday
Double Time - All Day Sunday and Holidays

- Show site prices will apply to all labor orders placed at show site
 - Start time guaranteed only at start of working day
 - One hour minimum - labor thereafter is charged in half (1/2) hour increments
 - Supervisor must check in at Service Desk to pick up labor
 - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.**

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 633.75	\$ 887.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 863.00	\$1208.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$1053.50	\$1475.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 718.75	\$1006.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 948.00	\$1327.25
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1138.50	\$1594.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 803.75	\$1125.25
304041	Forklift w/operator - 4-Stage - OT.....	\$1033.00	\$1446.25
304042	Forklift w/operator - 4-Stage - DT.....	\$1223.50	\$1713.00
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 149.75	\$ 209.75
3020101	Rigger - OT.....	\$ 209.50	\$ 293.23
3020102	Rigger - DT.....	\$ 269.50	\$ 377.25
EQUIPMENT			
3090600	Forklift Cage.....	\$ 56.00	\$ 78.50
3090700	Forklift Boom.....	\$ 56.00	\$ 78.50
3090800	Pallet Jack.....	\$ 56.00	\$ 78.50

Please check here if you need a Scissorlift for booth work.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							Total	

(461176)

FREEMAN forklift / rigging labor

FREEMAN

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

DEADLINE DATE
JUNE 01, 2018

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

NAME OF SHOW: DIA 2018 GLOBAL ANNUAL MEETING / JUNE 25 - 27, 2018
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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

CORD INSTALLATION LABOR

	Advance	Show Site
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$149.75	\$209.75
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$209.50	\$293.25
Double Time- All Day Sunday and Holidays.....	\$269.50	\$377.25

•Price is per person/per hour
 •Supervisor must check in at Service Desk to pick up labor
 •Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

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

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

Freeman Supervised Labor

- Freeman must receive detailed blueprints/floor plan's for power distributed under carpet.
- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- A detailed floor plan must accompany this order.

Emergency Contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Name of supervisor _____ Phone Number: _____

•Start times cannot always be guaranteed.

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors supervising the labor themselves should visit the Freeman service center to pick up labor.
- Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)
- Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____	_____

CORD RENTAL

Description	Price	Quantity
15' Flat Cord	\$25.00*	_____
25' Flat Cord	\$35.00*	_____
50' Flat Cord	\$45.00*	_____
Tape to cover cords	\$25.00/roll*	_____

There will be a minimum charge of \$25.00 to cover cords with tape.
 Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____

***+6.25% Mass Tax** _____

Total Cost _____

(461176)

FREEMAN electrical/internet cord labor

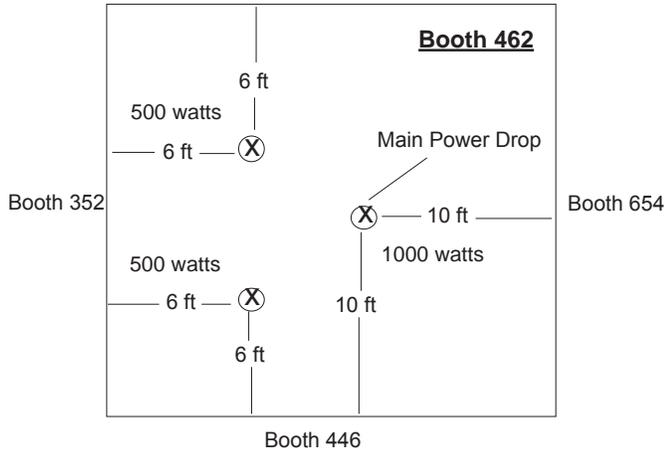
TERMS & CONDITIONS

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

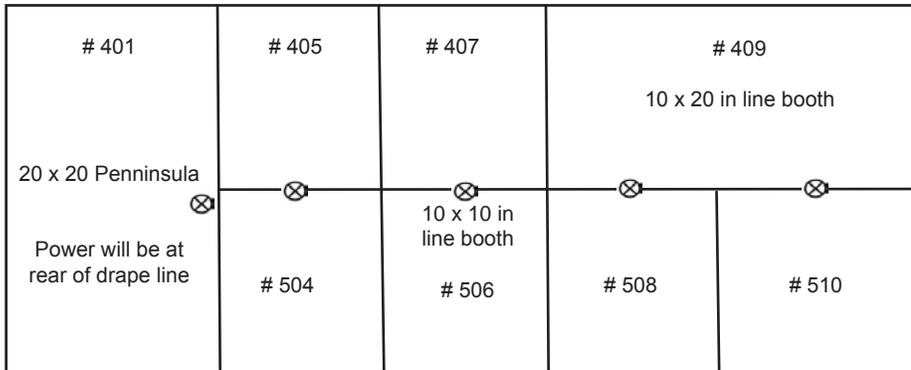
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back of in line and penninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗

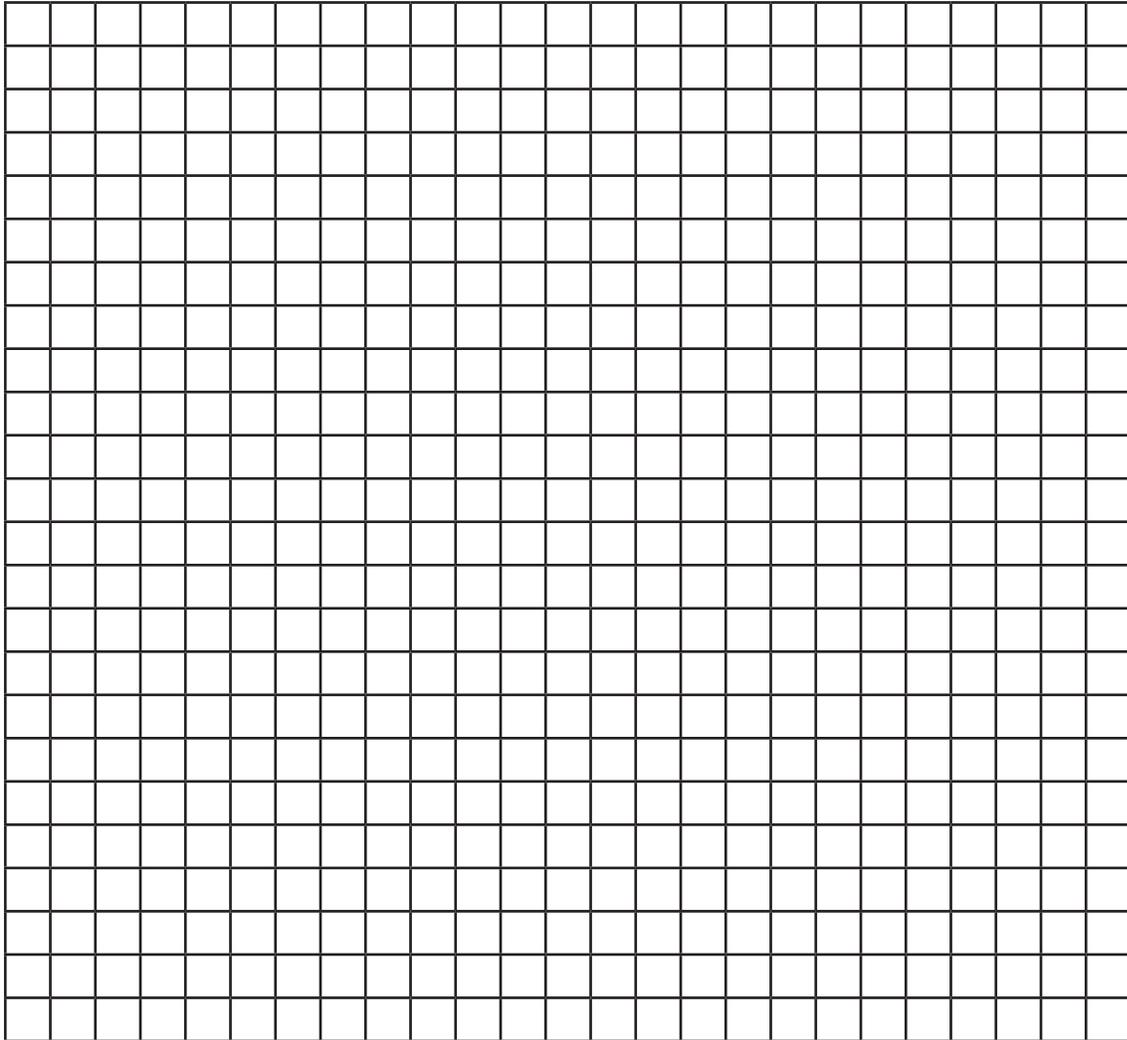


ELECTRICAL/INTERNET CORD LABOR GRID

SHOW NAME _____ DATES _____

COMPANY NAME _____ BOOTH # _____

ADJACENT AISLE OR BOOTH # _____



ADJACENT AISLE OR BOOTH # _____

A measurement scale can be applied to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

Exhibitor Ordering Guide

BOSTON CONVENTION & EXHIBITION CENTER

Prepared Exclusively for:

DIA

June 24 - 28, 2018



Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

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

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

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

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

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

Ordering

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

Exhibitors should be aware of the following when placing orders:

