



**UCAOA Urgent Care Convention & Expo
May 6-9, 2018
Paris Hotel, Las Vegas, NV**

EXHIBITOR GENERAL INFORMATION

Exhibit Dates: May 6-May 8, 2018

Convention Dates: May 6-May 9, 2018

Anticipated Attendees: 550

Event Property: Paris Hotel, Las Vegas, Nevada

Booth Fees:	<u>Booth</u>	<u>Vendor Member</u>	<u>Non-Member</u>
	Inline	\$2,900	\$3,400
	Corner	\$3,300	\$3,800
	Prime*	\$3,300	\$3,800
	Prime* Corner	\$3,700	\$4,200

*Available to 2018 Convention Sponsors (investing \$2,500 or greater) and Corporate Support Partners only.

Sr. Manager of Corporate Relations: Jackie Stasch, jstasch@ucaoa.org, 331-215-6063

Exhibit Services Provider: [Freeman](#)

Not a UCAOA Vendor Member yet? Sign up [here](#) and save \$500 per booth at UCAOA 2018 events.

Booth Fees Include

- Booths, both Prime and Standard, are 10' wide by 10' deep, piped and draped in GREY.
- Registration and name badges for two exhibitor representatives per 10' x 10' booth purchased. (each additional rep \$300).
- Listing on interactive floor plan and convention web page.
- Profile and listing on mobile app. Upgraded profile and advertising opportunities available for purchase.
- Listing on the UCAOA web site Virtual Exhibit Hall for one year after the convention.
- NOTE: **Furniture is NOT included.** Special booth package (which includes skirted table, 2 chairs, and wastebasket, \$290) available through pre-order only – see Freeman Exhibitor Kit. Package pricing will expire and is special pricing is NOT available onsite, check exhibitor kit for deadline!

Booth Selection

Booths are placed based on Priority Points (island booths have been placed prior to the floorplan being “open”), then on a first come, first served basis. [Vendor coalitions](#) will be placed based on the total points of contracted booths in the coalition after island booths are placed. UCAOA is not responsible for selected booth locations, and space is not guaranteed. Please visit the Exhibitor Information webpage frequently to review the online floor plan and exhibitor list. Changes to booth selections may be made if space is available.

At the time of booth selection, companies with a balance due from a previous event will forfeit their right to be placed by priority points and may select their booth when registration opens to the public.

Move-In

Saturday, May 5: 1-5pm
Sunday, May 6: 8am-4pm

Move-Out

Tuesday, May 8: 6-9pm
Wednesday, May 9: 8am-noon

Exhibit Hall Agenda*

**Subject to change. See convention web page for most current schedule.*

Saturday, May 5
1-5pm

Exhibitor Registration and Move-in

Sunday, May 6
8am-4pm
5:15-6:45pm
6:45pm

Exhibitor Registration and Move-In

EXHIBIT HALL OPEN – Opening Reception in Exhibit Hall – *Heavy Traffic*

EXHIBIT HALL CLOSED

Satellite Events may begin at 6:45pm or later

Monday, May 7
9am-4pm
4pm
6:30pm

EXHIBIT HALL OPEN

EXHIBIT HALL CLOSED

Foundation Celebration Event

Satellite Events will not be approved this evening. Exhibitors are encouraged to purchase a table(s) at the Foundation Celebration and invite attendees to sit with you. It's the perfect way to show your clients and prospects your commitment to the industry!

Tuesday, May 8
11am-6pm
6pm
6-9pm
6pm

EXHIBIT HALL OPE

EXHIBIT HALL CLOSED

Exhibit Hall Move-Out (*move –out continues Wednesday from 8am-noon*)

Satellite Events may begin at 6pm or later

UCAOA Exhibit Policies and Procedures require that booths are staffed during all published hours. Booths must be staffed during all open exhibit hours. *UCAOA understands that there may be times when you have to leave your booth unexpectedly, please use a sign indicating your return time.*

Dismantling of booths prior to designated tear-down is prohibited. Lack of representation or early teardown will result in fines equaling 25% of your total exhibit rental expense, loss of Priority Points, and possible loss of future UCAOA exhibit participation. Advance arrangements can be made with the general service contractor to tear down a booth in the event it is absolutely necessary *at the exhibiting company's expense*.

Cancellation Policy

Cancellation for exhibit space is required in writing to the attention of Jackie Stasch, jstasch@ucaoa.org. Cancellations received on or before March 15, 2018 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after March 15, 2018.

Hotel Information

Event Property: Paris Las Vegas

Housing Link: <https://aws.passkey.com/go/SPUCA8>

Room Rate: \$159 + \$32 resort fee/night, plus state and local taxes (currently 13.38%)

Rate includes: unlimited local calls; 2 guest admissions per day to fitness center, in room internet access to include 2 devices per room per day and complimentary parking (over conference dates only).

New Exhibitor Housing Policy:

UCAOA exhibiting companies are required to have at least 1 booth staff, per 10' x 10' booth stay at the Paris, Las Vegas Hotel in the UCAOA room block. Companies who do not meet this minimum requirement will be assessed a \$350 fee post-conference. (Example, if you have a 20' x 20' booth, with 8 complimentary badges, 4 of them must stay in individual rooms, at the Paris Las Vegas Hotel).

Reservation Deadline: April 13, 2018 or when the UCAOA block is sold out

Dates to Remember/Deadlines

March 15, 2018	Booth cancellation on or before this date - receive 50% refund (any cancellation received after this day – no refund)
March 15, 2018	Event/item sponsorship commitment (to be included in convention signage)
April 13, 2018	Deadline to submit “giveaway/raffle” information
April 16, 2018	Attendee List distributed. *Subject to change.
May 2, 2018	Deadline to enter badges. As of 5/3/18 all changes/additions handled onsite
May 5-8, 2018	\$50 onsite badge fee applies. \$50 badge replacement fee applies

ADDITIONAL INFORMATION • A-Z

Attendee List Usage

A complimentary attendee list will be emailed to the primary convention contact for all registered exhibitors about three weeks prior to the convention and a complete final list of participating attendees will be emailed two weeks following the last day of the convention. Please be certain to review the Exhibitor Policies and Procedures for specifics on list use. *Attendees may opt-out of sharing their email addresses with exhibiting companies.* Attendee list must be used within sixty (60) days of the convention.

NOTE: Attendee list may be used one time pre-convention and one time post-convention to promote your participation in/follow up to the Urgent Care Convention & Expo. **This list may not be added to your database.** One additional use of the attendee list (3rd and final use) - \$500. The UCAOA attendee list is monitored and exhibitors will be billed for overuse.

Audio

Exhibitors may have an audio system within their booth. Audio must be maintained at an appropriate volume and not disrupt the business of neighboring booths. Audio is intended for the audience within the confines of your booth space. Booths should be designed to accommodate that audience. UCAOA reserves the right to reduce or eliminate audio from an exhibitor's booth if complaints are received during the event.

Booth Types

See Exhibitor Rules and Regulations for a description of the types of booths that are allowed and guidelines for each.

Child Care Services

Please note, UCAOA does not allow anyone under the age of 18 into the exhibit hall or classrooms. If you need to make child care arrangements, please check with the hotel concierge for local recommendations.

Competitors

Your booth may be perfectly situated at your time of selection – far enough away from your competitors and just around the corner from your partners...but sometimes things change. Companies cancel and companies move – your perfect spot might not be as perfect when you arrive onsite.

It is the *responsibility of the exhibitor* to check the floor plan periodically to be sure you are still satisfied with your location. Booth moves will be accommodated upon request, based on availability either pre-show or on-site.

Exhibit Hall Only Passes/Be Our Guest

Each exhibiting company will receive a PDF invitation to share with clients to attend the “exhibit hall only” portion of the Convention & Expo. Use this for your clients who might not have the time to attend the whole convention, but could possibly get away for a day. They will certainly appreciate you for saving them \$\$ on an Exhibit Hall Only badge. *This pass is not for staff, spouses or business partners.*

Exhibitor Reps Attending Educational Sessions

All exhibitors are welcome to attend the Keynote Session or General Sessions on the agenda as long as you are not wearing any clothing with your company name/logo printed on your attire since these courses have CME.

Each exhibiting company will receive one **CLASS PASS** – a badge that can be used by any member of your onsite team to attend courses during the Urgent Care Convention & Expo. Pass it around, send one team member to a practice management course and during the next block of sessions, send a different person to a clinical course. This Pass does not include food functions or CME.

If you have more exhibitor reps who want to attend courses, you may register and pay to attend courses at a special rate of \$250. This fee does not include food functions or CME.

Giveaways

Exhibitors will be responsible for any giveaways and/or drawings at their booth. Giveaways and drawing dates/times provided to UCAOA prior to Friday, April 13, 2018 will be publicized in the convention app. No announcements will be made for any exhibitor drawings.

Height Restrictions: See the UCAOA Exhibiting Policies and Procedures for specific guidelines regarding booth/booth component height restrictions.

Lead Retrieval

Lead Retrieval is being provided through ATS. Please be sure to preorder your device to ensure your equipment is reserved. The order form will be available in the Exhibitor Service Kit. ATS will be available on site for orders.

Lunch

Exhibitors who are members of UCAOA (named benefit recipients will receive a ticket) to the Members Lunch on Monday. The “walking lunch” in the exhibit hall will also have a ticket available for purchase. You are required to have staff at your booth at all times – so please stagger your lunch breaks.

Mobile App

Be sure to download the app to your android or iOS mobile devices so that you can interact with the attendees. Sponsorship opportunities and enhanced profiles are available on the Mobile App.

Prime Booth

A select number of booths have been designated as PRIME booth space based on their proximity to the main entrance/main aisle . Prime booths have a different booth rate and are exclusively available to Corporate Support Partners or companies that have invested \$2,500 or more in sponsorships (over and above their booth investment) at that event.

Security

UCAOA will provide security as required by the facility during move-in and move-out and an overnight guard. Although every effort is made to secure the exhibit hall, **it is strongly encouraged that all valuable items be stored in your guest room each night.**

“Selling” or meeting with attendees outside the Exhibit Hall

Those with services and products to sell should do so within the confines of the exhibit hall (or contracted satellite event). If you seek access to/meetings with attendees and are not exhibiting, please contact Jackie Stasch, jstasch@ucaoa.org, for proper procedure and to ensure compliance with ACCME requirements and exhibit/vendor guidelines. Any meeting space within the hotel must be arranged through UCAOA.

Tasks in EXHIBITOR SERVICE CENTER

Upon completion of your booth reservation, you will receive a confirmation email with a “key” to log in to your account in the Exhibitor Service Center.

Exhibitors will populate these items (and others) via the Task Manager in the Exhibitor Service Center:

- Electronic signature required for Policies and Procedures and UCAOA Guidelines for Commercial Supporters of CME Activities
- Company Details - Contact Info/Description for convention website and mobile app
- Logo upload
- Raffles/Giveaways
- Compliance with AdvaMed and Pharma regulations
- Download “I’m Exhibiting” logo for e-mail signature
- Exhibitor badge data (comp and additional exhibitor badges)
- Pay balance due via credit card or print invoice
- Purchase support opportunities (branding, visibility, and networking) over and above your booth purchase
- Hotel reservations tracking – name and reservation number

Tasks may be added periodically. Please check often to see if there are any outstanding tasks on your task list.

Virtual Exhibit Hall

The Virtual Exhibit Hall is a database of urgent care industry product and service providers, manufacturers and consultants. This public database is searched by urgent care clinicians, center buyers, business professionals and others for the most advanced products and services. Exhibit booth purchase includes a 1-year listing in the Virtual Exhibit Hall.

PRIORITY POINTS

UCAOA rewards our loyal exhibitors that attend our events each year by our Priority Points System. Points are accrued every year that a company exhibits at least one event per year. Points are also received for any financial support provided through convention sponsorships, Corporate Support Partnerships, Satellite Events, etc. Registration appointments are set for booth selection based on the total number of Priority Points. Details for the Priority Points System are included in the Exhibitor Policies & Procedures.

CORPORATE SUPPORT PARTNERSHIP

Visit the Corporate Support Partner web page at www.ucaoa.org/?CSPs to review the benefits of this year-round support opportunity! Partners receive discounts on booth fees, pre-convention advertising on the web site, in newsletters and JUCM, recognition and advertising on site as well as booth signage.

BOOTH CANCELLATION

Exhibitor booth cancellation is required in writing to the attention of Jackie Stasch, jstasch@ucaoa.org. Cancellations received on or before March 15, 2018 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after March 15, 2018.

About the Urgent Care Association of America (UCAOA)

The Urgent Care Association of America (UCAOA) is a membership association for urgent care health and management professionals, centers and those who support the urgent care industry. UCAOA provides educational programs in clinical care and practice management, has a monthly Journal of Urgent Care Medicine and maintains an active online presence and member community for daily exchange of best practices. UCAOA provides leadership, education and resources for the successful practice of urgent care for its members.

About the UCAOA Urgent Care Convention & Expo

The UCAOA National Urgent Care Convention & Expo is an interactive, networking experience for the entire urgent care team. During the 3-day event, our cadre of industry pioneers, center owners, business moguls, and marketing experts offer best practices and real-world knowledge through compelling presentations, high-level debates and hands-on workshops. The Exhibit Hall also showcases the industry's latest products, services and technology from nearly 200 companies.

These UCAOA Policies and Procedures for Exhibitors are provided for the benefit of all exhibitors participating in our educational event exhibit halls.

GENERAL: UCAOA reserves the right to enforce these policies and procedures, as well as to make final decisions on all points covered or not covered herein. UCAOA reserves the right to decline or remove any exhibit that, in its judgment, is not suitable for or in keeping with the character of the convention or that is in violation of these rules. At its discretion, UCAOA may accept or reject any application for space.

The UCAOA relationship with exhibitors and their representatives is that of an independent contractor. The association assumes no liability for any act of omission or commission by exhibitors or by their representatives. Exhibitors and their representatives hereby release and, in addition, agree to hold harmless UCAOA representatives from any and all costs and expenses (including but not limited to attorney's fees) and from any and all liabilities for loss or damage ensuing from any cause whatsoever.

EXHIBITOR LIABILITY: All parties involved in the exhibit, including specifically, but without limiting the generality thereof, the exhibit hall, the owner, the leasing association, the sponsor, and the individual exhibitor, separately agree to assume full responsibility for, and shall pay any and all claims arising out of their own negligence, or that of their respective employees or agents.