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

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

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

Electrical Services

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

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order three phase 100 amp service and higher, please contact MCCA exhibitor services for availability.		
208v single phase 30 amp (nema l21-30p)	\$350.00	\$437.00
208v single phase 60 amp	\$667.00	\$833.00
208v single phase 100 amp	\$1,023.00	\$1,279.00
208v three phase 30 amp (nema l21-30p)	\$635.00	\$792.00
208v three phase 60 amp	\$957.00	\$1,196.00
Note: Any 100+ Amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.		
208v three phase 100 amp	\$1,518.00	\$1,896.00
208v three phase 200 amp	\$2,895.00	\$3,618.00
208v three phase 400 amp	\$5,113.00	\$6,390.00
480v three phase 30 amp	\$965.00	\$1,206.00
480v three phase 60 amp	\$1,673.00	\$2,091.00
480v three phase 100 amp	\$3,089.00	\$3,861.00
480v three phase 200 amp	\$6,139.00	\$7,674.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD
500 watt box One 5 amp circuit and one receptacle or plug point	\$122.00	\$153.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$161.00	\$201.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$200.00	\$250.00
4000 watt box Two 20 amp circuits with a minimum of three receptacles or plug points	\$232.00	\$289.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>* Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$35.00	\$44.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate	

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

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

Installation & Distribution

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

Terms & Conditions

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

FREQUENTLY ASKED QUESTIONS

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

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

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

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

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

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

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

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

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

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

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

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

Telephone Services

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

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD
Single-Line Service (Analog) Service includes one phone number and a complimentary simple handset. Line usage included.	\$287.00	\$358.00
Multi-Line Service (Digital) Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$417.00	\$521.00
Speaker Phone Service (Analog) Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$320.00	\$400.00
Polycom Speaker Phone Service (Analog) Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$371.00	\$464.00
Fax Machine Phone Service (Analog) Service includes one phone line and rental of a plain paper fax machine with copy capabilities. Line usage included.	\$422.00	\$528.00

ADDITIONAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
Call Waiting (per phone line) Allows user to know when another call is coming in.	\$50.00	\$62.50
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$62.50
ISDN/BRI Service ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.	\$300.00	\$375.00
Polycom Videoconference Rental w/IP Connect Service This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,100.00	\$1,600.00
Polycom Videoconference Rental w/ISDN This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. The service includes three 128k ISDN lines. Line usage will be billed per the selected carriers rate after the close of the show.	\$2,000.00	\$2,500.00

INSTALLATION & CONNECTIONS

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

Terms & Conditions

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

FREQUENTLY ASKED QUESTIONS

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

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

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

Yes. Please preprogram your machine to dial “9” before your credit card company’s number.

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

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

How can I place international calls on my phone line?

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

Internet & Technical Services

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

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD
Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$935.00	\$1,000.00
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$1,895.00	\$2,250.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,620.00	\$5,300.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,810.00	\$9,000.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,450.00	\$12,000.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,400.00	\$17,700.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,460.00	\$23,530.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,410.00	\$29,250.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,250.00	\$34,800.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,200.00	\$40,500.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$39,820.00	\$45,800.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$336.00	\$420.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$470.00	\$588.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$104.00	\$130.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$355.00	\$444.00
25' CAT 5e Cable	\$45.00	\$56.00
50' CAT 5e Cable	\$61.00	\$78.00
100' CAT 5e Cable	\$96.00	\$120.00
Coupler	-	\$20.00

TECHNICAL SERVICES *	DISCOUNT	STANDARD
Cable TV Service Cable TV service is basic business cable service provided by Comcast cable. Service is provided to booth from floor boxes or columns.	\$245.00	\$307.00
CATV Tuner Rental (Only available at the BCEC) For TVs that are not cable ready (including some plasmas) the CATV Tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$56.00	\$70.00
CATV Tap Box Rental A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$200.00	\$250.00

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

INSTALLATION & CONNECTIONS

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

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep Monday-Friday 8am-4pm (except holidays) \$100.00
 - » Tech Rep All other times, including holidays \$150.00
 - » Network Engineer Monday-Friday 8am-4pm (except holidays) \$130.00
 - » Network Engineer All other times, including holidays \$195.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the

services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

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

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

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

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

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

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

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

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

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

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

Rigging Services

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

Planning Ahead for Rigging & Lighting Services

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

PACKAGE RIGGING SOLUTIONS The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD
Basic Rigging Package This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,550.00	\$1,684.00
Electrical Rigging Package This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$1,794.00	\$1,988.00
Team Labor Hour Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$244.00	\$304.00

Custom Rigging & Lighting Solutions

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

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

** For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD
Truss A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.		
Truss 5’ Section – Silver 12”x12” Box	\$25.00	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00	\$60.00
Truss 5’ Section – Black 12”x12” Box	\$35.00	\$42.00
Truss 8’ Section – Black 12”x12” Box	\$56.00	\$67.00
Truss 10’ Section – Black 12”x12” Box	\$70.00	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00	\$108.00
Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle.		
Corner Block – Silver 12”x12” Box	\$50.00	\$60.00
Corner Block – Black 12”x12” Box	\$65.00	\$78.00
Corner Block – Silver 20.5”x20.5” Box	\$70.00	\$84.00
Base Plate A base plate is used as a stand for ground supported truss or poles.	\$35.00	\$42.00
Rotator A rotator is a motor used to rotate a hanging sign.	\$150.00	\$180.00
Motor A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$150.00	\$180.00

Cheeseboro A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$6.00	\$7.00
Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$12.00	\$14.00

LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD
Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$35.00	\$42.00
Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$45.00	\$54.00
Par 64 (1000 watt) The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$30.00	\$36.00

CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD
Small Lighting Kit (4-6 lights)	\$185.00	\$212.00
Medium Lighting Kit (7-11 lights)	\$325.00	\$390.00
Large Lighting Kit (12-15 lights)	\$450.00	\$540.00
X-Large Lighting Kit (16-20 lights)	\$550.00	\$660.00

DIMMER RACKS & LIGHTING CONTROLS	DISCOUNT	STANDARD
<p>These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.</p> <p>Electrical service is not included and must be ordered separately.</p>		
Dimmer Control 1.2 x 4	\$80.00	\$96.00
Dimmer Control 2.4 x 12	\$150.00	\$180.00
Dimmer Control 2.4 x 24	\$320.00	\$384.00

Terms & Conditions

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

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$67.00	\$100.50	\$134.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$600.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

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

FREQUENTLY ASKED QUESTIONS

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

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

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

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

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

Can I request load in and load out times?

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

What type of diagrams should I send?

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

Plumbing Services

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

PLUMBING SERVICES	DISCOUNT	STANDARD
Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$329.00	\$411.00
Additional Water Connections Exhibitors requiring more than an individual water connection should order each additional connection as needed.	\$193.00	\$241.00
Drain – Individual Connection The MCCA can provide waste drain connections up to ¾” line size.	\$329.00	\$411.00
Additional Drain Connections Exhibitors requiring more than an individual drain connection should order each additional connection as needed.	\$176.00	\$220.00
Fill and Drain 0-100 Gallons Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.	\$165.00	\$206.00
Each Additional 500 Gallons	\$114.00	\$143.00

SINK RENTALS	DISCOUNT	STANDARD
Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$660.00	\$825.00
Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$880.00	\$1,100.00
Large Hot & Cold Water Sink Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.	\$1,100.00	\$1,375.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD
Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$402.00	\$502.00
Additional Connection Exhibitors who require more than an individual connection should order additional connections as needed.	\$207.00	\$259.00

OTHER COMPRESSED GASES		
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.		
20 Lbs Dry or Liquid CO ₂	\$169.00	\$203.00
50 Lbs Dry or Liquid CO ₂	\$184.00	\$221.00
Dry Nitrogen 300 ft ³	\$227.00	\$273.00

INSTALLATION & CONNECTIONS

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

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

- » Monday-Friday 8am-4pm (except holidays)
\$77.00
- » All other times, including holidays
\$115.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?

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

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

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

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

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

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

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

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

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the BCEC (617.954.2382).

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

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

Security Services

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

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD
<p>Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.</p>	\$25.00	\$30.00

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?

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

Is there general overnight security in the exhibit hall?

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

APPENDIX – SERVICE ORDER FORMS

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**Exhibitor Order Form
Electrical Services**

Effective through 12.31.2018

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

***Overhead electrical services must accompany a rigging order.**

Incomplete information will delay processing.

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
500 Watt Box (5 amps)		\$122.00	\$153.00		+50% rate		\$139.00		\$208.50
1000 Watt Box (10 amps)		\$161.00	\$201.00		+50% rate		\$201.00		\$301.50
2000 Watt Box (20 amps)		\$200.00	\$250.00		+50% rate		\$250.00		\$375.00
4000 Watt Box (20 amps x 2)		\$232.00	\$289.00		+50% rate		\$289.00		\$433.50

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
208V Single Phase 30 Amp		\$350.00	\$437.00		+50% rate		\$437.00		\$655.50
208V Single Phase 60 Amp		\$667.00	\$833.00		+50% rate		\$833.00		\$1,249.50
208V Single Phase 100 Amp		\$1,023.00	\$1,279.00		+50% rate		\$1,279.00		\$1,918.50
208V Three Phase 30 Amp		\$635.00	\$792.00		+50% rate		\$792.00		\$1,188.00
208V Three Phase 60 Amp		\$957.00	\$1,196.00		+50% rate		\$1,196.00		\$1,794.00
208V Three Phase 100 Amp		\$1,518.00	\$1,896.00		+50% rate		\$1,896.00		\$2,844.00
208V Three Phase 200 Amp		\$2,895.00	\$3,618.00		+50% rate		\$3,618.00		\$5,427.00
208V Three Phase 400 Amp		\$5,113.00	\$6,390.00		+50% rate		\$6,390.00		\$9,585.00
480V Three Phase 30 Amp		\$965.00	\$1,206.00		+50% rate		\$1,206.00		\$1,809.00
480V Three Phase 60 Amp		\$1,673.00	\$2,091.00		+50% rate		\$2,091.00		\$3,136.50
480V Three Phase 100 Amp		\$3,089.00	\$3,861.00		+50% rate		\$3,861.00		\$5,791.50
480V Three Phase 200 Amp		\$6,139.00	\$7,674.00		+50% rate		\$7,674.00		\$11,511.00
25' Round Extension Cord		\$35.00	\$44.00						
									Total Due: \$

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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Exhibitor Order Form Telephone Services

Effective through 12.31.2018

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycm Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycm Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycm Video Conference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

Total Due: \$

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Exhibitor Order Form Internet & Technical Services

Effective through 12.31.2018

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/bcec/bcec-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Basic Service Package (includes a private VLAN and subnet, public IP addresses not available)		\$935.00	\$1,000.00	
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$1,895.00	\$2,250.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$4,620.00	\$5,300.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$7,810.00	\$9,000.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,450.00	\$12,000.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$15,400.00	\$17,700.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$20,460.00	\$23,530.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$25,410.00	\$29,250.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$30,250.00	\$34,800.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$35,200.00	\$40,500.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$39,820.00	\$45,800.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch/ Booth to Booth Connection			\$470.00	\$588.00	
Switch	8 port		\$104.00	\$130.00	
	24 port		\$355.00	\$444.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$78.00	
100' CAT 5e Cable			\$96.00	\$120.00	
Coupler			-	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$245.00	\$307.00	
CATV Tuner Rental (Only available at the BCEC)			\$56.00	\$70.00	
CATV Tap Box Rental			\$200.00	\$250.00	
					Total Due: \$

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**Exhibitor Order Form
Rigging Services**

Effective through 12.31.2018

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Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

ITEM DESCRIPTION & INFORMATION

**Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

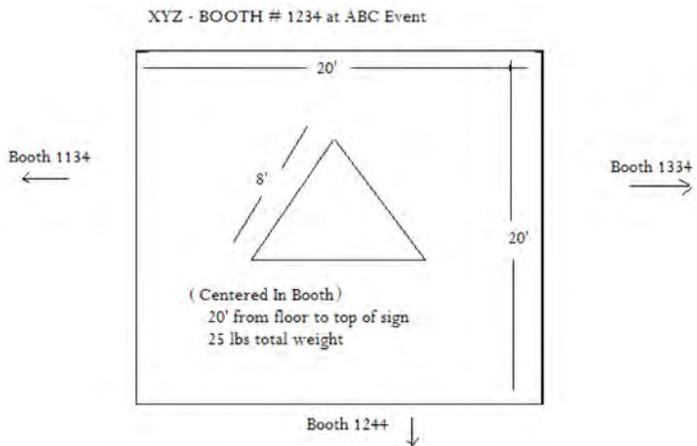
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617.954.2345.

Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

CONTINUED ON PAGE 29

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko – (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
Total Due: \$				



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

SIGNATURE

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**Exhibitor Order Form
Plumbing Services**

Effective through 12.31.2018

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Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$329.00	\$411.00	
	Additional Connection			\$193.00	\$241.00	
Drain Up to ¾" line	Individual Connection			\$329.00	\$411.00	
	Additional Connection			\$176.00	\$220.00	
Fill & Drain	0-100 Gallons			\$165.00	\$206.00	
	Each additional 500 gallons			\$114.00	\$143.00	

SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$660.00	\$825.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$880.00	\$1,100.00	

COMPRESSED AIR AND GASSES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$402.00	\$502.00	
	Additional Connection			\$207.00	\$259.00	
CO2	20 lb Cylinder (Dry)			\$169.00	\$203.00	
	50 lb Cylinder (Dry)			\$184.00	\$221.00	
	20 lb Cylinder (Liquid)			\$169.00	\$203.00	
	50 lb Cylinder (Liquid)			\$184.00	\$221.00	
Nitrogen	300 ft3 Tank (Dry)			\$227.00	\$273.00	

Total Due: \$

SIGNATURE _____

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**Exhibitor Order Form
Security Services**

Effective through 12.31.2018

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Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
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				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
			Total Man Hours:			Total Due: \$

SIGNATURE _____

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Exhibitor Guidelines, Information and Regulations

EXHIBITOR PARTICIPATION REGULATIONS

ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the BCEC – including exhibitors traveling to the BCEC, unloading exhibitor-related cargo and parking at the BCEC – must be credentialed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical buss ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
 - a. Boxed or loose product, materials or literature
 - b. Fiber cases used to ship pop-up displays
 - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
 - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

CABLING

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

CANDLES

Candles are not permitted.

CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor.

COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

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

EXHIBITOR PRODUCT

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

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

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

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

All persons, vehicles, bags, containers, etc. are subject to search.

FIRE SAFETY REGULATIONS

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

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

FIRE SAFETY LIMITATIONS

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

1. The following items are fire hazards and are prohibited for use in the BCEC:
 - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
 - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - c. Cut Christmas trees, cut evergreens or similar trees
 - d. Fireplace logs, charcoal and similar materials
 - e. Untreated mulch and Spanish moss or similar vegetation
 - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
 - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be

used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.

- b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
 - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
 5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
 6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
 7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
 8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to

maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

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

FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, 3/8 inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - Fabric attached to a ceiling or used to cover any portion of an exhibit
 - Carpet on ceilings, walls, seating products, or as decorative material

LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

FOOD & BEVERAGE SAMPLES

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

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

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

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

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

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

Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, popcorn or simulated snow types of material is not permitted in the BCEC. Additionally, adhesive-backed decals may not be given away or utilized.

GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2222.

GUARDRAILS AND STAIRS

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

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

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

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other

structure elements or obstructions. Handrails shall not be less than 34” or more than 38”. The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4” and not greater than 2”.

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

HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

LIGHTS

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

MATERIAL HANDLING

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

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

MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the “move in” and “move out” of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617.954.2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES

Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
 - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
 - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
 - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
 - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

AUTOMATIC FIRE EXTINGUISHING SYSTEM

1. The following shall be protected by an automatic extinguishing system:
 - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
 - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)

Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:

- A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
 - A flame retardant open mesh material with a minimum 70% opening
 - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
 - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
 3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage (www.massconvention.com).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

PROTECT YOUR EXHIBIT AND MATERIALS

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

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.

8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

SMOKING

The BCEC is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

SOLICITATIONS

No solicitations or collections are permitted in the BCEC.

VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the BCEC must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

Motorized vehicles shall:

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
 - a. Exceptions:
 - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
 - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or "hot" cable be disconnected.

3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

MCCA Services

The BCEC is the exclusive provider of the following services: food & beverage, business center, coat check, electrical, telephone, Internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging, the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes. Most of these services are available directly to an exhibitor and should be ordered through your Exhibitor Services Center. These exclusive services are subject to prices and conditions on appropriate order forms. Discounts may apply to some services by meeting the advance payment deadlines and conditions noted on the forms.

Exhibitors may order services through the Signature Boston Exhibitor Ordering Site at www.signatureboston.com. For more information, Exhibitor Services can be contacted at 617.954.2230 or exhibitorservices@signatureboston.com.

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

ATMS

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market, and on Level o East.

AUDIO/VISUAL SERVICES

The BCEC offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking

spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

SATELLITE SERVICES

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

Transportation

PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten-minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

TAXI AND RIDESHARE INFORMATION

MMCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. Level One, North Entrance at 415 Summer Street is the

required location for taxicab drop-off and pick-up. This taxi stand location will be separate from the other transportation operations for the event. MCCA Transportation staff will monitor the volume of taxis, and will request more from the taxicab companies as needed throughout the event.

Rideshare vehicles (such as Uber & Lyft, etc.) are only permitted to pick up and drop off at designated locations. These locations are event-specific, and will appear in the app when you open it to request a vehicle. Signs will be posted throughout the BCEC to direct you to the proper pick-up location.

PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing MCCATransportationServices@signatureboston.com. Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email MCCATransportationServices@signatureboston.com to request a quote for services.

PARKING

The BCEC currently maintains 1,343 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking or overnight parking at the BCEC. In-and-out privileges are only available to those who purchase Exhibitor Parking Passes (only offered for select events, please contact Exhibitor Services with any questions). Any vehicle left at the BCEC overnight is subject to tow at the owner's expense.

For larger events where the amount of parking available on-site is expected to be insufficient to meet the needs of a particular event, the MCCA Transportation Department will work with local parking lots and garages to create an overflow parking plan. Vehicles will be sent off-site, and attendees will be provided with either walking directions back to the BCEC or a shuttle depending on the distance of the parking lot from the BCEC.

Please note that during events where parking is expected to fill the MCCA will restrict parking on-site to single-spaced vehicles only. Exhibitors arriving with box trucks or vehicles with trailers in tow will be directed to park off-site, and will not be permitted into the South lot until the conclusion of the event.

PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

ADA PARKING

There is an ADA area in the South Parking Lot, in the rear of the facility. Parking is available in these spaces for the same rate as standard self-parking. From there, there is a handicap-accessible sidewalk to Level Zero, where there is an entrance to the BCEC through the Southeast lobby.

Levy Restaurants BCEC Authorization Request

Sample Food and/or Beverage Distribution

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

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

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

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or BCEC services.

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

TAKE-AWAY ITEMS AND BUY-OUT FEES. Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and [NAME Show] Management is strictly prohibited.

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

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

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

If these services are required the following charges will be assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.

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

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

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on _____

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING

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

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____ TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department
 415 Summer Street | Boston MA 02210 | Tel. 617.954.2382 | Fax 617.954.2159

Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

MENU

Exhibitor Catering





Remarkable experiences.
Imagination realized.™

A warm Boston

WELCOME

A landmark in the thriving Seaport District and part of South Boston ("Southie" to the locals), the Boston Convention & Exhibition Center brings the traditions of yesterday to your table today. As the exclusive food and beverage provider, Levy invites you to partner with our distinguished culinary team as you experience local flavor designed specifically for your event. As "a family of passionate restaurateurs" we seek to exceed your guests'

expectations by delighting them with delicious food, creatively presented by friendly, helpful staff. Let us help make Boston an experience for your attendees that will go down in history!