Each party agrees to be solely responsible for its own property, through insurance or self-insurance, and shall hold harmless each other from any damage caused by theft, or resulting from other perils. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the association, the association's representatives, and the facility and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. This is exclusive of any liability caused by the sole negligence of the association, facility, and their respective employees and agents.

Exhibitor is responsible for knowing all city, state, and county laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in UCAOA events. Compliance with such laws is mandatory for Exhibitor and the sole responsibility of the Exhibitor. Exhibitor acknowledges that the association and the facility do not maintain insurance covering exhibitor's property and that exhibitor is encouraged to obtain business-interruption and property-damage insurance covering such losses by exhibitor since all such losses are the sole responsibility of exhibitor. The association does not guarantee and expressly disclaims any and all liability for any and all loss or damage of any kind to exhibitors and/or to exhibitors' agents and employees. Any and all damage, losses, expenses, and/or costs resulting (including, but not limited to attorney's fees) from failure to observe this rule shall be payable by exhibitor. Exhibitor is responsible for knowing and abiding by the local Fire Marshall regulations.

EXHIBITOR ADVISORY COMMITTEE: The committee may recommend to UCAOA leadership that a specific exhibit installation be forbidden or request removal or discontinuance of any exhibition or promotion, wholly or in part, that in its sole and absolute discretion is not in keeping with the character and purposes of the association.

NEW EXHIBITOR HOUSING POLICY: UCAOA exhibiting companies are required to have at least 1 booth staff, per 10' x 10' booth stay at the Paris, Las Vegas Hotel in the UCAOA room block. Companies who do not meet this minimum requirement will be assessed a \$350 fee post-conference. (Example, if you have a 20' x 20' booth, with 8 complimentary badges, 4 of them must stay in individual rooms, at the Paris Las Vegas Hotel).

EXHIBITOR GUIDELINES: UCAOA provides these Exhibitor Policies and Procedures, revised and adapted to meet the specifications of this event, intending to maintain a peaceful and productive environment for all exhibitors. By registering for exhibit space, the company agrees to adhere to all conditions and regulations outlined in this document and are a part of all space contracts. The following policies and procedures have been designed for the benefit of all exhibitors and attendees. UCAOA requires the full cooperation of exhibitors in their observance. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the sole and absolute discretion of **UCAOA** conduct themselves improperly may be dismissed without refund or appeal for redress.

EXHIBITING PROCEDURES: Advertising, canvassing, soliciting of business, conventions in the interest of business, etc., are not permitted except by firms that have engaged from the association space to exhibit and then **only in the space assigned** (or within the confines of all UCAOA approved satellite event space). Exhibitors or their representatives who fail to observe these conditions, **solely in the opinion of UCAOA**, may be dismissed without refund or appeal for redress.

Selling during educational sessions for which CME is provided is prohibited. Selling during other convention sessions must be approved by UCAOA. Selling includes attempts to sell, promote, or attract buyers for Exhibitor services, property, or goods either verbally, by distribution or display of materials, or wearing of logo clothing during a speaking engagement. Interviews, demonstrations, distribution of literature, samples, and attempts to sell, promote, or attract buyers for Exhibitor services, property, or goods **must take place inside the contracted booth or satellite space.**

Meetings or other activities sponsored by exhibitors are allowed but not during the hours of UCAOA scheduled educational or networking events. Invitations for permissible meetings and activities must be distributed from exhibit booths and approved by **UCAOA** prior to the convention or coordinated to include in registrant bags via UCAOA. Gatherings during the days of the convention of over 40 individuals must be registered as a Satellite Event and abide by all Satellite Event guidelines and fees.

Unless contracted as part of a vendor coalition, exhibitor may not lease, sublease, share or transfer the exhibit privilege or space in whole or part. This includes distribution of materials for another organization with which the Exhibitor does not have a formal legal relationship regarding said product. Booth representatives, including models or demonstrators, **must be registered** with UCAOA, **wear name convention badges**, and be **properly and modestly clothed** at all times. All booth staff badges will bear the company name of the company that purchased the booth.

FILM/SOUND: Motion picture projectors and apparatus must conform to fire regulations of the venue. Only safety film may be used. Sound film may be exhibited at the discretion of UCAOA. Silent films should be arranged so aisles are not blocked by viewers. Projection of motion pictures must be supervised by a licensed operator where required. Exhibitors with audible electric sound, motion pictures, or other exhibits or devices that the association, in its sole and absolute discretion, deems objectionable to other exhibitors will be required to discontinue using all exhibits and/or devices so determined to be objectionable.

VENDOR COALITIONS: Opportunity is available for vendor coalitions for shared contract and points. If interested, a separate contract is required and coalitions must be final before priority point placement. Contact Jackie Stasch, jstasch@ucaoa.org, for more information.

PRIZES/CONTESTS/DRAWINGS: Must be approved by UCAOA in advance of the meeting. UCAOA does not announce any booth contest winner over the loudspeaker.

EXHIBIT SPACE: Exhibits shall not project beyond space allotted. Exhibitor is responsible to verify exhibit space. Exhibits and signage shall not obstruct the view or interfere with traffic to exhibits of others. UCAOA reserves the right to ask any exhibitor to move or remove an item from their booth space if it presents a significant sight-line reduction to the booths around them. Failure to occupy assigned space by the close of the exhibit installation period could result in a loss of such space and a forfeiture of all payments by the exhibitor.

LINEAR BOOTHS: All linear booths are 100 square feet (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8 feet high, with sidewall drapes that are 36 inches high. **No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet in height.** All display fixtures more than 4 feet in height and placed within 8 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5 feet from the aisle line.

Graphics, products or portions of the display are not permitted outside the confines of the booth unless as supplied by UCAOA as sponsorship recognition or as part of a sponsorship. Exposed parts of displays and/or equipment must be finished in a professional manner so an attractive appearance is presented when viewed from the aisles of adjoining booths.

ISLAND BOOTHS: An island booth is a display of four or more standard 10' x 10' booths spaces merged together with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow see-through visibility and accessibility from all four sides (UCAOA must approve limited-visibility islands pre-event). Island booth displays may not exceed 20 feet in height.

Islands may be created from booths on the existing floor plan. Any "lost" booths (booths that are no longer sellable space to create aisles around an island booth) are the financial responsibility of the island exhibitor at 50% of the booth rate.

PENINSULA BOOTHS: Peninsula booths, booths exposed on 3 sides, are only permitted with prior UCAOA approval and must conform to the following guidelines: The back wall of a peninsula booth is restricted to 8 feet high within 5 feet of each aisle permitting adequate sight lines for the adjoining booths. A diagram of the backwall is available upon request from Jackie Stasch, jstasch@ucaoa.org. These guidelines **may** be waived if the adjoining booths are all part of the same company/coalition.

HANGING SIGNS/COMPONENTS: Hanging signs are only permitted above island booths or with permission from UCAOA. Hanging signs and all expenses related to production, installation and dismantle are the responsibility of the exhibitor. Hanging signs cannot be more than 4' tall. Ceiling height is 24', bottom of hanging signs should be at 18'. Rigging will be done by in-house Disneyland Resort Event Services team and the price for rigging includes the rigging of the banner and labor. See form in the Exhibitor Kit for pricing and details.

Exhibitor acknowledges responsibilities under the Americans with Disabilities Act (Act) to make booth(s) accessible to handicapped persons. Exhibitor indemnifies and holds harmless UCAOA against cost, expense, liability, or damage that may be incident to, arise out of or be caused by Exhibitor's failure to comply with Act.

Exhibits should not be constructed so that signage obstructs the view of adjacent booths. No part of any exhibits and no signs may extend outside the contracted exhibit space or may be pasted, nailed, or otherwise affixed to walls, doors, etc., in a way that might infringe upon public walkways or other exhibit space or cause any damage, loss, expense, and/or cost. Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to the association and the decorator for the payment of any charges incurred by the exhibitor in connection with exhibiting therein.

UCAOA reserves the right to fix the time for the installation of a booth prior to the event opening and for its removal after the conclusion of the event. Any space not claimed and occupied by three hours prior to the published Show opening time may be resold or reassigned without refund.

Installation of all exhibits must be fully completed by the date and time indicated for that exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the show closing.

Dismantling of booths or packing prior to designated tear-down is prohibited. Lack of representation or early tear down will result in fines equaling 25% of your total booth rental expense, loss of Priority Points, and possible loss of future UCAOA exhibit participation. If it is necessary for an exhibiting company to leave early, arrangements must be made with UCAOA leadership and with Freeman to leave booth intact and have Freeman pack and dismantle. Advance arrangements can be made with Freeman to tear down a booth in the event it is absolutely necessary *at the exhibiting company's expense*.

In order to conform to union contract rules and regulations, where applicable, all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show.

Each Exhibitor is provided an Exhibitor Services Kit. The Services Kit describes the type and arrangement of exhibit space and the standard equipment provided by UCAOA or show management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Services Kit. If, in the sole opinion of UCAOA, any exhibit fails to conform to the Services Kit guidelines, or the provisions set forth herein, such exhibit may be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of UCAOA.

BADGE DISTRIBUTION: All badges for pre-registered representatives can be picked up at the UCAOA Registration desk at the event. Photo ID will be required for pick up. Individuals may only pick up their own badge. Exhibitors will be charged a fee of **\$50 per badge** for representatives registering on site, for recreating badges previously picked up, or for processing of an additional badge should a substitute representative attend. Payment must be received at time of registration. If exhibitor believes registration was paid for in advance, a credit card will be held until records can be checked following the meeting.

CANCELLATION: Exhibitor cancellation is required in writing to the attention of Jackie Stasch, jstasch@ucaoa.org. Cancellations received on or before March 15, 2018 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after March 15, 2018. There will be a \$35/badge fee assessed for any paid badge cancellation if cancellation is received in writing prior to the event. There will be no refunds for badges cancelled during or after the event.

ATTENDEE LIST: A complimentary attendee list will be emailed to the primary convention contact for all registered exhibitors about three weeks prior to the convention and a complete final list of participating attendees will be emailed two weeks following the last day of the convention. Attendees may opt-out of sharing their email addresses with exhibiting companies. Attendee List must be used within sixty (60) days of the convention.

Attendee list may be used one time pre-convention AND one time post-convention to promote your participation in/follow up to this event. **This list may not be added to your database.** One additional use of the attendee list (3rd and final use) - \$500. The UCAOA attendee list is monitored and exhibitors will be billed for overuse.

COURSE PARTICIPATION: NEW THIS YEAR! Each exhibiting company will receive one CLASS PASS – a badge that can be used by any member of your onsite team to attend courses during the event. This Pass does not include food functions or CME. If additional reps would like to attend session, they can register and pay a special rate of \$250 (**with a valid exhibit hall badge**). Only these paid convention badges will receive access to course materials, but will not receive meal tickets or CME.

RIGHT TO MAKE CHANGES: Any matters not specifically covered herein are subject to decision by the Exhibitor Advisory Committee, Board of Directors, or CEO. UCAOA reserves the right to make changes, amendments and additions to these rules as it considers advisable for the proper conduct of the exhibit or UCAOA event.

USE OF UCAOA NAME, LOGO, OR INSIGNIA: The use of the UCAOA name, insignia, logotype, or other identifying marks may not be used in signs, advertising, or promotions in any media or descriptive product literature without the written consent of UCAOA.

DISCIPLINARY ACTION: Whenever practical or appropriate in the view of UCAOA, disciplinary action may be taken for those not adhering to these exhibitor policies. Action taken will be progressive according the violation of the listed rule, policy, or regulation. UCAOA reserves the right to levy a financial penalty and/or block an exhibitor from attending future shows at its sole discretion and will not be liable for any refunds or other exhibit or sponsorship expense incurred by Exhibitor.

BOOTH AND SPACE ASSIGNMENT: Booth space is assigned by UCAOA based on the Priority Points System (after island booths have been placed), then date received, then any special considerations such as proximity to other exhibitors with similar product offerings, and then on a first-come, first-served basis. Since the Priority Points System is based on exhibit history, prime spaces likely will be assigned to long-term exhibitors.

UCAOA reserves the right to place reasonable limitations on the number of booths to be rented to any exhibiting company. UCAOA does not guarantee the location of booths selected, and floor plan revisions may be made at the discretion of UCAOA. All efforts will be made to keep selected booth space in close proximity to original location if this need should arise.

MULTIBOOTH AND ISLAND EARLY SELECTION

- UCAOA does not guarantee exact booth placement.
- UCAOA will place island booths prior to priority point placement.
- UCAOA will place any vendor coalitions based on combined priority points as part of the overall "placement by priority points" process.
- UCAOA will make every effort to place booths as close to selected locations as possible, based on fire marshal approval and attendee flow.
- UCAOA designs the exhibit booth aisles for maximum traffic flow for the attendees, as well as for equal opportunity of all exhibitors to have traffic at their booths.
- UCAOA has sole discretion in adjusting the floor plan.
- Exhibitor has to pay for space of any booths deleted from the floor plan to create an island at 50% of each booth's rate.
- UCAOA to design booth and floor space for the exhibit halls and to allow exhibitors to choose from the designed configuration.
- The number of booths a vendor can purchase is limited to a max of eight (8).

POINT SYSTEM: Exhibitors will receive an email with a link to the floor plan and an appointment time, based on priority points. Exhibitors can select their booth at that time. If multiple companies have the same number of priority points, space will then be assigned based on date/time reserved. After the appointment time has passed, booths will be sold on a first-come, first-served basis if available.

Points are awarded using the following system:

- 1 point for each year exhibited during all consecutive years at UCAOA events.
- 1 point for each booth purchased during all consecutive years at UCAOA events.
- 1 point **deducted** for early tear-down without the prior consent of UCAOA.
 - Points also awarded for financial support including partnerships, educational grants, and/or sponsorships at UCAOA events. 1 point for under \$999
 - 2 points for \$1,000 - \$4,999
 - 3 points for \$5,000 - \$9,999
 - 4 points for \$10,000 - \$14,999
 - 5 points for \$15,000 - \$19,999
 - 1 additional point for each additional \$5,000 increment

How it Works:

- Company exhibits in 2012, 2013, and 2014 = 3 points.
- Company purchased 1 booth in 2012, 1 booth in 2013, and 2 booths in 2014 = 4 points
- Company sponsored a lunch in 2012 for \$3,000, 2 breaks in 2013 for a total of \$5,000 and brief bags in 2014 for \$9,000 = 5 points
- Total points earned by Company going into 2015 = 12
- If ABC Company returns for at least one UCAOA event (Spring Convention or Fall Conference) for each consecutive year, points will continue to accumulate. If ABC Company does not attend at least one event in the next consecutive year, all points will be lost and will begin accumulating from zero the next year of exhibiting.