*A Family of Passionate
Restaurateurs*



PLAN WITH EASE

To help facilitate your event planning, please find below, our policies containing answers to your most frequently asked questions.

GENERAL POLICIES

GUARANTEES

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

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

INCENTIVE/STANDARD PRICING TIME LINE

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

Standard pricing applies to all orders placed 21 days or fewer, prior to the first day of the show.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Bartenders are charged at \$175 per bartender with a 4 hour minimum. Each additional hour or portion thereof will be \$43.75 per bartender. Alcohol cannot be brought into or removed from the premises.

SAMPLING

Food and/or beverage products may be sampled without waiver fee, if the product being sampled is manufactured, produced or distributed by the exhibiting company. Sample sizes are as follows:

Alcohol:

Contact your Catering Sales Manager

Food:

Not more than 2 ounces

Non-Alcoholic Beverages:

Not more than 4 ounces

STAFFING FEES

Booth Attendant (as requested or required)- \$150.00/4 hour minimum, \$37.50 each additional hour

Chef Attendant- \$150.00/4 hour minimum (unless specified "includes Chef Attendant" in Menu) \$37.50 each additional hour.

Staff fees based on hourly rates, a taxable 20% administrative fee and 7% sales tax, or 5% administrative fee, 15% gratuity, and 7% sales tax. Event type and size determines the fee structure.

Additional waitstaff can be added to your event. The charge will be based on the per person gratuity on the event, assessed based on the event type, size, and menu, as well as the hourly rate with a 4-hour minimum.

SPACE REQUIREMENTS

Adequate table space will be provided by Levy in the case there is not existing or enough counter space in the booth, at no additional charge. Please take booth size into account while developing your menu. Where specialty equipment is utilized, please consult with your catering sales manager as they will be able to provide you with dimensions for your planning purposes.

ELECTRICAL NEEDS

All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an "**E**".

DIETARY RESTRICTIONS

The following abbreviations are used throughout this menu: VEG (Vegetarian), VGN (Vegan), and AVG (Avoiding Gluten). Due to the open air nature of our kitchen we are unable to certify any items as being "Gluten Free" or free from all allergens (certain pre-packaged items excluded) as cross-contamination is a possibility. Should you need a dietary accommodation, please consult with your catering sales manager.



Remarkable experiences.
Imagination realized.™



SIGNATURE “NEW ENGLAND” BREAKFAST EXPERIENCE

Breakfast is the most important meal of the day and we take that very seriously. From our freshly baked muffins and Old World English scones to hearty hot morning favorites, we will make sure you start your day off right!



SIGNATURE “NEW ENGLAND” BREAKFAST EXPERIENCE

Our Signature spread of maple glazed morning buns, seasonal sliced fruit, orange and cranberry juices, and our Signature Reserve coffee and teas, serves up all of your breakfast must-haves.

21.00 PER GUEST - INCENTIVE

23.00 PER GUEST - STANDARD

Enhance your breakfast experience by adding an array of toasty breakfast sandwiches, premium pastries, and top notch savory and sweet sides.

BREAKFAST SANDWICHES *E

	INCENTIVE PRICING	STANDARD PRICING
Bacon, Egg, and Cheese on a Pretzel Roll	72.00 per dozen	79.50 per dozen
Ham, Egg, and Swiss Cheese on an English Muffin		
Sausage, Egg, and Cheese on a Croissant		
Egg White, Spinach, and Cheese on a Whole Wheat Bagel (VEG)		
Spicy Sausage, Egg, and Cheese Burrito		

FROM OUR BAKE SHOP

	INCENTIVE PRICING	STANDARD PRICING
A Selection of Fresh Baked Muffins (VEG)	45.00 per dozen	49.50 per dozen
Assorted Bagels and Local Spreads (VEG)		
Old World English Scones (VEG)		
Flaky Danish Pastry (VEG)		
Plain and Filled Croissants (VEG)		

ENHANCEMENTS

	INCENTIVE PRICING	STANDARD PRICING
Assorted Cereals (VEG)	60.00 per dozen	66.00 per dozen
Cranberry-Apricot Yogurt Parfaits featuring local bog cranberry and dried apricot compote, layered with vanilla yogurt, and topped with honey crunch granola (VEG)	60.00 per dozen	66.00 per dozen
Yogurt (Plain, Greek, Fruit, and Lowfat) (VEG, AVG)	60.00 per dozen	66.00 per dozen
Market Whole Fruit (VGN, AVG)	39.00 per dozen	43.00 per dozen
Seasonal Sliced Fresh Fruit Platter with strawberry yogurt sauce (VEG, AVG)	50.00 serves 10	55.00 serves 10

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges including the administrative fee, represent tips, gratuities or service charges for any employees. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.

NON-ALCOHOLIC REFRESHMENTS

We offer a wide array of non-alcoholic beverages to quench your thirst. Bright, refreshing fruit waters showcase unexpectedly delicious flavor combinations like Cucumber-Lemon and Watermelon-Mint.



NON-ALCOHOLIC REFRESHMENTS

Customize your booth experience with the right beverage services from the options below.

	INCENTIVE PRICING	STANDARD PRICING
SIGNATURE RESERVE COFFEE AND ASSORTED TEAS Fresh brewed Signature Reserve coffee and hot tea	59.00 per gallon	64.00 per gallon
WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings, and whipped cream (3 gallon minimum)	59.00 per gallon	64.00 per gallon
HOT APPLE CIDER Orange zest and cinnamon sticks (3 gallon minimum)	59.00 per gallon	64.00 per gallon
AQUAFINA BOTTLED WATER Case of 24 - 16.9 oz. bottles	90.00 per case	99.00 per case
ASSORTED PEPSI PRODUCTS Case of 24 - 12 oz. cans	90.00 per case	99.00 per case
POLAND SPRING SPARKLING WATER Case of 24 - 16.9 oz. bottles	90.00 per case	99.00 per case
INDIVIDUAL BOTTLED JUICE Case of 24 - 15.2 oz. bottles	108.00 per case	119.00 per case
ALL NATURAL FRUIT INFUSED WATER Watermelon-Mint, Cucumber-Lemon, Cranberry-Lime, Ginger-Orange, and Apple-Rosemary (3 gallon minimum per flavor)	45.00 per gallon	50.00 per gallon
BLENDED ICED TEA AND LEMONADE Strawberry, Cranberry-Lime, Blueberry, Classic Iced Tea, and Classic Lemonade (3 gallon minimum per flavor)	44.00 per gallon	48.00 per gallon
KEURIG COFFEE MACHINE Includes all accoutrements to make a cup of coffee. K-Cups not included. *E	85.00 per day	93.00 per day
K-CUPS (BOX OF 24) Select from the following: Green Mountain House Blend, Decaf House Blend, French Vanilla, Hazelnut, and Celestial Decaf Green Tea	54.00 per case	59.50 per case
WATER COOLER RENTAL *E	75.00 per day	83.00 per day
5-GALLON WATER JUG	35.00 each	38.50 each

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THE SWEET...

Savory, sweet and everything in between! Craft the perfect snack break with one or more of our delectable menus below.

	INCENTIVE PRICING	STANDARD PRICING
WILLY WONKA FOOD Milk chocolate dipped potato chips, strawberries, and marshmallows. Dark chocolate dipped pretzel rods, hickory smoked bacon, orange peel, pineapple, and bananas	<i>120.00 serves 12</i>	<i>132.00 serves 12</i>
WHOOPIE PIES Chocolate, carrot cake, and pumpkin (VEG)	<i>35.00 per dozen</i>	<i>38.50 per dozen</i>
GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate, peanut butter cup, jelly roll, double chocolate, and vanilla bean (VEG)	<i>57.00 per dozen</i>	<i>63.00 per dozen</i>
RICE KRISPIE TREATS Classic, hand-dipped chocolate, and peanut butter (VEG)	<i>38.00 per dozen</i>	<i>42.00 per dozen</i>
BCEC COOKIES (JUMBO) (VEG)	<i>38.00 per dozen</i>	<i>42.00 per dozen</i>
HYNES COOKIES (VEG)	<i>27.00 per dozen</i>	<i>30.00 per dozen</i>
MACARON MADNESS Vanilla, pistachio, coffee, raspberry, lemon, and chocolate (VEG)	<i>37.00 per dozen</i>	<i>41.00 per dozen</i>
GOURMET BROWNIES Espresso, chocolate chunk, turtle, and fudge (VEG)	<i>38.00 per dozen</i>	<i>42.00 per dozen</i>
HERSHEY KISSES 3 pound minimum (VEG, AVG)	<i>12.00 per pound</i>	<i>14.00 per pound</i>
CHOCOLATE COVERED STRAWBERRIES (VEG, AVG) 3 pound minimum	<i>12.00 per pound</i>	<i>14.00 per pound</i>
BULK CANDY 3 pound minimum (VEG) Ask your catering sales manager for details	<i>18.00 per pound</i>	<i>20.00 per pound</i>
BULK CANDY BARS (VEG) 3 pound minimum	<i>36.00 per dozen</i>	<i>40.00 per dozen</i>

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges including the administrative fee, represent tips, gratuities or service charges for any employees. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.

AND THE SAVORY

Savory, sweet and everything in between. Craft the perfect snack break with one or more of our delectable menus below.

INCENTIVE PRICING | STANDARD PRICING

ARTISANAL BAVARIAN PRETZEL

A Boston Convention and Exhibition Center signature snack, hand-rolled in-house, and served warm with delicious accompaniments.