(Availability subject to change...check Exhibitor Service Center for most current inventory.)

Advertising – On Site Program

Cover – Inside Front, Inside Back or Outside Back
\$1,850

Full Page Ad
\$1,100

Half Page Ad
\$750

Commitment: February 9
Artwork Due: February 15

Branding Opportunities

Aisle ID Signs x14– Exhibit Hall - EXCLUSIVE
\$6,000

Your company logo and booth number will be featured on a carpet decal at the front and back of every exhibit hall aisle on the aisle ID Sign. Artwork deadline April 3.

Advanced Brochure Mailing
\$5,000

Conference brochure mailed out to entire UCAOA mailing list, and included in one JUCM polybag prior to the conference with your company's logo on the front cover and an ad on an inside page.

Attendee Badge Holder
\$5,000

Your one-color logo on every attendee badge holder.

Lamp Post Banners
\$1,500

Convention attendees will see your message and branding as they walk from the hotel/casino to the convention center. You can capture their attention away from the hustle and bustle of the sessions (and your competitors!) with this double, DOUBLE-SIDED graphic.

Artwork deadlines must be met or additional fees will be the responsibility of the sponsor.

Artwork is due April 3 to jstasch@ucaoa.org (high res PDF, .ai or Illustrator)

24" x 36" double sided - 4 total images required.



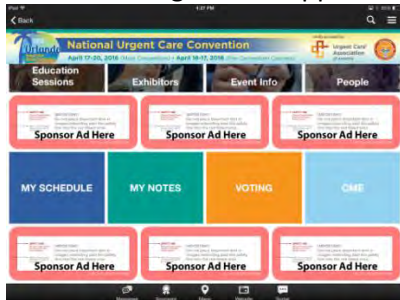
(Lamp Post Banner, continued from above)



Mobile App Tile Ad

\$750

The UCAOA mobile app home screen will be laid out in a tile pattern. “1/3 width” ads are available for purchase - do not miss the opportunity to be seen every time an attendee navigates the app. **Tile artwork can be linked to your URL.**



Carpet Decal

\$725

This decal will be placed at an intersection in YOUR exhibit hall aisle, drawing attendees to your booth. Your 4’ x 4’ decal can be customized to include your company logo, web site, product, or service. Artwork submission deadline, April 3, must be met or additional fees will be the responsibility of the sponsor. Want more than one? Discounts available for multiple decals.



Mirror Cling – Hall of Mirrors

\$250

Your 18' x 18' artwork will be displayed along the mirrored hall that leads from the hotel into the convention center. Artwork submission deadline, April 3, must be met or additional fees will be the responsibility of the sponsor.



Paris Arch Column Front or Back

Back \$1,500 or

Front \$1,750

Columns are sold individually, but all per front or back are available. Artwork deadline must be met in order for sponsorship to be executed. Sponsor is responsible for additional charges due to late artwork. Artwork deadline: April 3, 2018. Specifications will be shared with sponsor after purchase.





Framed Branding

Small \$1,250

Large \$1,750

These framed signs are available for you to brand! These can be seen from the walkway between the Paris Las Vegas and Bally's hotel and will be seen EVERY time attendees walk to the Convention Center. Your artwork will be affixed within the frame. Size 37.5"h x 91.5w. Artwork deadline must be met in order for sponsorship to be executed. Sponsor is responsible for additional charges due to late artwork. Artwork deadline: April 3, 2018



Mobile App

\$6,000

This exclusive opportunity guarantees that you will be seen each and every time an attendee uses the mobile app. (UCAOA has 80%+ app usage)

Your ad will be featured as the SPLASH screen after the event screen. This opportunity includes one Mobile App Tile ad of your choice (with hyperlink).

Networking Opportunities

Networking Reception in Exhibit Hall – Sunday or Tuesday

\$4,500

Exhibit Hall receptions include recognition signage at exhibit hall entrance and bars, and cocktail napkins with partnering company's one-color logo. Your team may welcome attendees upon arrival and distribute branded promotional items at the door. You may also add on at your expense unique/additional food & beverage to be served within the confines of your booth space at your expense. UCAOA will promote additional F&B as long as quantities meet audience size. Placement of F&B/Bars will be done on site with preference given to sponsoring company.

Coffee Breaks in Exhibit Hall

\$4,000

During the Monday coffee breaks in the Exhibit Hall, supporter will be recognized with signage at each coffee station. UCAOA will provide beverage napkins with supporter's one-color logo. Supporter may provide coffee sleeves or other accoutrement.



Specialty Item

In Booth Massage

\$10,000

Give attendees what they need - 2 Massage (head, neck, shoulder) Therapists in your booth during exhibit hall hours wearing your branded t-shirts/hats. This opportunity includes one adjacent inline booth (to your non-prime booth) for the Massage Lounge. If your booth can support the massage chairs/therapists/table, rate is reduced to \$8,000. UCAOA will promote the massage opportunity, and your support, on the exhibit hall floor plan. (Sponsor may need to adjust booth location to support this opportunity.)

Conference Emails - Exclusive

\$5,000

As the Spring Convention & Expo email supporter, your logo will be included in each of the pre-conference promotional emails to the UCAOA database (approximately 10,000/each) AND the registered attendee emails (550+). Each audience will receive multiple emails.

ALTERNATE CONFERENCE EMAIL OPPORTUNITY - Emails to only REGISTERED ATTENDEES, \$3,000. Contact Jackie Stasch, jstasch@ucaoa.org to secure.

WiFi Sponsor - Exclusive

\$5,000

Thanks to your support, attendees will be able to access the mobile app, email and more in the conference session rooms.

Sponsor will be recognized on signage and in the mobile app. Network name and password may be able to be customized by sponsor (deadline permitting).

Conference Notepad - Exclusive

\$3,500

All attendees will receive a notepad for use throughout conference with the partnering company's logo displayed on each sheet.

Pen/Stylus Combo - Exclusive

\$2,500

Each attendee will receive a pen/stylus combo in the conference tote bag - easy to use for both note-taking and using the conference mobile app. Partnering company's one-color logo will be printed on each pen.

Attendee Totebag Insert

\$2,500

Insert your literature/collateral (some restrictions apply - and piece must be approved by UCAOA) into the convention tote bag.

750+ inserts must arrive at UCAOA HQ on or before April 18, 2018.



(attendee totebag insert continued from above)

Urgent Care Association
Attn: Bag Insert/ _____ (your company name)
28600 Bella Vista Pkwy., Ste. 2010
Warrenville, IL 60555

Push Notification – Mobile App

\$350 each

Your 231-character message delivered via the conference mobile app. A few notifications are available each day. Notifications are scheduled at UCAOA's discretion and subject to change.

Traffic Driver Game

\$250

Drive attendees to your booth! Attendees will have a game card in their conference totebag! They will get signatures from participating vendors as they make their way around the Expo. One completed card will be drawn during the closing reception and the winner will get a \$500 gift card!!!

PDF Brochure/Whitepaper to Exhibitor Listing

\$150

Add a whitepaper or other PDF to your mobile listing (website and conference app).

ReCHARGE! Lounge - Exclusive

\$20,000

20 x 20 space (booth 437) on the Expo floor that includes comfortable seating, a place to relax and an opportunity to recharge your device. Sponsors branding will be incorporated into the space. Sponsor collateral will be available in the space. Sponsor may provide specialty food and beverage item separately. Contact Jackie Stasch, jstasch@ucaoa.org to discuss further.

Thought Leadership

Industry Perspectives Session

\$1,250

These 50 minute session will be held in the new **Industry Perspectives Theater** in the Expo! There will be one Industry Perspectives session held during each of the following time slots (running concurrently with educational sessions):

Monday, May 7 - 10:20 – 11:30am, 11:30am-12:10pm, 1:50 – 2:40pm or 2:50 – 3:40pm

Tuesday, May 8 - 11-11:50am, 1:20-2:30pm, 2:20-3:30pm, 3:40-4:30pm

These sessions can be commercial in nature, but we encourage you to provide mostly educational content and then ask them to join you at your booth following the session. Standard A/V is included. Attendance incentives are permitted, but will not be included in the published session information - title, learning objectives, description, speakers, etc. that you provide. Your slide deck (if using) must be submitted in advance to be pre-loaded onto the laptop in the theater.



Telemedicine Workshop

\$6,000 Primary Sponsor - Exclusive

\$3,000 Sponsor – 2 total, 1 available

-Primary Sponsor will have 3 minutes at the podium to deliver a welcome and introduction to their company's product/service.

-Two individuals from each sponsoring company will attend this pre-conference session at no charge.

-UCAOA will create a flyer showcasing each of the sponsoring companies and will place at each attendee seat prior to the session.

-Sponsors will be recognized from the podium and on the walk-in/intro slides.

-Session sponsors will be provided a high-boy table during the in-room coffee break. Table will have signage indicating sponsor logo. Sponsor may distribute branded promotional items from this table during the scheduled coffee break.

Booth Selection

Booths are placed based on Priority Points (island booths have been placed prior to the floorplan being “open”), then on a first come, first served basis. [Vendor coalitions](#) will be placed based on the total points of contracted booths in the coalition after island booths are placed. UCAOA is not responsible for selected booth locations, and space is not guaranteed. Please visit the Exhibitor Information webpage frequently to review the online floor plan and exhibitor list. Changes to booth selections may be made if space is available.

At the time of booth selection, companies with a balance due from a previous event will forfeit their right to be placed by priority points and may select their booth when registration opens to the public.

Move-In

Saturday, May 5: 1-5pm
Sunday, May 6: 8am-4pm

Move-Out

Tuesday, May 8: 6-9pm
Wednesday, May 9: 8am-noon

Exhibit Hall Agenda*

**Subject to change. See convention web page for most current schedule.*

Saturday, May 5
1-5pm

Exhibitor Registration and Move-in

Sunday, May 6
8am-4pm
5:15-6:45pm
6:45pm

Exhibitor Registration and Move-In

EXHIBIT HALL OPEN – Opening Reception in Exhibit Hall – *Heavy Traffic*

EXHIBIT HALL CLOSED

Satellite Events may begin at 6:45pm or later

Monday, May 7
9am-4pm
4pm
6:30pm

EXHIBIT HALL OPEN

EXHIBIT HALL CLOSED

Foundation Celebration Event

Satellite Events will not be approved this evening. Exhibitors are encouraged to purchase a table(s) at the Foundation Celebration and invite attendees to sit with you. It's the perfect way to show your clients and prospects your commitment to the industry!

Tuesday, May 8
11am-6pm
6pm
6-9pm
6pm

EXHIBIT HALL OPE

EXHIBIT HALL CLOSED

Exhibit Hall Move-Out (*move –out continues Wednesday from 8am-noon*)

Satellite Events may begin at 6pm or later

UCAOA Exhibit Policies and Procedures require that booths are staffed during all published hours. Booths must be staffed during all open exhibit hours. *UCAOA understands that there may be times when you have to leave your booth unexpectedly, please use a sign indicating your return time.*

Dismantling of booths prior to designated tear-down is prohibited. Lack of representation or early teardown will result in fines equaling 25% of your total exhibit rental expense, loss of Priority Points, and possible loss of future UCAOA exhibit participation. Advance arrangements can be made with the general service contractor to tear down a booth in the event it is absolutely necessary *at the exhibiting company's expense*.

Cancellation Policy

Cancellation for exhibit space is required in writing to the attention of Jackie Stasch, jstasch@ucaoa.org. Cancellations received on or before March 15, 2018 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after March 15, 2018.

Hotel Information

Event Property: Paris Las Vegas

Housing Link: <https://aws.passkey.com/go/SPUCA8>

Room Rate: \$159 + \$32 resort fee/night, plus state and local taxes (currently 13.38%)

Rate includes: unlimited local calls; 2 guest admissions per day to fitness center, in room internet access to include 2 devices per room per day and complimentary parking (over conference dates only).

New Exhibitor Housing Policy:

UCAOA exhibiting companies are required to have at least 1 booth staff, per 10' x 10' booth stay at the Paris, Las Vegas Hotel in the UCAOA room block. Companies who do not meet this minimum requirement will be assessed a \$350 fee post-conference. (Example, if you have a 20' x 20' booth, with 8 complimentary badges, 4 of them must stay in individual rooms, at the Paris Las Vegas Hotel).

Reservation Deadline: April 13, 2018 or when the UCAOA block is sold out

Dates to Remember/Deadlines

March 15, 2018	Booth cancellation on or before this date - receive 50% refund (any cancellation received after this day – no refund)
March 15, 2018	Event/item sponsorship commitment (to be included in convention signage)
April 13, 2018	Deadline to submit “giveaway/raffle” information
April 16, 2018	Attendee List distributed. *Subject to change.
May 2, 2018	Deadline to enter badges. As of 5/3/18 all changes/additions handled onsite
May 5-8, 2018	\$50 onsite badge fee applies. \$50 badge replacement fee applies

ADDITIONAL INFORMATION • A-Z

Attendee List Usage

A complimentary attendee list will be emailed to the primary convention contact for all registered exhibitors about three weeks prior to the convention and a complete final list of participating attendees will be emailed two weeks following the last day of the convention. Please be certain to review the Exhibitor Policies and Procedures for specifics on list use. *Attendees may opt-out of sharing their email addresses with exhibiting companies.* Attendee list must be used within sixty (60) days of the convention.

NOTE: Attendee list may be used one time pre-convention and one time post-convention to promote your participation in/follow up to the Urgent Care Convention & Expo. **This list may not be added to your database.** One additional use of the attendee list (3rd and final use) - \$500. The UCAOA attendee list is monitored and exhibitors will be billed for overuse.

Audio

Exhibitors may have an audio system within their booth. Audio must be maintained at an appropriate volume and not disrupt the business of neighboring booths. Audio is intended for the audience within the confines of your booth space. Booths should be designed to accommodate that audience. UCAOA reserves the right to reduce or eliminate audio from an exhibitor's booth if complaints are received during the event.