Traditional Salted Bavarian with Brown Mustard (VEG)

Chipotle and Yellow Mustard with warm Sam Adams Boston Lager Cheese (VEG)

Cinnamon Sugar with Vanilla Bean Sauce (VEG)

Minimum of 3 dozen, per flavor

108.00 PER DOZEN | 119.00 PER DOZEN

POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips with roasted garlic Parmesan, French onion, and blue cheese dips (VEG, AVG)

48.00 SERVES 12 | 53.00 SERVES 12

FARMSTEAD CHEESE DISPLAY

Chef's selection of local and imported cheeses with flavored honey, fresh seasonal berries, dried fruit garnish, artisan breads, and crackers (VEG)

195.00 SERVES 25 | 215.00 SERVES 25

HUMMUS TRIO

Traditional chickpea, white bean, and edamame hummus, served with crispy carrots, celery, crackers, and pita chips (VEG)

100.00 SERVES 10 | 110.00 SERVES 10

WILLY WONKA FOOD

Milk chocolate dipped potato chips, strawberries, and marshmallows.

Dark chocolate dipped pretzel rods, hickory smoked bacon, orange peel, pineapple, and bananas

120.00 | 132.00 SERVES 12

ENERGY MIX

Pre-packaged assortment of dried papaya, yogurt coated raisins, roasted almonds, roasted peanuts, dried cranberries, chocolate chunks, and banana chips (VEG)

9.00 EACH | 10.00 EACH

ASSORTED SNACKS

Garden Fresh Crudités with buttermilk-ranch dipping sauce (VEG, AVG)

55.00 | 60.00 serves 10

Deluxe Mixed Nuts (AVG)

18.00 per pound | 20.00 per pound

Assorted Granola Bars (VEG)

27.00 per dozen | 30.00 per dozen

Assorted Energy Bars (VEG)

48.00 per dozen | 53.00 per dozen

Assorted individual bags of potato chips including Cape Cod Chips, Stacy's Pita Chips, Smartfood Popcorn and Pop Chips (VGN, AVG)

36.00 per dozen | 40.00 per dozen

CHEF'S BEST BOX LUNCH

These lunches, expertly crafted by our culinary team, are chef-tested and guest approved. Our boxed lunches deliver luscious local flavors, high quality ingredients, and easily customized offerings that will please even the most particular palates.



CHEF'S BEST BOX LUNCH

A great option for the grab and go lunch!

INCENTIVE PRICING | STANDARD PRICING

BOX LUNCHES

Smokin' Gobbler with Applewood smoked turkey, sharp smoked cheddar cheese, cranberry-apricot chutney, and sage aioli, on a honey wheat hoagie roll

32.00 each | 35.00 each

Roast Beef and Arugula with Gruyere, caramelized onions, and horseradish sauce

32.00 each | 35.00 each

Tuscan Chicken with grilled herb marinated chicken, oven-dried tomatoes, balsamic onions, and provolone, on herb focaccia with pesto aioli

32.00 each | 35.00 each

Shaved Cured Ham and Baby Swiss with honey-country Dijon mustard, on a pretzel roll

32.00 each | 35.00 each

"ZLT" Flatbread Sandwich with grilled zucchini, tomatoes, jalapeño Jack cheese, and sun-dried tomato pesto (VEG)

32.00 each | 35.00 each

Italian Chopped Salad with grilled chicken, crispy bacon, romaine, radicchio, tomatoes, red onions, ditalini, and crumbled blue cheese, with honey Dijon vinaigrette

32.00 each | 35.00 each

EACH LUNCH INCLUDES:

Aquafina water or canned Pepsi products

Whole Fresh Fruit (VGN, AVG)

Bag of Cape Cod Chips (VGN, AVG)

Dancing Deer Cookie (VEG)

SMALL BITES RECEPTION



SMALL BITES RECEPTION

Enhance the draw to your corner of the world with some delightful morsels below.

INCENTIVE PRICING | STANDARD PRICING

ARTISANAL CHARCUTERIE

Imported Cured Meats and Cheeses

Local Seasonal Vegetables

Marinated Olives

Flatbreads, Crostini, and Breadsticks

225.00 | 250.00 | SERVES 25

GOURMET FOCACCIA

A fun assortment of artisan grilled focaccia bread with a selection of toppings, served hot.

Fennel Sausage with wild mushroom and Asiago cheese

Classic Clam Sauce and farmer's cheese

Roma Tomatoes with basil and fresh mozzarella (VEG)

Pulled Chicken with cilantro-pesto and four cheeses

235.00 | 255.00 | SERVES 50

MAC-N-CHEESE MADNESS

Classic comfort food, kicked up a notch!

Buffalo Chicken with Jack and blue cheese

Smoked Pork with green chiles and cheddar

Cheetos-Crusted (VEG)

Chorizo and Jack Cheese with tortilla crust

White Cheese with spinach and artichokes (VEG)

Smoked Cheddar with BBQ potato chip crust (VEG)

Select up to 3

360.00 | 390.00 | SERVES 50

MASHED POTATO BAR

Old fashioned, creamy mashed potatoes with specialty ingredients.

Lobster Mashed Potatoes (AVG)

Yukon Gold Mashed Potatoes and Braised Short Ribs with a cabernet reduction (AVG)

Sweet Mashed Potatoes with cinnamon, brown sugar, butter, and candied pecans (VEG, AVG)

250.00 | 275.00 | SERVES 25

RECEPTION HORS D'OEUVRES

50 piece minimum per item

INCENTIVE PRICING | STANDARD PRICING



New England Specialties

Slow-Cooked Boston Baked Beans with caramelized onions and brown bread (VEG)
3.00 each | 3.50 each

Individual Yankee Pot Roast with braised beef tips, sweet peas, carrots, and potatoes, topped with a mini buttermilk herb biscuit *4.00 each | 4.50 each*

BBQ Oyster with charred corn, smoky bacon, and citrus aioli (AVG)
5.00 each | 5.50 each

Mini Lobster Rolls on grilled brioche
6.50 each | 7.00 each

“Soup Sip” Clam Chowder
4.00 each | 4.50 each

Retro Minis - Classic Favorites!

Beef Wellington Bites with horseradish cream *5.00 each | 5.50 each*

Frank ‘n Blanket featuring cocktail sausage and flaky puff pastry
3.00 each | 3.50 each

Chicken Cordon Blue with smoked ham and blue cheese sauce
3.50 each | 4.00 each

Grilled Artisan Bread Crostini

Tomato-Basil with artisan olive oil (VEG)
4.00 each | 4.50 each

Whipped Ricotta with olive salad (VEG)
4.00 each | 4.50 each

Beef Carpaccio with garlic aioli and Parmesan *4.00 each | 4.50 each*

Quesadillas

House-Smoked Brisket and Cheddar Cheese with avocado crema
4.50 each | 5.00 each

Ancho Chicken and Jack Cheese with salsa verde *4.50 each | 5.00 each*

Fire-Roasted vegetable with pico de gallo (VEG)*4.50 each | 5.00 each*

Hand Crafted Mini Sliders

Slow-Roasted Prime Rib with smoked cheddar, caramelized onions, and BBQ sauce *5.00 each | 5.50 each*

Breaded Chicken Parmesan with marinara and fresh mozzarella *4.00 each | 4.50 each*

Homemade Meatloaf with crispy onions and sautéed wild mushrooms
4.00 each | 4.50 each



Mini Chilled Shrimp Shooters

Classic Fisherman's Wharf-Style with horseradish cocktail sauce (AVG)
6.00 each | 6.50 each

Bayou-Blackened with remoulade sauce (AVG) *6.00 each | 6.50 each*

Pesto-Marinated with lemon aioli (AVG)
6.00 each | 6.50 each

Sumptuous Satays

Ginger Chicken with sweet chili sauce
4.50 each | 5.00 each

Sizzling Short Rib with Thai peanut sauce
5.00 each | 5.50 each

Basil-Garlic Shrimp with chili lime mint sauce *5.00 each | 5.50 each*

Flatbreads and Flatinis

Fig and Blue Cheese Flatbread with sweet imported fig preserves, creamy blue cheese, and green onions (VEG)
4.50 each | 5.00 each

Chicken Pesto Flatbread with fresh pesto, diced chicken, tender artichoke hearts, sun-dried tomatoes, and Asiago cheese
4.50 each | 5.00 each

Mini Reuben Flatini with corned beef, sauerkraut, and Swiss cheese, on a lightly toasted flatbread
4.50 each | 5.00 each

FOOD & BEVERAGE PAIRING PACKAGES

Select a unique culinary pairing for your guests to enjoy at your booth. A locally inspired option is sure to be a conversation starter!



FOOD & BEVERAGE PAIRING PACKAGES

Entice your guests with expertly crafted pairings.

Whether you prefer spirits, fine wine, or malted options, we can offer you the perfect food combination to enhance your guests' experience.

All pricing is based on 150 guests (minimum) unless otherwise noted

REVOLUTIONARY RESERVES

Meiomi Sonoma- Monterey, Santa Barbara, California, Pinot Noir

Fig and Blue Cheese Flatbread with sweet imported fig preserves, creamy blue cheese, and green onions (VEG) **2,280.00**

Kim Crawford, Marlborough, New Zealand, Sauvignon Blanc

Signature Crab Cake - lemon aioli **2,258.00**

Avalon Napa Valley, California, Cabernet Sauvignon

Bayou Blackened Shrimp Shooter with remoulade sauce (AVG) **2,169.00**

Kim Crawford, Marlborough, New Zealand, Sauvignon Blanc

Mini Caramelized Onion Tartines with goat cheese fondue and balsamic crème (VEG) **1,781.00**

PATRIOTIC PAIRINGS

La Crema, Monterey, California, Chardonnay

Pulled Chicken Focaccia with cilantro-pesto & four cheeses **1,664.00**

14 Hands, Washington, Merlot

Sizzling Short Rib Satay with Thai Peanut Sauce **1,664.00**

Gascon Mendoza, Argentina, Malbec

Roasted Wild Mushroom Bruschetta with gorgonzola cheese (VEG) **1,479.00**

Gascon Mendoza, Argentina, Malbec

Beef Carpaccio Crostini with garlic aioli and Parmesan **1,479.00**

COLONIAL COLLECTIONS

Sam Adams Seasonal

Sam Adams beer battered "Fish & Chips" with salt and vinegar mini pub chips, and classic tartar sauce **1,359.00**

Sam Adams Boston Lager

Mini Reuben Flatini with corned beef, sauerkraut, and Swiss cheese on a lightly toasted flatbread **1,263.00**

Sam Adams Boston Lager

Gourmet Focaccia with fennel sausage, mushrooms, and Asiago cheese **1,263.00**

Harpoon IPA

Mini Pretzel Bites with beer cheese dip (VEG) **1,072.00**

WICKED AWESOME LOCAL PAIRINGS

Pricing for the below is based on a minimum of 50 guests

BOSTON HARBOR DISTILLERY

Lawley's Original and Lawley's Dark New England Spirits, Cranberry Juice, Orange Juice, Seltzer, Turbinado Syrup, & Fresh Lime
New England Clam Cakes with Lemon Aioli **850.00**

SAILOR'S REMEDY

Irish Whiskey and Downeast Cider
Parmesan Stuffed Peppadew with goat cheese and fine herbs (VEG) **850.00**

SUN SPLASH

Triple Sec, Cranberry Vodka, Cranberry Juice, Lime Juice, Lemon-Lime Soda
Maine Bay Shrimp Sope with avocado and cotija (AVG) **850.00**

SPICED APPLE

Fireball Whiskey and Downeast Cider
Bacon Jam Tart with Great Hill blue cheese **850.00**

TRAFFIC BUILDERS

INCENTIVE PRICING | STANDARD PRICING



NEW ENGLAND NUT ROASTER

*With rotating flavors throughout the day, the tantalizing aromas are sure to lead guests to your booth. Chef attendant included. *E*

Approximately 350 (.75oz/portions)

Flavors:

Apple Pie Cashews

Curried Coconut Macadamia Nuts

Snickerdoodle Walnuts

(VEG)

1,450.00 | 1,595.00

CHOCOLATE GYRO STATION (VEG)

A chef attendant will freshly prepare and fill crepes with delicate fillings like Banana Compote or Nutella and Marshmallow Fluff. Atop the crepe, swirled milk and white Belgian chocolate will be shaved from the rotating spit; sure to be the talk of the show!

1,200.00 - approximately (240 portions)

Flavors:

Roasted Banana Compote

Nutella and Marshmallow Fluff

1,200.00 | 1,320.00

ANTI-GRIDDLE FROZEN LOLLIPOPS

Feel the chill from a 30° below zero anti-griddle, and watch as our chef prepares frozen lollipop treats. You'll be the coolest exhibitor on the floor. Chef attendant included. *E

(240 total servings)

Flavors:

Apple Butter and Bacon (80 each)

Chocolate-Nutella (80 each)

Mixed Berry (80 each)

(VEG, AVG)

1,450.00 | 1,595.00

WALKING WAFFLE BITES (VEG)

"Small Bites" waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or "all natural", these conversation novelties will have attendees directing their colleagues to your booth in short order. Chef attendant included. *E

(240 servings)

Flavors:

Red Velvet

Mocha

Cinnamon Roll

Assorted toppings included

1,200.00 | 1,320.00

STROLLING HYDRATION STATION

A flat bottomed juice bag filled with your selection of all natural juices, flavored waters and teas. Chef attendant included.

(240 total servings)

Ask about our branding opportunities

Flavors:

Blueberry-Lemonade Cheesecake

Green Tea with Chai

Apple-Rosemary

1,200.00 | 1,320.00

CHAMPOPSICLE COCKTAIL (VGN)

Stop traffic with this original looking cocktail boasting an upside down Chloe Pop placed in a stemless wine glass of Champagne. Your choice of banana, mango, raspberry, strawberry, or tangerine. Pick a flavor/color to compliment your branding and bring your show to life.

(240 total servings) Pricing does not include a bartender fee. Requires a table top freezer.

1,440.00 | 1,550.00

TRAFFIC BUILDERS

continued

INCENTIVE PRICING | STANDARD PRICING



COTTON CANDY ACTION STATION

(VGN, AVG)

Entice attendees with the smell of sweet cotton candy being freshly spun on the show floor. Can be served in the traditional fashion on a paper cone or bagged for a more conservative option. A variety of flavors and colors are available.

Note only (1) color per machine.

*(250 servings) Attendant included. *E*

2,100.00 | 2,310.00

CHOCOLATE CHIP COOKIE STOP (VEG)

Cookie oven includes: one case of 240 cookies, napkins, plates, and serving platter. Additional cases of cookies are 480.00 each.

*Attendant not included and is required. *E*

480.00 PER CASE | 530.00 PER CASE

ICE CREAM COOLER (VEG)

Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins.

*Attendant not included and is required. *E*

480.00 | 530.00

CAMPFIRE S'MORES PACKAGE (VEG)

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

*Attendant not included and is required. *E*

8.00 PP | 10.00 PP

CHLOE'S FRUIT POPS (VGN)

10 dozen assorted popsicles

Flavors: Mango, Pear, Strawberry, Dark
Chocolate, Blueberry, Banana, and Apple

Attendant not included. *E

690.00 | 760.00

BEN & JERRY'S FLAVORS (VEG)

10 dozen assorted 4 oz. ice cream cups

Flavors: Chocolate Chip Cookie Dough,
Chocolate Fudge Brownie, Cherry Garcia,
Strawberry Cheesecake, and Americone
Dream (Vanilla Ice Cream with Fudge
Covered Waffle Cone Pieces & Caramel Swirl)

Attendant not included. *E

810.00 | 890.00

DIPPIN' DOTS ICE CREAM (VEG)

10 dozen assorted 3 oz. ice cream packs

Flavors: Chocolate, Vanilla, Cookies' n
Cream, Chocolate Chip Cookie Dough, and
Mint Chocolate

Attendant not included. *E

810.00 | 890.00

DIPPIN' DOTS YODOTS FROZEN YOGURT (VEG)

10 dozen assorted 3 oz. frozen yogurt packs

Flavors: Chocolate & Vanilla, Cookies' n
Cream, and Cookie Dough

Attendant not included. *E

810.00 | 890.00

TRAFFIC BUILDERS

continued



MARKEY LTD ESPRESSO SERVICE

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

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

Power Requirements:

Coffee machine: 5kW, 30 Amp at 208 volts

Grinder: 350W, 5 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

3,200.00 PER DAY



MARKEY LTD VEGETABLE & FRUIT JUICE BAR

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

Flavors:

Orlando Orange: Carrot, Apple, Ginger, and Orange Juice

Green Goddess: Celery, Cucumber, Spinach, Apple, and Lemon

Pink Lady: Apple, Pineapple, and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. Additional orders may be added up to 1 week ahead of the first show day with a minimum of 100 servings at 5.00 each.

Power Requirements:

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

Refrigerator: 2x10 Amp at 115 volts

3,400.00 PER DAY

MARKEY LTD ITALIAN GELATO BAR

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors from which to choose. A perfect attraction to your booth. Our menu includes intensely delicious dairy-free sorbets and creamy gelati.

Flavors:

Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry, and Lemon.

Our Gelato freezer can display up to 6 flavors

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

Power Requirements:

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

3,400.00 PER DAY

TRAFFIC BUILDERS

continued



MARKEY LTD SMOOTHIE BAR

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

Flavors:

Fantastic 5: Blueberry, Blackberry, Strawberry, and Raspberry with Cranberry juice

Tropic Passion: Mango, Passion Fruit, and Watermelon with Orange Juice & Coconut Water

Zinger: Strawberry, Banana, Lime Juice, and Mint with Apple Juice

Pinkie Deluxe: Strawberry & Cherry with Low-Fat Natural Yogurt

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

Power Requirements:

Blenders: 4 x 13 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

3,400.00 PER DAY

MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

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

Flavors:

Frozen Yogurt Flavors: Non-Fat or Natural Tart base

Soft Serve Ice Cream: Vanilla

Toppings for Both: Strawberries, Blueberries, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Caramel, and Honey

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

Power Requirements:

Frozen Yogurt/Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts

Refrigerator: 10 Amp at 115 volts

3,400.00 PER DAY



CHOCOLATE THERAPY SWEET REMEDIES

Based in Framingham, Chocolate Therapy makes a healthy indulgence that people can feel good about. The company's line of award-winning, antioxidant-rich truffles, caramel and more feature surprising flavor combinations and layers of flavors infused with therapeutic, local ingredients, such as olive oil, cinnamon, lavender, green tea, blueberries and more. These ingredients do everything from help to prevent heart disease, reduce stress or simply soothe the soul. True educators at heart, the Chocolate Therapy team also conducts chocolate and wine events, chocolate making classes, teambuilding activities and other types of fun and educational events for companies throughout New England.

2 PC Truffle Box strawberry balsamic (dark chocolate) & vitamin C (milk chocolate with blood orange, lemon, and lime) **4.40 each**

4 PC Truffle Box the cure (cayenne, cinnamon & bay leaf), aristaeus (olive oil, salt & pepper), strawberry balsamic & pom balm (pomegranate molasses). Available in dark or milk chocolate **9.00 each**

4 PC Sea Salt Caramel 2 dark chocolate, 2 milk chocolate **8.00 each**

4 PC Milk Truffle Box vitamin C (blood orange, lemon & lime), hazelnut, milk truffle (heart shape) & raspberry gemme **9.00 each**

Custom Chocolate Bar with Logo choice of dark chocolate or milk chocolate, note that pricing does not include 250.00 fee for reusable silicon molds **4.00 each**

8 PC Assorted Truffles & Caramel 5 dark chocolate, 3 milk chocolate - strawberry balsamic (dark chocolate), pom balm (dark chocolate), milk chocolate sea salt caramel, dark chocolate sea salt caramel, fix (dark chocolate) cure (cayenne, cinnamon & bay leaf) raspberry gemme (milk chocolate) & milk chocolate truffle **16.00 each**



CHOCOLATE THERAPY
sweet remedies

BAR SELECTIONS

Catch up with your guests over an expertly crafted cocktail, mixed to perfection by our bar staff. In addition to premium liquor, amp up your bar package with wine and imported and domestic beers.



BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted. Levy Bartender(s) required and bartender fees apply. Cash bar options are available.

HOSTED DELUXE BAR

COCKTAILS

Featuring Tito's Handmade Vodka, Bombay Sapphire, Maker's Mark, Dewar's 12, Bacardi Superior, Crown Royal, Jose Cuervo Tradicional, Jack Daniel's, Hennessy VS, Martini & Rossi Dry and Sweet Vermouth
8.00 per drink

WINE BY THE GLASS

Greystone Chardonnay
8.00 per glass

19 Crimes Cabernet Sauvignon
8.00 per glass

Mark West Pinot Noir
8.00 per glass

Markham Sauvignon Blanc
8.00 per glass

SPARKLING

Korbel Brut
8.00 per glass

IMPORTED BEER *6.50 each*

DOMESTIC BEER *6.25 each*

BOTTLED WATER *3.75 each*

SOFT DRINKS *3.75 each*

JUICES *4.50 each*

HOSTED PREMIUM BAR

COCKTAILS

Svedka Vodka, Bombay, Dewar's, Jim Beam, Bacardi Superior, Jameson Irish Whiskey, Jack Daniel's, Jose Cuervo Especial, Martini & Rossi Dry and Sweet Vermouth
8.00 per drink

WINES BY THE GLASS

Little Black Dress Pinot Grigio
7.00 per glass

Colombia Crest Chardonnay
7.00 per glass

Little Black Dress Merlot
7.00 per glass

Colombia Crest Cabernet Sauvignon
7.00 per glass

SPARKLING

Korbel Brut
8.00 per glass

IMPORTED BEER *6.50 each*

DOMESTIC BEER *6.25 each*

BOTTLED WATER *3.75 each*

SOFT DRINKS *3.75 each*

JUICES *4.50 each*

EXHIBITOR CATERING ORDER FORM

ORDER INFORMATION	
Company Name	
Client Name:	
Event Date:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

EVENT INFORMATION	
Event Name:	
Booth Number:	
Event Type:	
Number of Guests:	

EVENT DATE	START TIME/ END TIME <i>Set time 30 minutes prior</i>	DESCRIPTION	QTY	TOTAL PRICE

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

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

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

Mail, Fax or Scan To: Courtney Dial –Senior Catering Sales Manager
Levy | Boston Convention & Exhibition Center
Phone: 617.954.2296 | **Fax:** 617.954.2159 | **Email:** cdial@levyrestaurants.com

Signature
BOSTON™

Remarkable experiences.
Imagination realized.™



1-844-877-EASE (3273)

EXHIBITOR AUDIO VISUAL ORDER



SHOW NAME: DIA 2018 Global Annual Meeting

SHIP TO: Boston Convention Exhibition Center

BOOTH#: _____

ON SITE CONTACT:

INSTALLATION DATE:	<input type="checkbox"/> JUNE 23rd 8 AM to 5 PM
INSTALLATION DATE:	<input type="checkbox"/> JUNE 24th 8 AM to 5 PM
EXHIBIT START:	JUNE 25th - 10 AM
DISMANTLE DATE:	JUNE 27th - 4 PM

OFFICIAL SUPPLIER TO DIA 2018

** Advance rate applies to orders received
15 days before the move-in date.*

QUANTITY	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
FLAT SCREEN MONITORS / Including HDMI/DVI/VGA 6' cable				
	24" (16:9) LCD FLAT SCREEN MONITOR (TABLE STAND ONLY)	400.00	500.00	
	32" (16:9) LCD FLAT SCREEN MONITOR	550.00	660.00	
	40" LCD FLAT SCREEN MONITOR & SPEAKERS	750.00	900.00	
	55" LCD FLAT SCREEN MONITOR & SPEAKERS	950.00	1150.00	
	65" LCD FLAT SCREEN MONITOR & SPEAKERS	1750.00	2100.00	
	70" LCD FLAT SCREEN MONITOR & SPEAKERS	2500.00	3000.00	
	80" LCD FLAT SCREEN MONITOR & SPEAKERS	3500.00	4200.00	
	90" LCD FLAT SCREEN MONITOR & SPEAKERS	4500.00	5400.00	
	6' FLOOR DISPLAY STAND	450.00	550.00	
	MONITOR WALL BRACKET (MUST BE SET BY EXHIBIT SHOW SERVICES)	150.00	180.00	
COMPUTERS				
	LAPTOP COMPUTER with MS OFFICE 2013	600.00	750.00	
	APPLE MAC BOOK COMPUTER	900.00	1100.00	
	SET OF COMPUTER SPEAKERS	150.00	180.00	
	HP HIGHSPEED LASER PRINTER (AVAILABLE UPON REQUEST)			
AUDIO EQUIPMENT				
	SHURE WIRED MICROPHONE C/W FLOOR STAND	75.00	90.00	
	UHF WIRELESS MICROPHONES (COMBO UNIT) (SOUND SYSTEM REQUIRED)	525.00	650.00	
	QSC PORTABLE SPEAKER (100 W) C/W MICROPHONE	600.00	750.00	
	* BOOTH AUDIO SYSTEM C/W 2-SPEAKERS, MIXER, WIRELESS MICROPHONE & FLOOR STAND	1200.00	1450.00	
	6 CHANNEL AUDIO MIXER	250.00	300.00	
	CD PLAYER (REQUIRES SPEAKERS)	150.00	180.00	
MISCELLANEOUS				
	LASER POINTER	150.00	180.00	
	TRIPOD SCREEN	150.00	180.00	
	DRAPED PROJECTION STAND OR CART	75.00	90.00	
	LCD PROJECTOR AVAILABLE - PLEASE CALL	TBA	TBA	

We offer a full range of rental equipment, technicians and staff ready and willing to advise and help you.

EQUIPMENT TOTAL:	
(MINIMUM FEE) DELIVERY & PICKUP:	150.00
SETUP/DISMANTLE IS 25% TO EQUIPMENT TOTAL:	
SUB-TOTAL:	
TOTAL:	



Drug Information Association
 DIA 2018
 BCEC Boston
 JUNE 24-28, 2018



OFFICIAL SUPPLIER TO DIA 2018

PAYMENT INFORMATION

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

On-Site Contact: _____ Booth: _____

Visa Master Card AMEX Wire Transfer

CREDIT CARD #:	EXPIRY DATE:	SECURITY CODE#:
----------------	--------------	-----------------

Cardholder's Name: _____

Cardholder Billing Address: _____

Are you the Card Holder? () Yes () No

This card will be used to pay charges by the following authorized user (please print clearly)

SIGNATURE: _____ DATE: _____

Please email your order form to daniel@expertease.ca
 If you have any questions about your order please contact:
 DANIEL FISHER at +1-514-458-7734

- * **Advance rate applies to orders received 15 days before the move-in date.**
- * A **25%** Equipment Set and Dismantle Fee will be added to the order.
- * Cancellation of equipment ordered must be received **48 hours** prior to delivery date to avoid a one day equipment charge including all delivery/set up/pick up fee's.
- * If services have already been provided at the time of cancellation, 100% of the original charge will be applied.
- * The equipment is the responsibility of the client for any damage or missing items from delivery until it is picked up after show closing.
- * Add **20%** cost for any orders made on site
- * **The customer is responsible for arranging and providing the necessary electrical needs.**
- * A representative of your company must be present at the time of the delivery for set up instructions and delivery verification.
- * If you have any special equipment request not included on the order please call.
- * **All amounts are in USD.**

JANET CRAIG SPATH DECORA CROTON ARBORICOLA

BROMELIAD AZALEA SELLOUM MAJESTY KALANCHOE

POTHOS BOXWOOD ROBELLINI CAT PALM HEDGE FERN

PLANT & TREE RENTALS

REFLEXA XANADU FICUS DRACAENA EUGENIA IVY



AN EASY SOLUTION FOR ANY OCCASION.

OUR COMPANY IS LOCATED ON 20,000 SQUARE FEET OF GREENHOUSE SPACE FILLED WITH A LARGE SELECTION OF LUSH GREEN FOLIAGE. WE OFFER THE BEST VALUE AND A WIDE VARIETY OF THOUSANDS OF HIGH QUALITY PLANTS. OUR VAST INVENTORY CONSISTS OF

SIZES RANGING FROM 4 INCH BLOOMING PLANTS TO 16 FOOT PALM TREES WAITING TO ENHANCE YOUR EVENTS. WE ARE ABLE TO PROVIDE OUR SERVICES ALONG THE EAST COAST AND BEYOND TO FULFILL YOUR DESIGNING NEEDS.