Booth Types

See Exhibitor Rules and Regulations for a description of the types of booths that are allowed and guidelines for each.

Child Care Services

Please note, UCAOA does not allow anyone under the age of 18 into the exhibit hall or classrooms. If you need to make child care arrangements, please check with the hotel concierge for local recommendations.

Competitors

Your booth may be perfectly situated at your time of selection – far enough away from your competitors and just around the corner from your partners...but sometimes things change. Companies cancel and companies move – your perfect spot might not be as perfect when you arrive onsite.

It is the *responsibility of the exhibitor* to check the floor plan periodically to be sure you are still satisfied with your location. Booth moves will be accommodated upon request, based on availability either pre-show or on-site.

Exhibit Hall Only Passes/Be Our Guest

Each exhibiting company will receive a PDF invitation to share with clients to attend the “exhibit hall only” portion of the Convention & Expo. Use this for your clients who might not have the time to attend the whole convention, but could possibly get away for a day. They will certainly appreciate you for saving them \$\$ on an Exhibit Hall Only badge. *This pass is not for staff, spouses or business partners.*

Exhibitor Reps Attending Educational Sessions

All exhibitors are welcome to attend the Keynote Session or General Sessions on the agenda as long as you are not wearing any clothing with your company name/logo printed on your attire since these courses have CME.

Each exhibiting company will receive one **CLASS PASS** – a badge that can be used by any member of your onsite team to attend courses during the Urgent Care Convention & Expo. Pass it around, send one team member to a practice management course and during the next block of sessions, send a different person to a clinical course. This Pass does not include food functions or CME.

If you have more exhibitor reps who want to attend courses, you may register and pay to attend courses at a special rate of \$250. This fee does not include food functions or CME.

Giveaways

Exhibitors will be responsible for any giveaways and/or drawings at their booth. Giveaways and drawing dates/times provided to UCAOA prior to Friday, April 13, 2018 will be publicized in the convention app. No announcements will be made for any exhibitor drawings.

Height Restrictions: See the UCAOA Exhibiting Policies and Procedures for specific guidelines regarding booth/booth component height restrictions.

Lead Retrieval

Lead Retrieval is being provided through ATS. Please be sure to preorder your device to ensure your equipment is reserved. The order form will be available in the Exhibitor Service Kit. ATS will be available on site for orders.

Lunch

Exhibitors who are members of UCAOA (named benefit recipients will receive a ticket) to the Members Lunch on Monday. The “walking lunch” in the exhibit hall will also have a ticket available for purchase. You are required to have staff at your booth at all times – so please stagger your lunch breaks.

Mobile App

Be sure to download the app to your android or iOS mobile devices so that you can interact with the attendees. Sponsorship opportunities and enhanced profiles are available on the Mobile App.

Prime Booth

A select number of booths have been designated as PRIME booth space based on their proximity to the main entrance/main aisle . Prime booths have a different booth rate and are exclusively available to Corporate Support Partners or companies that have invested \$2,500 or more in sponsorships (over and above their booth investment) at that event.

Security

UCAOA will provide security as required by the facility during move-in and move-out and an overnight guard. Although every effort is made to secure the exhibit hall, **it is strongly encouraged that all valuable items be stored in your guest room each night.**

“Selling” or meeting with attendees outside the Exhibit Hall

Those with services and products to sell should do so within the confines of the exhibit hall (or contracted satellite event). If you seek access to/meetings with attendees and are not exhibiting, please contact Jackie Stasch, jstasch@ucaoa.org, for proper procedure and to ensure compliance with ACCME requirements and exhibit/vendor guidelines. Any meeting space within the hotel must be arranged through UCAOA.

Tasks in EXHIBITOR SERVICE CENTER

Upon completion of your booth reservation, you will receive a confirmation email with a “key” to log in to your account in the Exhibitor Service Center.

Exhibitors will populate these items (and others) via the Task Manager in the Exhibitor Service Center:

- Electronic signature required for Policies and Procedures and UCAOA Guidelines for Commercial Supporters of CME Activities
- Company Details - Contact Info/Description for convention website and mobile app
- Logo upload
- Raffles/Giveaways
- Compliance with AdvaMed and Pharma regulations
- Download “I’m Exhibiting” logo for e-mail signature
- Exhibitor badge data (comp and additional exhibitor badges)
- Pay balance due via credit card or print invoice
- Purchase support opportunities (branding, visibility, and networking) over and above your booth purchase
- Hotel reservations tracking – name and reservation number

Tasks may be added periodically. Please check often to see if there are any outstanding tasks on your task list.

Virtual Exhibit Hall

The Virtual Exhibit Hall is a database of urgent care industry product and service providers, manufacturers and consultants. This public database is searched by urgent care clinicians, center buyers, business professionals and others for the most advanced products and services. Exhibit booth purchase includes a 1-year listing in the Virtual Exhibit Hall.

PRIORITY POINTS

UCAOA rewards our loyal exhibitors that attend our events each year by our Priority Points System. Points are accrued every year that a company exhibits at least one event per year. Points are also received for any financial support provided through convention sponsorships, Corporate Support Partnerships, Satellite Events, etc. Registration appointments are set for booth selection based on the total number of Priority Points. Details for the Priority Points System are included in the Exhibitor Policies & Procedures.

CORPORATE SUPPORT PARTNERSHIP

Visit the Corporate Support Partner web page at www.ucaoa.org/?CSPs to review the benefits of this year-round support opportunity! Partners receive discounts on booth fees, pre-convention advertising on the web site, in newsletters and JUCM, recognition and advertising on site as well as booth signage.

BOOTH CANCELLATION

Exhibitor booth cancellation is required in writing to the attention of Jackie Stasch, jstasch@ucaoa.org. Cancellations received on or before March 15, 2018 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after March 15, 2018.

About the Urgent Care Association of America (UCAOA)

The Urgent Care Association of America (UCAOA) is a membership association for urgent care health and management professionals, centers and those who support the urgent care industry. UCAOA provides educational programs in clinical care and practice management, has a monthly Journal of Urgent Care Medicine and maintains an active online presence and member community for daily exchange of best practices. UCAOA provides leadership, education and resources for the successful practice of urgent care for its members.

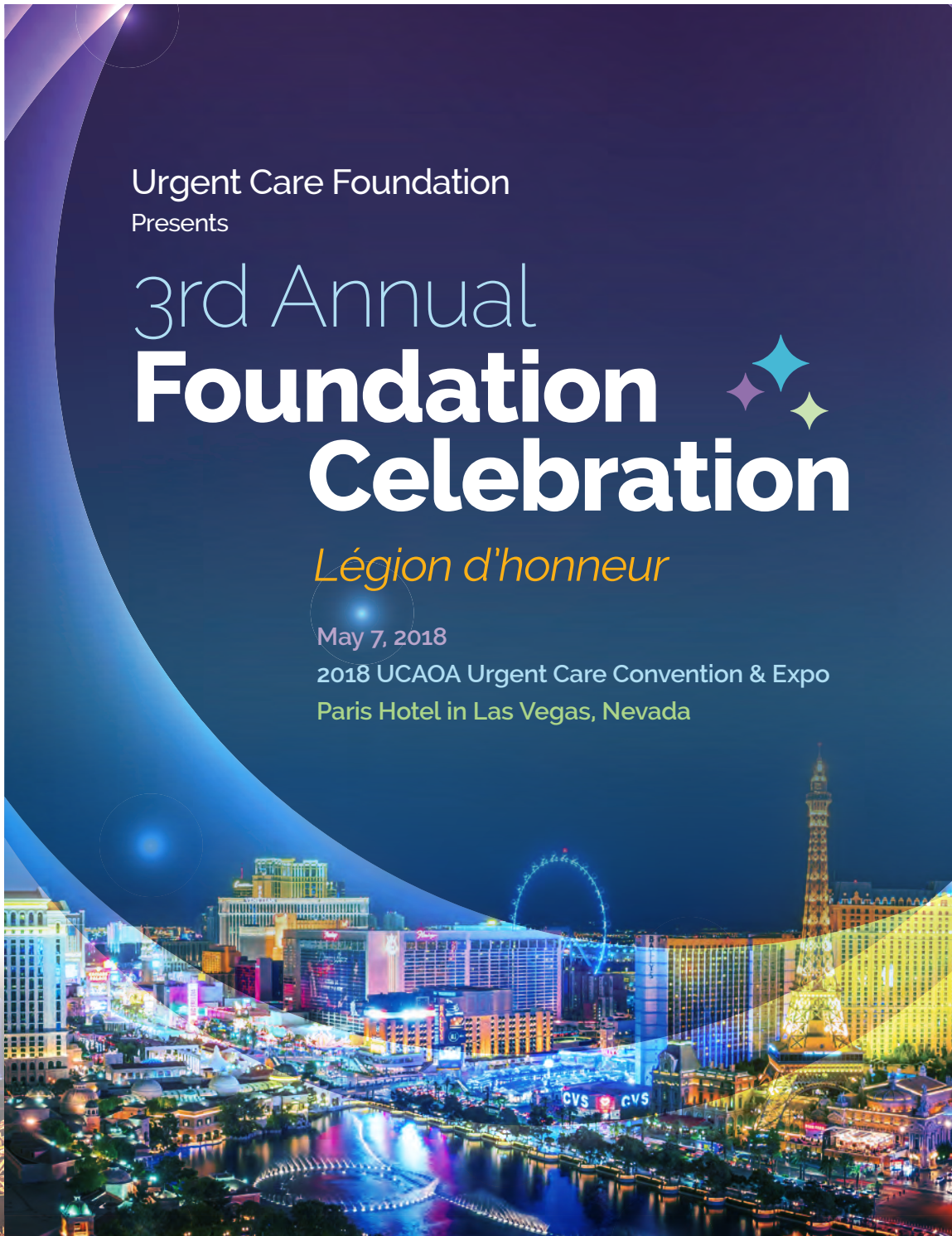
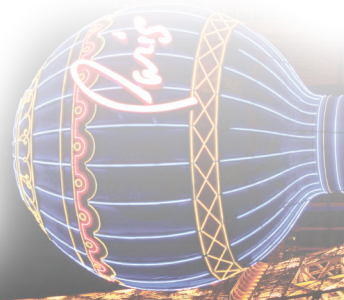
About the UCAOA Urgent Care Convention & Expo

The UCAOA National Urgent Care Convention & Expo is an interactive, networking experience for the entire urgent care team. During the 3-day event, our cadre of industry pioneers, center owners, business moguls, and marketing experts offer best practices and real-world knowledge through compelling presentations, high-level debates and hands-on workshops. The Exhibit Hall also showcases the industry's latest products, services and technology from nearly 200 companies.



28600 Bella Vista Pkwy., Suite 2010
Warrenville, IL 60555

Urgent Care Foundation
Presents
**3rd Annual
Foundation
Celebration**
Légion d'honneur



Urgent Care Foundation
Presents

3rd Annual Foundation Celebration

Légion d'honneur

May 7, 2018
2018 UCAOA Urgent Care Convention & Expo
Paris Hotel in Las Vegas, Nevada

Monday, **May 7, 2018**

Join us for this special event showcasing prominent members of the urgent care community! The Foundation Celebration is a major fundraising event benefiting research, community and public education programs supported by the Urgent Care Foundation. All proceeds raised during this event fund life-saving research, education and programs that directly support the mission of the Foundation.

2018 Honorees



Advocacy Award
United States Senator
Bill Cassidy, MD

Honorable mention
John Kulin, MD



Community Service Award
Nightlight Pediatrics
Zawadi Bryant



Humanitarian Award
PM Pediatrics,
Steve Katz



Outstanding Achievement Award
Frank Alderman, MD
MedExpress



Quality and Safety Award
MERCK

Special Recognition
CityMD



NEW Rising Star Award
Heather Fernandez
Solv Health

◆ 2018 SPONSORSHIP OPPORTUNITIES ◆

All sponsorship benefits include a listing in the commemorative program tribute book, acknowledgment on signage at the event and on the UCAOA/UCF website.

Légion d'honneur \$25,000

Presenting sponsor and premium placement dinner seating for 3 tables (seating for 24); Special recognition during Pre-Celebration reception and opportunity to show branded video during event; Invitation to VIP reception with urgent care industry leaders; Speaking opportunity for senior level executive during event; Complimentary four-color, full-page (5.5" w x 8.5" h) tribute ad; Sponsorship recognition and special message by event emcee

Premier Sponsor \$15,000

Premium placement dinner seating for 2 tables (seating for 16) and special table signage; Ability to include company name and logo in celebration video; Company name in event press release announcing award winners; Complimentary four-color, full-page (5.5" w x 8.5" h) tribute ad; Sponsorship recognition and special message by event emcee

Benefactor Sponsor \$10,000

Premium placement dinner seating for 1 table (seating for 8) and special table signage; Complimentary four-color, full-page (5.5" w x 8.25" h) tribute ad

Patron Sponsor \$5,000

Premium placement dinner seating for 1 table (seating for 8) and special table signage; Complimentary four-color, half-page (5.5" w x 4.25" h) tribute ad

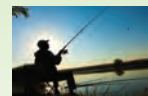
Live Auction Sponsor Opportunities \$5,000 - \$7,000

- ◆ Reserved table (seating for 8)
- ◆ Recognition by the Auctioneer during the Live Auction
- ◆ Premium placement in the Souvenir Journal
- ◆ Logo Placement on auction paddles
- ◆ Recognition on video loop during event and social media

Potential Live Auction Packages



A Decadent and Delicious Parisian Experience



Freshwater Fishing in Gorgeous Canada



Magic at the Masters



The live auction will be conducted by Celebrity Auctioneer Jeff Manning. His unique style of auctioneering, which includes Las Vegas dancers, promises to be one of the highlights of the evening!

For additional information on sponsorship opportunities please contact

Kim Youngblood
kyoungblood@ucaoa.org or 630-544-6534

Nirja Shah
nshah@ucaoa.org or 630-219-3053

YOU ARE CORDIALLY INVITED TO THE

3rd Annual Foundation Celebration

Monday, May 7, 2018 ◆ Paris Hotel
Las Vegas, Nevada

A special evening of dinner, dancing and recognition for distinguished practitioners, professionals and thought leaders in our industry.