3' JANET CRAIG



3' SPATH
(PEACE LILLY)



3' DECORA (RUBBER)



CROTON

APPROXIMATELY 2' TO 3' TALL



AVAILABLE
IN
MULTIPLE COLORS

6" BROMELIAD

6" AZALEA

AVAILABLE
IN
MULTIPLE COLORS



6" KALANCHOE

AVAILABLE
IN
MULTIPLE COLORS



AVAILABLE
IN
MULTIPLE COLORS

6" CHYSANTHEMUM

LARGE FERN

APPROXIMATELY 8" TO 10" TALL



8" LARGE POTHOS

3' SELLOUM



8" LARGE IVY



3' ARBORICOLA



3' VARIEGATED ARBORICOLA



3' REFLEXA



XANADU

APPROXIMATELY 2' TO 3' TALL



**4' LONG FICUS
BUSH HEDGE**

APPROXIMATELY 3' TO 4' TALL

FICUS BUSH

APPROXIMATELY 3' TO 4' TALL



**5' DRACAENA
MARGINATA**

**3' SONG OF
JAMAICA**





IVY WALL



**4' WIDE / 6' TALL
IVY WALL**

**WITH
PLANTER**

AVAILABLE IN WHITE

5' POODLE
TOPIARY



4' TOPIARY



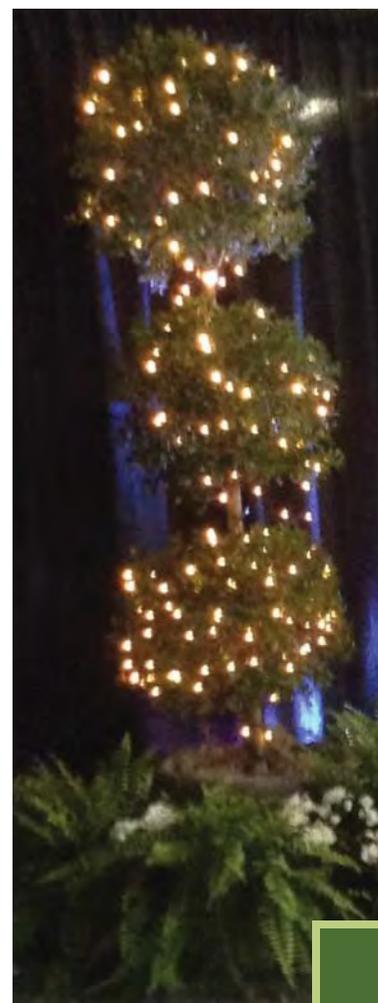
3 BALL TOPIARY
EUGENIA



4' TOPIARY
EUGENIA



4' SPIRAL



APPROXIMATELY 7' TO 8' TALL

6' FICUS STANDARD

WITH 3 IVY
TOP DRESSING



FICUS STANDARD

WITH 2 POTHOS &
1 BROMELIAD
TOP DRESSING



4' FICUS ALLI



4' ARBORICOLA STD.



FICUS TREE
WITH IVY & AZALEA
TOP DRESSING

APPROXIMATELY 9' TO 10' TALL

FICUS TREE

APPROXIMATELY 9' TO 10' TALL



NORFOLK ISLAND PINE

APPROXIMATELY 7' TO 8' TALL



MAJESTY

APPROXIMATELY 6' TO 7' TALL

FAN PALM

APPROXIMATELY 4' TO 5' TALL



DATE PALM (ROBELLINI)

APPROXIMATELY 6' TO 7' TALL



STONE PLANTER



CAT PALM

APPROXIMATELY 6' TO 7' TALL



CAT PALM

APPROXIMATELY 4' TO 5' TALL

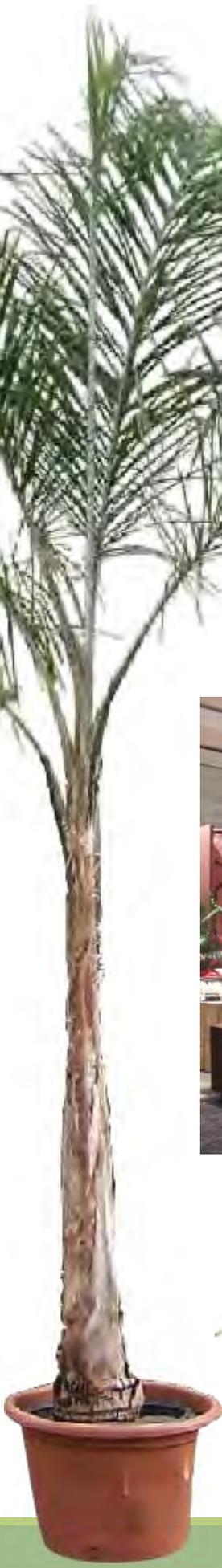


QUEEN PALM

APPROXIMATELY 10' TO 12' TALL

5' DATE PALM
(ROPELLINI)

WITH 3 IVY
TOP DRESSING



FEATURED GROUPING



4' WIDE / 6' TALL
YEW HEDGE



WITH LIGHTS

ARBORVITAE

APPROXIMATELY 6' TO 7' TALL



WITH LIGHTS

4' BAMBOO
WITH
4' WIDE X 3' TALL PLANTER



2' HOLLY
WITH
4' WIDE X 3' TALL PLANTER



8" to 10" FERN
WITH
4' WIDE X 3' TALL PLANTER





**4' ARBORICOLA
WITH
4' WIDE X 3' TALL PLANTER**



**3' to 4' FICUS BUSH
WITH
4' WIDE X 3' TALL PLANTER**



**2' to 3' CROTON
WITH
4' WIDE X 3' TALL PLANTER**

FEATURED GROUPINGS



**8' PALM
WITH
2' WIDE X 4' TALL PLANTER**



**5' to 6' SPIRAL
WITH
2' WIDE X 4' TALL PLANTER**



**4' ARBORICOLA
WITH
2' WIDE X 4' TALL PLANTER**

UNDER PLANTED W/ IVY

12' TALL

9' TALL

6' TALL

4' TALL

**10' FICUS
WITH
2' WIDE X 4' TALL PLANTER**

UNDER PLANTED W/
AZALEA & IVY



MULTIPLE COMBINATIONS AVAILABLE

12' TALL

9' TALL

6' TALL

4' TALL

**10' FICUS
WITH
2' WIDE X 4' TALL PLANTER**

UNDER PLANTED W/
FERN



MULTIPLE COMBINATIONS AVAILABLE

FEATURED GROUPINGS

GROUPING



**GROUPING OF
6' SPIRAL
7' LAYLAND CYPRESS
2' HOLLY**

MULTIPLE COMBINATIONS AVAILABLE



2' WIDE X 4' TALL PLANTER



WE DECORATE YOUR SPACE. THESE WOOD BOXES CAN BE FILLED WITH OUR LARGE SELECTION OF LUSH GREEN FOLIAGE. WHEN COMBINED WITH OUR WIDE VARIETY OF HIGH QUALITY PLANTS, WE OFFER THE BEST EVENT DECORATING VALUE. DECORATE YOUR SPACE WITH OUR CUSTOM DURABLE WOOD BOXES AND MULTIPLE FOLIAGE COMBINATIONS RANGING FROM 4 INCH BLOOMING PLANTS TO 10 FOOT FICUS TREES.

4' WIDE X 3' TALL PLANTER



THESE CONTAINERS ARE AVAILABLE FOR YOUR EVENTS



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL



3' FLORAL





Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]



QTY	ITEM	By June 10	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 65.00	\$ 75.00	
	Floral Arrangement (approx. 18" H)	\$ 85.00	\$ 95.00	
	Custom Floral Arrangement (tell us what you want)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 90.00	
	Roses, arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small _____ Large _____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 40.00	\$ 45.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6" pot) Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 135.00	\$ 150.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$110.00	\$ 125.00	
	Pkg C: large container w/ivy and blooming plants	\$ 110.00	\$ 125.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
♦ Call for prices on brass, chrome, terra cotta pots				
Call for something you may want but is not listed on this order form. 703-241-8545			Delivery Fee 6.25%	\$
www.urbanjungleinc.com info@urbanjungleinc.com	EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.		TOTAL AMOUNT DUE	\$

Please remit payment to **URBAN JUNGLE, Inc.**

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: DIA 2018 Global Annual Meeting
 Show Dates: June 25-27, 2018

Location: Boston Convention & Exhibition Center
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

****Email is required for confirmation and final invoices.**
***Orders must be received two weeks prior to show date for advance price!**

Lead Management Order Form

DIA 2018 GLOBAL ANNUAL MEETING June 24 - 28, 2018 • Boston, MA

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

Select your preferred system	on or before 4/30/18	from 5/1/18 to 5/15/18	after 5/15/18	number of units	TOTAL
SWAP® "3 Pack" One license and three activations.	\$499	\$499	\$499		\$
Additional SWAP Activations Additional activations available with purchase of SWAP "3 Pack", RT2000 or Tablet.	\$129	\$129	\$129		\$
Optium™ RT2000 Includes Optional Custom Survey	\$470	\$545	\$575		\$
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$
SWAP Enabled Tablet	\$399	\$425	\$475		\$
Developer's Kit for Real Time Data Services (RTS)- for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$
Delivery of Reader to Booth (Post show pickup not available)	\$100	\$100	\$100		\$
See page 2 for system descriptions and requirements.					
NOTE: If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					
				Sub-Total	\$
				Processing Fee *	\$ 9.99
(Applicable to phone or faxed orders)					
				6.25% Sales	\$
				Tax Total	\$

Order Confirmation will be delivered via email.

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

Terms and Conditions:

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

* **Processing Fee** is waived when order is placed online.

Order Online: <https://exhibitor.experientswap.com>

Order by Mail: Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

Order by Fax: 301.694.3286

Payment Method

- Check (Orders cannot be processed unless received with payment.)
 Visa MasterCard American Express DISCOVER

Signature: _____

Card #: _____ Exp: ____/____

For Assistance Contact:

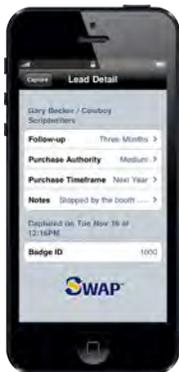
Lindsay Eaves

P: 866.221.7921

E: Lindsay.Eaves@experient-inc.com

It is against Experient's security policy to accept credit card information via email.

Descriptions & Requirements



SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up
- Ability to attach and send marketing materials directly from your device



Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



Developer's Kit for Real Time Data Services

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