EVENT PROGRAM

- 6:30 pm**
Cocktail Reception
- 7:00 pm**
Ballroom Opens & Dinner Begins
- 8:00 pm**
Live Auction
- 9:00 pm**
Awards Presentation & Dancing
Immediately Following

Reserved Table \$2,000; Individual ticket \$200
(Early Bird Price – Deadline February 15, 2018)

Reserved Table \$2,500; Individual ticket \$250
(After February 15, 2018)

Urgent Care Foundation Celebration 2018:

◆ LÉGION D'HONNEUR ◆

Monday, May 7, 2018
Individual Ticket Order Form

PLEASE PRINT FULL NAME

STREET ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER

EMAIL ADDRESS

If you are registered for the UCAOA Urgent Care Convention & Expo, please provide your registration number _____

Early Individual Ticket Order Deadline: February 15, 2018 Tickets

Tickets	Quantity	Price	Total
On or before February 15, 2018	_____	\$200	\$ _____
After February 15, 2018	_____	\$250	\$ _____
Total Tickets	_____		\$ _____

Payment Method:

Check (Return with check made payable to the Urgent Care Foundation. No refunds within the 72-hour time period preceding the function.)

American Express Visa MasterCard

CARD NUMBER

EXP. DATE

SIGNATURE

If you have already registered for the Urgent Care Convention & Expo, you may purchase your tickets online at: ucaoa.org/2018Celebration

You will receive a confirmation via email. Tickets can be picked up at the Urgent Care Convention & Expo registration at the Paris Hotel.

Sponsorship/Tribute Page ORDER FORM

PLEASE PRINT FULL NAME

TELEPHONE NUMBER

EMAIL ADDRESS

- Légion d'honneur Sponsor (\$25,000)
- Premier Sponsor (\$15,000)
- Benefactor Sponsor (\$10,000)
- Patron Sponsor (\$5,000)

Reserved Table Seating Priority placement dinner seating for 1 table (seating for 8) and special table signage

- Early bird deadline 2/15/18
Reserved Table \$2,000; \$2,500 After 2/15/18
- Reserved Tables can be purchased online at ucaoa.org/2018celebration
- Individual Tributes or Ads Four Color, Full Page (5.5" w x 8.5" h) \$500

Deadlines

- February 28 Signed sponsor agreement and electronic logo file received by UCAOA/UCF
- March 10 Text/graphic files for complimentary tribute received
- April 7 Names of attendees submitted
- April 14 Marketing and/or branded material shipped to UCAOA/UCF

Return to:

Nirja Shah
Urgent Care Association of America
28600 Bella Vista Pkwy., Suite 2010
Warrenville, Illinois 60555

Contributions to Urgent Care Foundation, a 501(c)3 organization, are deductible for federal income tax purposes less the cost of goods and services received.

Visit ucaoa.org/2018celebration

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request

EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **APRIL 16, 2018**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freeman.com/FAQPreshow.

Saturday	May 5, 2018	1:00 p.m.	-	5:00 p.m.
Sunday	May 6, 2018	8:00 a.m.	-	4:00 p.m.

All exhibits must be fully installed by **Sunday, May 6, 2018 at 5:00 p.m.**

EXHIBIT HOURS

Sunday	May 6, 2018	5:15 p.m.	-	6:45 p.m.
Monday	May 7, 2018	9:00 a.m.	-	4:30 p.m.
Tuesday	May 8, 2018	11:00 a.m.	-	6:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freeman.com/FAQPostshow.

Tuesday	May 8, 2018	6:00 p.m.	-	9:00 p.m.
Wednesday	May 9, 2018	8:00 a.m.	-	12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Wednesday, May 9, 2018 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Wednesday, May 9, 2018 at 10:00 a.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

BOOTH ABANDONMENT

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for 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.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **APRIL 16, 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, or tablet** via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to login with your unique Username and Password. If this is your first time to use 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: <http://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 Mobile 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:

Exhibiting Company Name / Booth # _____
UCAOA 2018 Urgent Care Expo
 C/O FREEMAN
 6675 W Sunset Rd
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 5, 2018** at the above address. Materials arriving after **MAY 1, 2018** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # _____
UCAOA 2018 Urgent Care Expo
 C/O FREEMAN
 Paris Las Vegas Casino Resort
 3655 Las Vegas Blvd So
 Las Vegas , NV 89109

FREEMAN will receive shipments at the exhibit facility beginning **MAY 5, 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: (702) 579-1700.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

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

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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada
+1 (512) 982-4187 Outside the US
+1 (817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

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 Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **APRIL 16, 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 preshow procedures and move-in, please go to www.freeman.com/FAQPreshow.

For more information and helpful hints on postshow procedures and move-out, please go to www.freeman.com/FAQPostshow.

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.



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.



EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	FREEMAN RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specific exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> Clean and wipe down products and display merchandise and other parts of the exhibit. Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.asp>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths
 - (if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.
Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 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 e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (464838) on your remittance.

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

AMERICAN EXPRESS **MASTER CARD** **VISA** **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	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged 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 method of payment

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

UCAOA 2018 Spring Convention / May 6-8, 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:

01/17 (464838)

FREEMAN third party authorization

PAYMENT & LABOR

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

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, 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 for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identify 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 specific 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.



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- 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
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

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

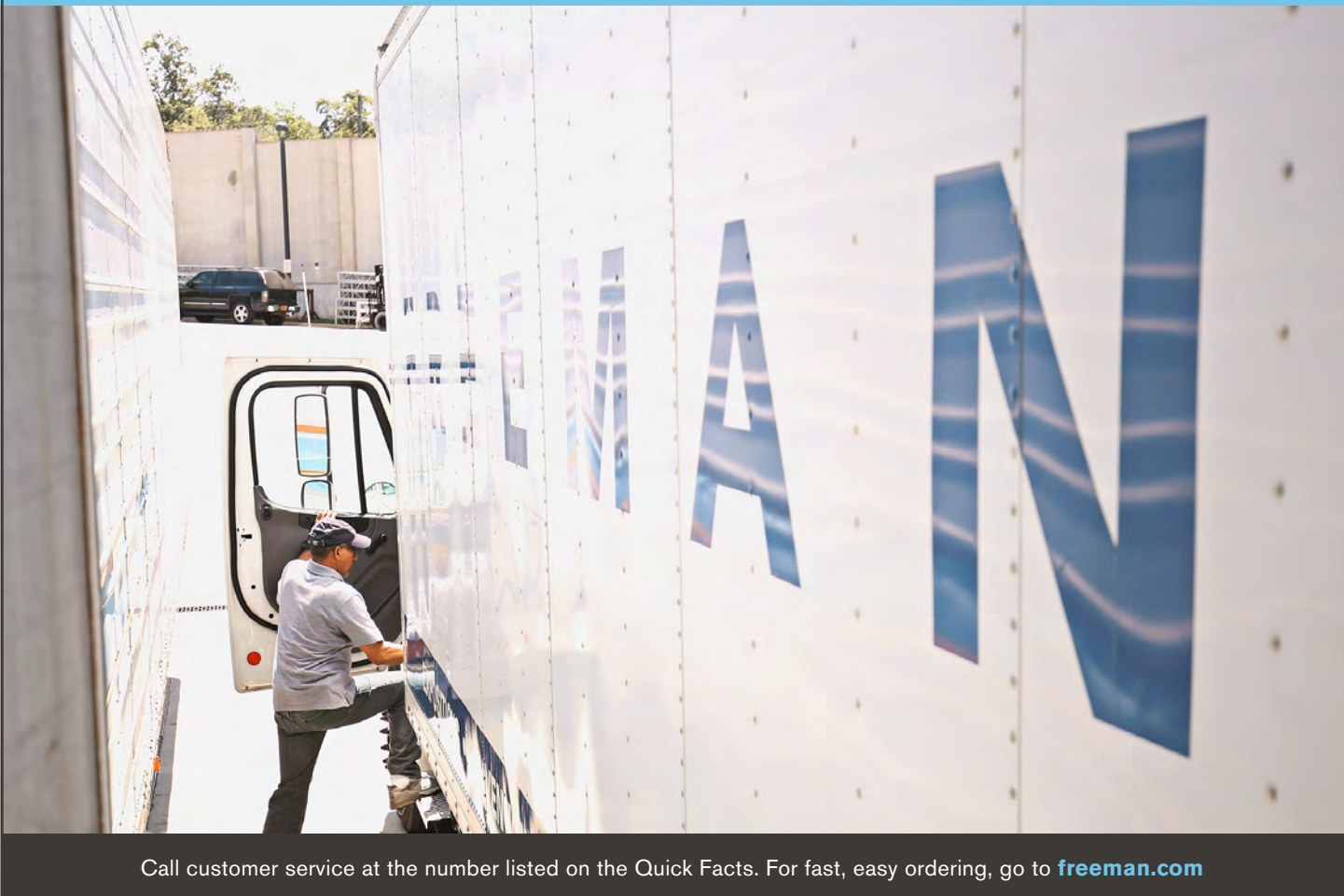


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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

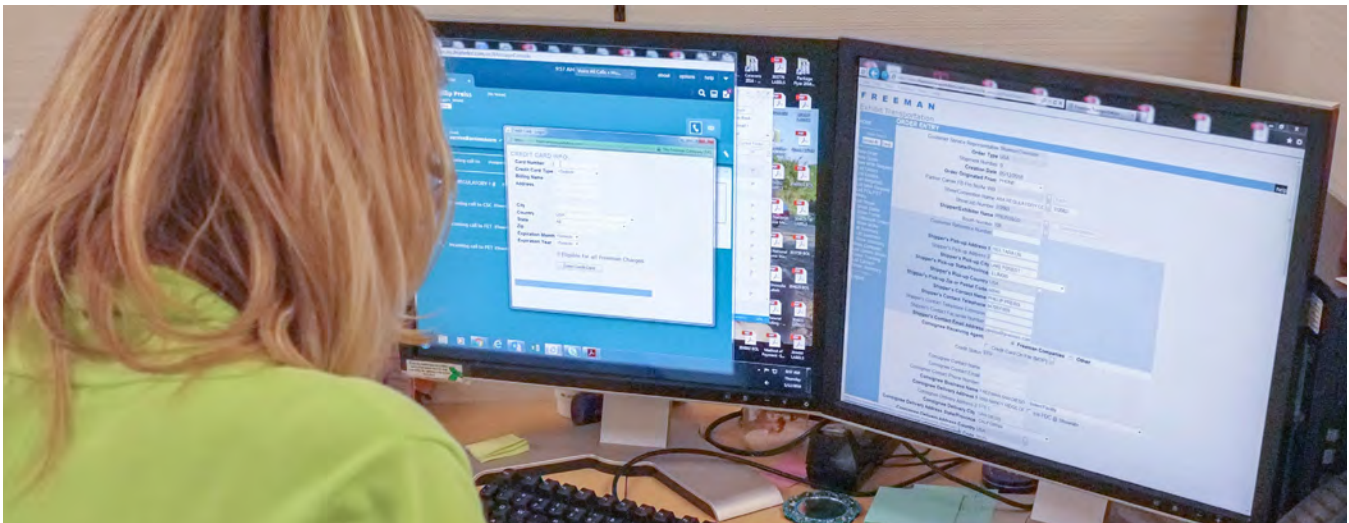
questions?

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: **UCAOA 2018 Spring Convention / May 6-8, 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 #

UCAOA 2018 Spring Convention

C/O: FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118

MUST BE DELIVERED BY MAY 01, 2018

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

FREEMAN / Exhibiting Company Name / Booth #

UCAOA 2018 Spring Convention

C/O: FREEMAN
PARIS LAS VEGAS CASINO RESORT
3655 LAS VEGAS BLVD SO
LAS VEGAS, NV 89109-4343

CANNOT BE DELIVERED BEFORE MAY 05, 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

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (464838)

FREEMAN exhibit transportation

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

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

Let FreemanOnline® estimate your material handling charges for you. Log on to www.freeman.com, 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, 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 5:00 P.M. Monday through Friday
OVERTIME:	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
WAREHOUSE HOURS:	8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 103.75	207.50
Special Handling Shipment.....	\$ 135.00	270.00
Carpet and/or Pad Only Shipment.....	\$ 155.75	311.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 98.25	196.50
Special Handling Shipment.....	\$ 127.75	255.50
Uncrated or Pad Wrapped Shipment.....	\$ 147.50	295.00
Carpet and/or Pad Only Shipment.....	\$ 147.50	295.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after MAY 1, 2018.....	\$ 26.00	52.00
Show Site Shipment after MAY 6, 2018.....	\$ 24.75	49.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 24.75	49.50
Special Handling Shipment.....	\$ 32.00	64.00
Uncrated or Pad Wrapped Shipment.....	\$ 37.00	74.00
Carpet and/or Pad Only Shipment.....	\$ 37.00	74.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 24.75	49.50
Special Handling Shipment.....	\$ 32.00	64.00
Uncrated or Pad Wrapped Shipment.....	\$ 37.00	74.00
Carpet and/or Pad Only Shipment.....	\$ 37.00	74.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.25% Tax	N/A
			Total	

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have “No Documentation”?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & 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 carpet padding only require additional labor and equipment to unload.

ADVANCE WAREHOUSE
6675 West Sunset Road
Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 8:00 a.m. to 3:30 p.m., Holidays excluded.

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right





6555 West Sunset Rd
 Las Vegas, NV 89118
 (702) 579-1700 Fax: (469) 621-5604

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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: APRIL 05, 2018

RECEIVING DATE BEGINS: APRIL 05, 2018

DEADLINE DATE IS: MAY 01, 2018

DEADLINE DATE IS: MAY 01, 2018

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
6675 W SUNSET RD

LAS VEGAS, NV 89118

C/O: FREEMAN
6675 W SUNSET RD

LAS VEGAS, NV 89118

WAREHOUSE

WAREHOUSE

EVENT: UCAOA 2018 Spring Convention

EVENT: UCAOA 2018 Spring Convention

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 MAY 05, 2018

CANNOT DELIVER BEFORE MAY 05, 2018

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
PARIS LAS VEGAS CASINO RESORT
3655 LAS VEGAS BLVD SO

LAS VEGAS, NV 89109-4343

C/O: FREEMAN
PARIS LAS VEGAS CASINO RESORT
3655 LAS VEGAS BLVD SO

LAS VEGAS, NV 89109-4343

SHOW SITE

SHOW SITE

EVENT: UCAOA 2018 Spring Convention

EVENT: UCAOA 2018 Spring Convention

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

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (702) 621-5604

DEADLINE DATE
APRIL **16**, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6 - 8, 2018**

COMPANY NAME _____ BOOTH # _____ BOOTH SIZE _____ X _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

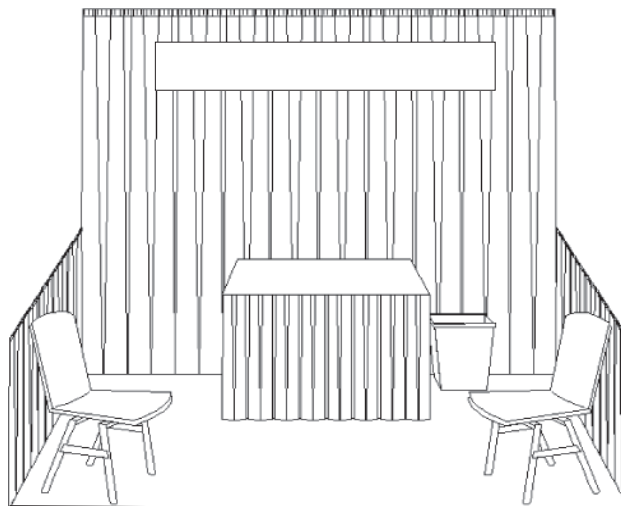
UCAOA has secured a discounted Exhibitor Booth Package rate for your added value and convenience. Please see the package items listed below. Please note that the package items cannot be substituted. Additional options are available in the Freeman Product Kit. **Booth Packages must be ordered by April 16, 2018.**

*These Booth Packages will not be available at show site. Any orders placed after the deadline date or at show site will be charged the standard rates per each item as listed in the enclosed carpet and furnishings forms.

Furniture Package

Discount Price: \$290.00

- (1) 6' x 30" BLACK Draped Table
- (2) Limerick Side Chairs
- (1) Wastebasket



TOTAL COST		
Sub-Total _____	+ Tax (8.25%) _____	= TOTAL _____

FREEMAN booth package options

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 10**

Silverado Cocktail Table | 82014 | **Page 18**

Powered Locking Pedestal, 42" | 85063 | **Page 27**



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

Heathrow



ARMLESS CHAIR *SELECT*
black vinyl **810116**

24"L 24"D 28"H



CORNER CHAIR *SELECT*
black vinyl **810117**

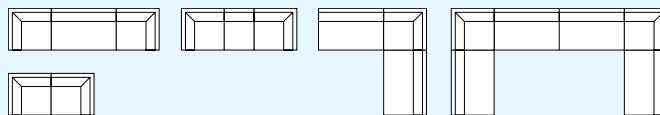
24"L 24"D 28"H



SOFA *SELECT*
black vinyl **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach



SOFA *SELECT*
platinum suede **8301**

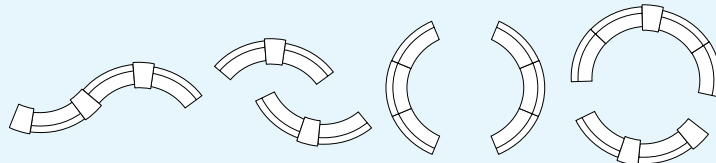
69"L 29"D 33"H



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

SEATING

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



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**

beige fabric **810118**

34"L 37"D 36"H



SOFA **SELECT**

beige fabric **830118**

78"L 37"D 36"H



Roma

CHAIR **SELECT**

white vinyl **81020**

37"L 31"D 33"H

⊕ Powered options available



SOFA **SELECT**

white vinyl **83016**

78"L 31"D 33"H

⊕ Powered options available



⊕ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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



BENCH OTTOMAN *SELECT*
 white vinyl **815120**
 black vinyl **815121**

60"L | 20"D | 18"H

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

39"L | 23"D | 18"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 5, 26**

Regis Bench/Table | 82074 | **Page 21**

Swanson Swivel Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 25**

Regis End Table | 82075 | **Page 21**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

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

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

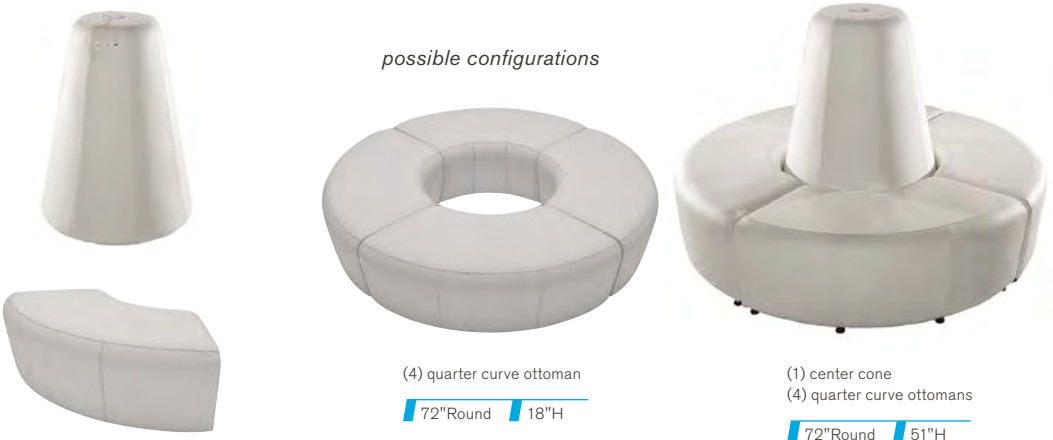
38"Round 51"H

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 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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 27**

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



ICE SIDE CHAIR **SELECT**

transparent **810814**

17"L 20"D 32"H

MALBA CHAIR **SELECT**

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

20"L 20"D 32"H



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



LUXOR HIGH BACK EXECUTIVE CHAIR **SELECT**

black vinyl **810807**

27"L 28"D 47"H Adjustable

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

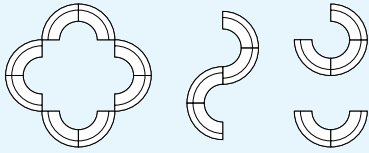


BARS & BARSTOOLS

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

ICE BARSTOOL **SELECT**

transparent/chrome legs **810815**

16"L 14"D 38"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

GIN BARSTOOL **SELECT**

maple wood/chrome **810505**

16"L 16"D 33"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 19**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**

Ice Barstool | 810815 | **Page 13**



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



STANDARD BASE CAFÉ TABLE **SELECT**
liquid white 820232

30" Round 29"H



STANDARD BASE BAR TABLE **SELECT**
liquid white 820231

30" Round 42"H



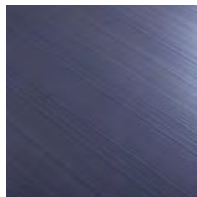
HYDRAULIC BASE CAFÉ TABLE **SELECT**
maple 8201208

30" Round 29"H



HYDRAULIC BASE BAR TABLE **SELECT**
maple 8201207

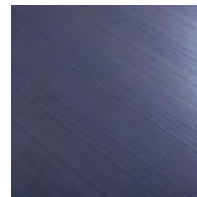
30" Round 45"H



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*
liquid white **820224**
30" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
liquid white **820230**
30" 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

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



MANHATTAN TABLE **SELECT**
glass/brushed metal base **82033**

42" Round 29"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



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 **82076**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⊕ Powered options available



⊕ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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



ITEMS PICTURED BELOW

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

Silverado Table | 82014 | **Page 18**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**



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



*Electrical power must be ordered separately

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



8' RECTANGULAR CONFERENCE TABLE **SELECT**

granite **820115**

96"L 44"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



COMMUNAL TABLE (MAPLE WITH GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H



82059

72"L 26"D 42"H



COMMUNAL TABLE (MAPLE) **SELECT**

laminate/metal

82067

72"L 26"D 30"H

82068

72"L 26"D 42"H



COMMUNAL TABLE (WHITE) **SELECT**

laminate/metal

82063

72"L 26"D 30"H

82066

72"L 26"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**

Aura Round Table | 820844 | **Page 21**

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

Black Diamond Stool | 71088 | **Page 12**

Sydney Table, Powered | 82076 | **Page 19, 27**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**



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

G30 COCKTAIL TABLE, POWERED* **SELECT**
white top **82070**

72"L 26"D 18"H

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

72"L 26"D 30"H

G30 BAR TABLE, POWERED* **SELECT**
white top **82072**

72"L 26"D 42"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

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

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



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



ITEMS PICTURED BELOW

Bench Ottoman | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 27**



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 28" 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

ALUMINIUM EASEL *ESSENTIALS*
220134

CHROME BAG RACK *ESSENTIALS*
220110

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

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APRIL 16, 2018

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NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
_____	810119*	Chair.....	528.00	580.80	739.20	_____
_____	830120*	Loveseat.....	710.00	781.00	994.00	_____
_____	830119*	Sofa.....	786.00	864.60	1,100.40	_____
Heathrow Group -Black Vinyl						
_____	810116*	Armless Chair.....	400.00	440.00	560.00	_____
_____	810117*	Corner Chair.....	467.50	514.25	654.50	_____
_____	830116*	Sofa.....	679.00	746.90	950.60	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	679.00	746.90	950.60	_____
_____	8151*	Ottoman.....	295.50	325.05	413.70	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	555.00	610.50	777.00	_____
_____	830951*	Sofa.....	613.00	674.30	858.20	_____
_____	810950*	Chair.....	437.00	480.70	611.80	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	537.00	590.70	751.80	_____
_____	83015*	Sofa.....	856.00	941.60	1,198.40	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	368.50	405.35	515.90	_____
_____	830949*	Sofa.....	589.00	647.90	824.60	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	237.00	260.70	331.80	_____
_____	830150*	Sofa.....	303.50	333.85	424.90	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	469.50	516.45	657.30	_____
_____	830118*	Sofa.....	655.00	720.50	917.00	_____
Roma Group - White Vinyl						
_____	81020*	Chair.....	598.00	657.80	837.20	_____
_____	83016*	Sofa.....	919.00	1,010.90	1,286.60	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	337.50	371.25	472.50	_____
_____	815123*	Endless Square - Black Vinyl.....	337.50	371.25	472.50	_____
_____	815953*	Endless Curve - White Vinyl.....	457.00	502.70	639.80	_____
_____	815952*	Endless Curve - Black Vinyl.....	457.00	502.70	639.80	_____
_____	815120*	Bench - White Vinyl.....	405.50	446.05	567.70	_____
_____	815121*	Bench - Black Vinyl.....	405.50	446.05	567.70	_____
_____	815119*	Half-Bench - White Vinyl.....	376.50	414.15	527.10	_____

FREEMANfurnishings

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81518*	Vibe Cube - Blue Vinyl.....	151.50	166.65	212.10	_____
_____	81519*	Vibe Cube - Red Vinyl.....	151.50	166.65	212.10	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	151.50	166.65	212.10	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	151.50	166.65	212.10	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	151.50	166.65	212.10	_____
_____	81530*	Vibe Cube - Black Vinyl.....	132.50	145.75	185.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	132.50	145.75	185.50	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	234.50	257.95	328.30	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	234.50	257.95	328.30	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	234.50	257.95	328.30	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	234.50	257.95	328.30	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	234.50	257.95	328.30	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	234.50	257.95	328.30	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	234.50	257.95	328.30	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	234.50	257.95	328.30	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	234.50	257.95	328.30	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	234.50	257.95	328.30	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	215.00	236.50	301.00	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	634.00	697.40	887.60	_____
_____	8507*	Quarter Curve Ottoman.....	419.00	460.90	586.60	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	119.00	130.90	166.60	_____
_____	71090	Black Diamond Arm Chair.....	152.50	167.75	213.50	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	144.50	158.95	202.30	_____
_____	210108	Limerick® Chair by Herman Miller.....	73.25	80.60	102.55	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	849.00	933.90	1,188.60	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	849.00	933.90	1,188.60	_____
_____	810948*	Meeting Chair - White Vinyl.....	303.00	333.30	424.20	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	227.00	249.70	317.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	297.50	327.25	416.50	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	423.00	465.30	592.20	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	486.50	535.15	681.10	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	222.25	244.50	311.15	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	104.25	114.70	145.95	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	102.00	112.20	142.80	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	131.75	144.95	184.45	_____
_____	810851*	Zenith Chair - White/Chrome.....	163.50	179.85	228.90	_____
_____	810841*	Rustique Chair - Gunmetal.....	131.75	144.95	184.45	_____
_____	810837*	Razor Armless Chair - White High Density Plastic....	61.25	67.40	85.75	_____
_____	810875*	Swanson Swivel Chair - White Vinyl.....	288.00	316.80	403.20	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	114.75	126.25	160.65	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	114.75	126.25	160.65	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	129.50	142.45	181.30	_____

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Conference Chairs						
_____	71046	Gray Gaslift Chair With Arms.....	247.00	271.70	345.80	_____
_____	71045	Gray Gaslift Chair Without Arms.....	217.75	239.55	304.85	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	337.50	371.25	472.50	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	337.50	371.25	472.50	_____
_____	810807*	Luxor Executive Chair - Black Vinyl.....	450.00	495.00	630.00	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	297.50	327.25	416.50	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	303.00	333.30	424.20	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	376.00	413.60	526.40	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	364.50	400.95	510.30	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	393.50	432.85	550.90	_____
Bars & Barstools						
_____	8501*	Martini Bar.....	1,478.00	1,625.80	2,069.20	_____
_____	71088	Black Diamond Stool.....	184.25	202.70	257.95	_____
_____	71048	Gray Gaslift Stool with Arms.....	283.50	311.85	396.90	_____
_____	71047	Gray Gaslift Stool without Arms.....	264.00	290.40	369.60	_____
_____	810860*	Laguna Barstool - Maple/Chrome.....	182.25	200.50	255.15	_____
_____	210109	Limerick® Stool by Herman Miller.....	123.00	135.30	172.20	_____
_____	810872*	Lift Barstool - Gray Vinyl/Chrome.....	173.25	190.60	242.55	_____
_____	810873*	Lift Barstool - Red Vinyl/Chrome.....	173.25	190.60	242.55	_____
_____	810871*	Lift Barstool - Black Vinyl/Chrome.....	173.25	190.60	242.55	_____
_____	810870*	Lift Barstool - White Vinyl/Chrome.....	173.25	190.60	242.55	_____
_____	810951*	Apex Barstool - Black Vinyl.....	219.75	241.75	307.65	_____
_____	810952*	Apex Barstool - Blue Ultra Suede.....	219.75	241.75	307.65	_____
_____	810953*	Apex Barstool - Red Vinyl.....	219.75	241.75	307.65	_____
_____	810954*	Apex Barstool - White Vinyl.....	219.75	241.75	307.65	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	200.25	220.30	280.35	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	200.25	220.30	280.35	_____
_____	810850*	Zenith Barstool - White/Chrome.....	163.50	179.85	228.90	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	324.50	356.95	454.30	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	324.50	356.95	454.30	_____
_____	810848*	Christopher Barstool - White.....	224.75	247.25	314.65	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	237.00	260.70	331.80	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	357.00	392.70	499.80	_____
_____	810839*	Rustique Barstool - Gunmetal.....	131.75	144.95	184.45	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	178.50	196.35	249.90	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	254.00	279.40	355.60	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	254.00	279.40	355.60	_____
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.....	114.75	126.25	160.65	_____
_____	124430	Draped Table 4'L x 30"H.....	143.50	157.85	200.90	_____
_____	124630	Draped Table 6'L x 30"H.....	171.25	188.40	239.75	_____
_____	124830	Draped Table 8'L x 30"H.....	195.25	214.80	273.35	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	48.00	52.80	67.20	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	48.00	52.80	67.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters (cont'd)

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

_____	124342	Draped Counter 3'L x 42"H.....	155.25	170.80	217.35	_____
_____	124442	Draped Counter 4'L x 42"H.....	177.75	195.55	248.85	_____
_____	124642	Draped Counter 6'L x 42"H.....	200.25	220.30	280.35	_____
_____	124842	Draped Counter 8'L x 42"H.....	224.00	246.40	313.60	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	55.25	60.80	77.35	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	55.25	60.80	77.35	_____

Undraped Tables & Counters

Undraped Tables - Tables are 24" wide					
--	--	--	--	--	--

_____	125330	Undraped Table 3'L x 30"H.....	45.00	49.50	63.00	_____
_____	125430	Undraped Table 4'L x 30"H.....	55.25	60.80	77.35	_____
_____	125630	Undraped Table 6'L x 30"H.....	64.00	70.40	89.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	72.75	80.05	101.85	_____
_____	125342	Undraped Counter 3'L x 42"H.....	78.00	85.80	109.20	_____
_____	125442	Undraped Counter 4'L x 42"H.....	88.75	97.65	124.25	_____
_____	125642	Undraped Counter 6'L x 42"H.....	99.25	109.20	138.95	_____
_____	125842	Undraped Counter 8'L x 42"H.....	107.50	118.25	150.50	_____

Table Top Risers - Risers are 8" wide					
--	--	--	--	--	--

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____

Pedestal Tables - SoHo Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	173.25	190.60	242.55	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	200.25	220.30	280.35	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	148.25	163.10	207.55	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	229.50	252.45	321.30	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	250.00	275.00	350.00	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	188.25	207.10	263.55	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	198.00	217.80	277.20	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	253.00	278.30	354.20	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	276.50	304.15	387.10	_____

Pedestal Tables

_____	820232*	Standard Base Cafe Table - Liquid White.....	293.50	322.85	410.90	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	270.00	297.00	378.00	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	364.50	400.95	510.30	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	379.00	416.90	530.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (cont'd)						
_____	8201203*	Standard Base Cafe Table - Blue Steel.....	253.50	278.85	354.90	_____
_____	8201204*	Standard Base Bar Table - Blue Steel.....	303.50	333.85	424.90	_____
_____	8201209*	Hydraulic Base Cafe Table - Graphite.....	405.50	446.05	567.70	_____
_____	8201211*	Hydraulic Base Bar Table - Graphite.....	417.00	458.70	583.80	_____
_____	8201206*	Hydraulic Base Cafe Table - Maple.....	414.50	455.95	580.30	_____
_____	8201205*	Hydraulic Base Bar Table - Maple.....	412.00	453.20	576.80	_____
_____	820224*	Hydraulic Base Cafe Table - Liquid White.....	407.50	448.25	570.50	_____
_____	820230*	Hydraulic Base Bar Table - Liquid White.....	407.50	448.25	570.50	_____
_____	820126*	Hydraulic Base Cafe Table - White Laminate.....	414.50	455.95	580.30	_____
_____	820125*	Hydraulic Base Bar Table - White Laminate.....	433.50	476.85	606.90	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	324.50	356.95	454.30	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	324.50	356.95	454.30	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	256.00	281.60	358.40	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	279.50	307.45	391.30	_____
Occasional, End & Cocktail Tables						
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	271.00	298.10	379.40	_____
_____	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	288.00	316.80	403.20	_____
_____	82033*	Manhattan Table - Glass/Brushed Metal Base.....	324.50	356.95	454.30	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	237.00	260.70	331.80	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	329.00	361.90	460.60	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	237.00	260.70	331.80	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	329.00	361.90	460.60	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	279.50	307.45	391.30	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	287.00	315.70	401.80	_____
_____	82035*	Geo End Table - Glass/Chrome.....	207.50	228.25	290.50	_____
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	229.50	252.45	321.30	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	251.50	276.65	352.10	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	251.50	276.65	352.10	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	305.50	336.05	427.70	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	305.50	336.05	427.70	_____
_____	82088*	Oliver End Table - Walnut Finish.....	248.75	273.65	348.25	_____
_____	82087*	Oliver Table - Walnut Finish.....	279.50	307.45	391.30	_____
_____	82075*	Regis End Table - Brushed Metal.....	256.00	281.60	358.40	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	361.00	397.10	505.40	_____
_____	820844*	Aura Round Table - White Metal.....	139.25	153.20	194.95	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	215.00	236.50	301.00	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	331.50	364.65	464.10	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	331.50	364.65	464.10	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	457.00	502.70	639.80	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	408.00	448.80	571.20	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	438.50	482.35	613.90	_____
_____	820708*	42" Round Conference Table - White Laminate.....	440.50	484.55	616.70	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	587.00	645.70	821.80	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	699.00	768.90	978.60	_____

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Conference Tables (con't)						
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	530.00	583.00	742.00	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,059.00	1,164.90	1,482.60	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,059.00	1,164.90	1,482.60	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	539.00	592.90	754.60	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	755.00	830.50	1,057.00	_____
_____	82067*	Communal Table 30"H - Maple.....	539.00	592.90	754.60	_____
_____	82068*	Communal Table 42"H - Maple.....	755.00	830.50	1,057.00	_____
_____	82063*	Communal Table 30"H - White.....	539.00	592.90	754.60	_____
_____	82066*	Communal Table 42"H - White.....	755.00	830.50	1,057.00	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	637.00	700.70	891.80	_____
_____	84077*	Madison Credenza - Gray Acajou.....	533.00	586.30	746.20	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	453.00	498.30	634.20	_____
Computer Desk/Tables						
_____	820706*	Work Desk - White Laminate.....	376.00	413.60	526.40	_____
_____	820707*	Merlin Table - Gray Laminate.....	395.50	435.05	553.70	_____

POWERED

Powered Seating						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	728.00	800.80	1,019.20	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	980.00	1,078.00	1,372.00	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,127.00	1,239.70	1,577.80	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	728.00	800.80	1,019.20	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,127.00	1,239.70	1,577.80	_____
Powered Tables						
_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	479.50	527.45	671.30	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	663.00	729.30	928.20	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	867.00	953.70	1,213.80	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	664.00	730.40	929.60	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	585.00	643.50	819.00	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	452.00	497.20	632.80	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	452.00	497.20	632.80	_____
Powered Product Pedestals						
_____	85060*	Powered Locking Pedestal 36" H, Black.....	528.00	580.80	739.20	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	528.00	580.80	739.20	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	634.00	697.40	887.60	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	634.00	697.40	887.60	_____

DISPLAY & ACCESSORIES

Product Storage						
_____	84080*	3 Door File Cabinet on Castors - Black	202.75	223.05	283.85	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	247.50	272.25	346.50	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	341.00	375.10	477.40	_____

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Refrigerator																								
_____	75057	Small Refrigerator.....	332.00	365.20	464.80	_____																		
_____	8503001*	Refrigerator - White.....	840.00	924.00	1,176.00	_____																		
Lighting																								
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	166.00	182.60	232.40	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	246.75	271.45	345.45	_____																		
Display																								
_____	75020	Display Cylinder - Black - Low.....	207.00	227.70	289.80	_____																		
_____	75021	Display Cylinder - Black - Medium.....	221.00	243.10	309.40	_____																		
_____	75022	Display Cylinder - Black - High.....	250.00	275.00	350.00	_____																		
_____	75030	Display Cube - Black - 12" Small.....	234.00	257.40	327.60	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	234.00	257.40	327.60	_____																		
_____	75032	Display Cube - Black - 24" Large.....	234.00	257.40	327.60	_____																		
_____	75079	Orion Computer Kiosk - Black.....	421.00	463.10	589.40	_____																		
_____	72056	Display Counter - Black.....	421.50	463.65	590.10	_____																		
Tablet Stand																								
_____	850714*	Mobile Tablet Stand - White.....	320.50	352.55	448.70	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	320.50	352.55	448.70	_____																		
Tablet Stand Accessories																								
_____	850711*	Brochure Holder - Black.....	31.75	34.95	44.45	_____																		
_____	850712*	Wireless Printer Holder - Black.....	31.75	34.95	44.45	_____																		
_____	850713*	Charging Shelf - Black.....	31.75	34.95	44.45	_____																		
Accessories																								
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	82.75	91.05	115.85	_____																		
_____	220118	Chrome Sign Holder.....	88.75	97.65	124.25	_____																		
_____	750135	Round Literature Rack.....	330.00	363.00	462.00	_____																		
_____	750136	Flat Literature Rack.....	233.75	257.15	327.25	_____																		
_____	220109	Chrome Coat Tree.....	62.00	68.20	86.80	_____																		
_____	220134	Aluminum Easel.....	58.25	64.10	81.55	_____																		
_____	220110	Chrome Bag Rack.....	126.00	138.60	176.40	_____																		
_____	10201484	Floor Standing Bulletin Board.....	206.75	227.45	289.45	_____																		
_____	220106	Corrugated Wastebasket.....	17.00	18.70	23.80	_____																		
_____	220107	Wastebasket.....	24.00	26.40	33.60	_____																		
Special Drape																								
<table border="1"> <tr> <td colspan="6">Special Drape</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>							Special Drape						<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	
Special Drape																								
<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																				
_____	12103	Special Drape 3'H (per ft.).....	16.00	17.60	22.40	_____																		
_____	12108	Special Drape 8'H (per ft.).....	18.00	19.80	25.20	_____																		

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.25% 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.

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

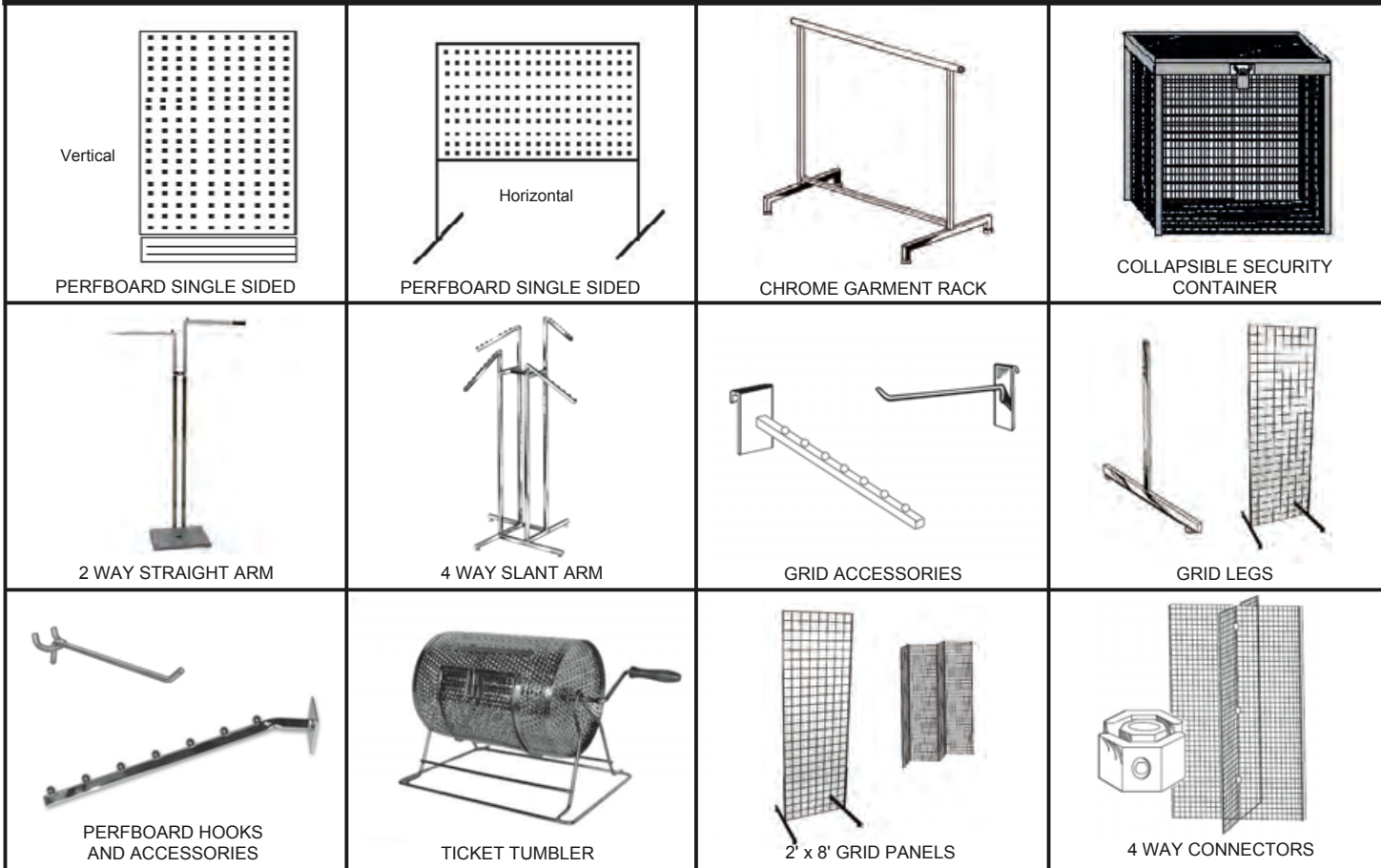
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

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

ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	227.75	250.55	318.85	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	171.25	188.40	239.75	_____
___	10201480	4' x 8' Single Side-Horz.....	227.75	250.55	318.85	_____
___	102040	4" Single Hook.....	3.05	3.35	4.25	_____
___	102060	6" Single Hook.....	3.05	3.35	4.25	_____
___	102080	8" Single Hook.....	3.05	3.35	4.25	_____
___	10205	12" Shelf Bracket.....	18.75	20.65	26.25	_____
___	10207	7-Ball Waterfall Arm.....	35.25	38.80	49.35	_____

GRIDS						
___	103028	Chrome Grid.....	97.50	107.25	136.50	_____
___	103010	Black Grid.....	97.50	107.25	136.50	_____
___	103011	White Grid.....	97.50	107.25	136.50	_____
___	103040	Grid Legs (Chrome).....	28.50	31.35	39.90	_____
___	103041	Grid Legs (Black).....	28.50	31.35	39.90	_____
___	103042	Grid Legs (White).....	28.50	31.35	39.90	_____
___	103030	Grid Connectors.....	35.25	38.80	49.35	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	29.25	32.20	40.95	_____
___	10305	5-Ball Waterfall Arm.....	31.50	34.65	44.10	_____
___	10307	7-Ball Waterfall Arm.....	35.25	38.80	49.35	_____
___	10309	Cleaver Clip.....	5.75	6.35	8.05	_____
___	103044	4" Single Hook.....	3.05	3.35	4.25	_____
___	103046	6" Single Hook.....	3.05	3.35	4.25	_____
___	103048	8" Single Hook.....	3.05	3.35	4.25	_____

ACCESSORIES						
___	151010	Collapsible Security Container.....	342.00	376.20	478.80	_____
___	15905	Fish Bowl.....	33.50	36.85	46.90	_____
___	159011	Ticket Tumbler - Small.....	125.50	138.05	175.70	_____
___	10405	Garment Rack.....	136.75	150.45	191.45	_____
___	10404	4-way Slant Arm.....	171.25	188.40	239.75	_____
___	10403	2-way Straight Arm.....	136.25	149.90	190.75	_____

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

FREEMAN accessories

Take advantage of the Online price
by ordering at www.freeman.com
before APRIL 16, 2018

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

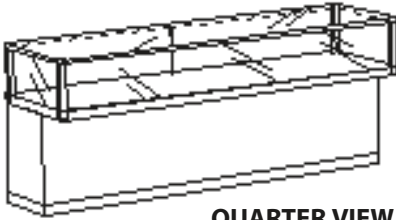
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting
Sliding Doors w/Lock (No Mirrors)
Solid Sides
Matte White Formica Exterior
Closed Storage area (Quarter & Half View Cases)
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter, Half & Full View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	101044	4' Quarter View Fluorescent....	492.00	541.20	688.80	_____
___	101052	5' Quarter View Fluorescent....	492.00	541.20	688.80	_____
___	101062	6' Quarter View Fluorescent....	492.00	541.20	688.80	_____
___	101042	4' Half Fluorescent.....	492.00	541.20	688.80	_____
___	101050	5' Half Fluorescent.....	492.00	541.20	688.80	_____
___	101060	6' Half Fluorescent.....	492.00	541.20	688.80	_____
___	101043	4' Full Fluorescent.....	492.00	541.20	688.80	_____
___	101051	5' Full Fluorescent.....	492.00	541.20	688.80	_____
___	101061	6' Full Fluorescent.....	492.00	541.20	688.80	_____
___	101092	Corner Quarter View.....	541.00	595.10	757.40	_____
___	101090	Corner Half View.....	541.00	595.10	757.40	_____

THE DELUXE LINE (Fluorescent)

Fluorescent Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Polished Bronze Frame
Glossy Black Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1014111	4' Quarter View Fluorescent....	570.00	627.00	798.00	_____
___	1014121	5' Quarter View Fluorescent....	570.00	627.00	798.00	_____
___	1014131	6' Quarter View Fluorescent....	570.00	627.00	798.00	_____
___	1014110	4' Half View Fluorescent.....	570.00	627.00	798.00	_____
___	1014120	5' Half View Fluorescent.....	570.00	627.00	798.00	_____
___	1014130	6' Half View Fluorescent.....	570.00	627.00	798.00	_____
___	1014101	Corner Quarter View.....	612.00	673.20	856.80	_____
___	1014100	Corner Half View.....	612.00	673.20	856.80	_____

THE DESIGNER LINE (Fluorescent or Halogen)

Fluorescent Lighting (Quarter & Half view)
Halogen Lighting (Quarter View Only)
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Silver Frame
Textured Gray Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1012400	4' Quarter View Fluorescent....	546.00	600.60	764.40	_____
___	1012500	5' Quarter View Fluorescent....	546.00	600.60	764.40	_____
___	1012600	6' Quarter View Fluorescent....	546.00	600.60	764.40	_____
___	1012401	4' Half View Fluorescent.....	546.00	600.60	764.40	_____
___	1012501	5' Half View Fluorescent.....	546.00	600.60	764.40	_____
___	1012601	6' Half View Fluorescent.....	546.00	600.60	764.40	_____
___	1011400	4' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	1011500	5' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	1011600	6' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	101214	Corner Quarter View Fluorescent	588.00	646.80	823.20	_____
___	101212	Corner Half View Fluorescent	588.00	646.80	823.20	_____
___	101142	Corner Quarter View Halogen	712.00	783.20	996.80	_____

THE ELITE LINE (Halogen)

Halogen Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Gold Frame
Green w/Etched Verdigris Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1013400	4' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	1013500	5' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	1013600	6' Quarter View Halogen.....	658.00	723.80	921.20	_____
___	1013401	4' Half View Halogen.....	658.00	723.80	921.20	_____
___	1013501	5' Half View Halogen.....	658.00	723.80	921.20	_____
___	1013601	6' Half View Halogen.....	658.00	723.80	921.20	_____
___	101314	Corner Quarter View.....	712.00	783.20	996.80	_____
___	101312	Corner Half View.....	712.00	783.20	996.80	_____

TOTAL COST

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

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

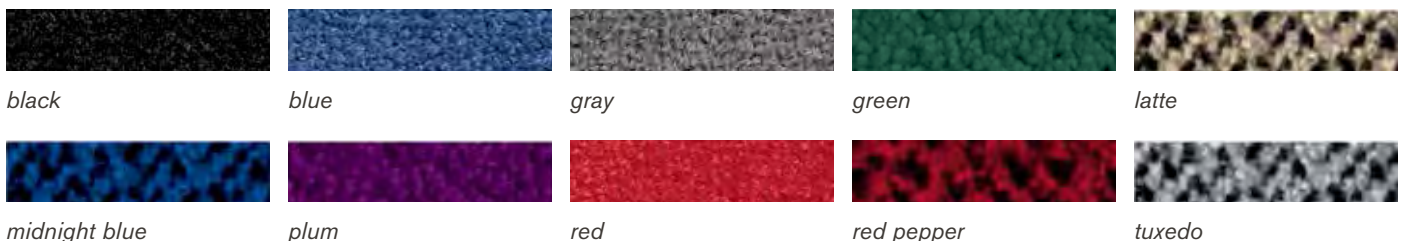
Custom Cut

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

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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	\$ 314.25	\$ 345.70	\$ 439.95	_____
_____	10' x 20' Classic Carpet	\$ 628.50	\$ 691.35	\$ 879.90	_____
_____	10' x 30' Classic Carpet	\$ 942.75	\$ 1,037.05	\$ 1,319.85	_____
_____	10' x 40' Classic Carpet	\$ 1,257.00	\$ 1,382.70	\$ 1,759.80	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 103.00	\$ 113.30	\$ 144.20	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 206.00	\$ 226.60	\$ 288.40	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 309.00	\$ 339.90	\$ 432.60	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 412.00	\$ 453.20	\$ 576.80	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 206.00	\$ 226.60	\$ 288.40	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 412.00	\$ 453.20	\$ 576.80	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 618.00	\$ 679.80	\$ 865.20	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 824.00	\$ 906.40	\$ 1,153.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$.65	\$.70	\$.90	_____

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	\$ 184.75	\$ 203.25	\$ 258.65	_____
_____	9' x 20' Classic Carpet	\$ 369.50	\$ 406.45	\$ 517.30	_____
_____	9' x 30' Classic Carpet	\$ 554.25	\$ 609.70	\$ 775.95	_____
_____	9' x 40' Classic Carpet	\$ 739.00	\$ 812.90	\$ 1,034.60	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 92.75	\$ 102.05	\$ 129.85	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 185.50	\$ 204.05	\$ 259.70	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 278.25	\$ 306.10	\$ 389.55	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 371.00	\$ 408.10	\$ 519.40	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 185.50	\$ 204.05	\$ 259.70	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 371.00	\$ 408.10	\$ 519.40	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 556.50	\$ 612.15	\$ 779.10	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 742.00	\$ 816.20	\$ 1,038.80	_____
_____	Plastic Covering (price per sq. ft.).....	\$.65	\$.70	\$.90	_____

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

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

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before APRIL 16, 2018

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
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APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (702) 579-1700 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. @ \$ **3.30**

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
		\$ 3.30	\$ 3.65	\$ 4.60	_____

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.		\$ 3.90	\$ 4.30	\$ 5.45	_____
Over 700 sq. ft.		\$ 3.60	\$ 3.95	\$ 5.05	_____

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.		\$ 4.65	\$ 5.10	\$ 6.50	_____
Over 700 sq. ft.		\$ 4.05	\$ 4.45	\$ 5.65	_____

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. @ \$ **1.10**

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.)		\$ 1.10	\$ 1.20	\$ 1.55	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.85	\$.95	\$ 1.20	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.20	\$ 2.40	\$ 3.10	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.70	\$ 1.90	\$ 2.40	_____

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

FREEMAN

6555 West Sunset Rd
 Las Vegas, NV 89118
 (702) 579-1700 Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time43	.60	_____
_____	610200	Booth Vacuuming - 2 Days81	1.15	_____
_____	610300	Booth Vacuuming - 3 Days	1.19	1.65	_____
_____	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 Time72	1.00	_____
_____	630200	Shampoo Carpet - 2 Days	1.44	2.00	_____
_____	630300	Shampoo Carpet - 3 Days	2.16	3.00	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	131.25	183.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	163.00	228.20	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	191.00	267.40	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

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

TOTAL COST				
_____	+	_____	=	_____
Sub-Total		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:

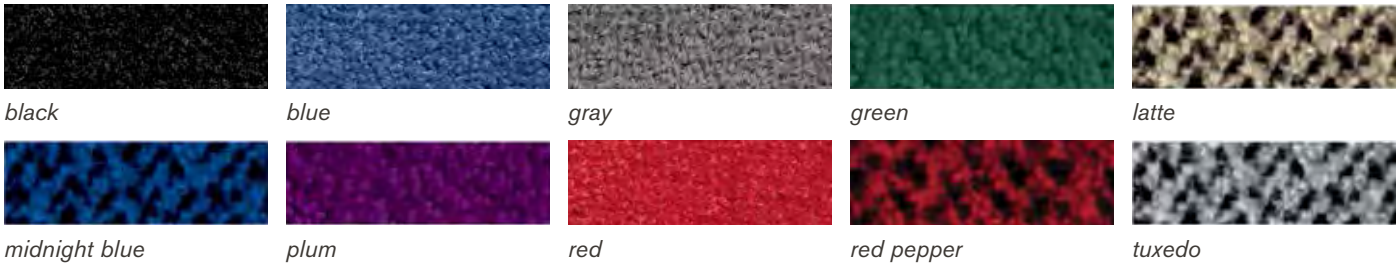
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic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

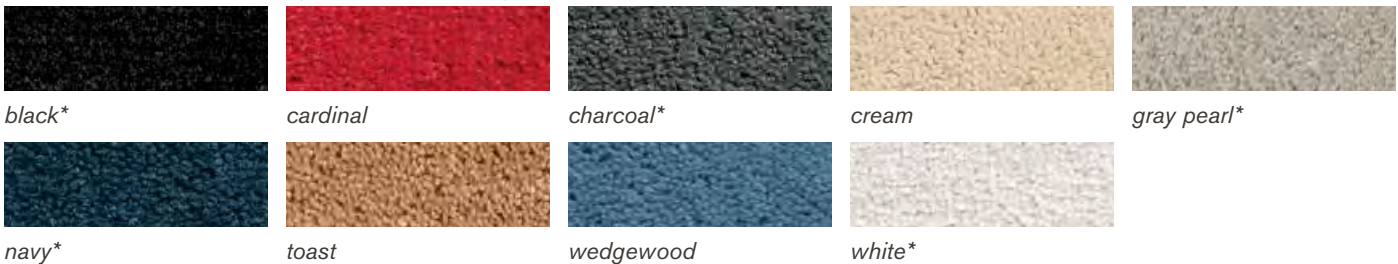


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

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

36"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

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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		8.25 % 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

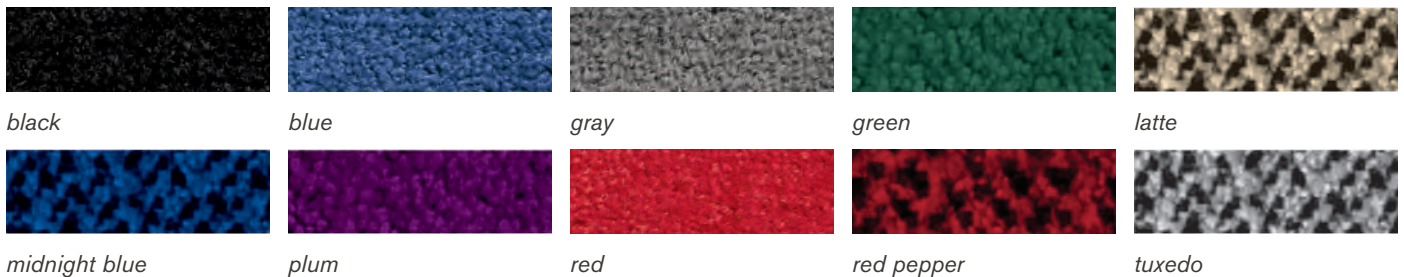


CABINETS

Booth Panel Options – Color Options Included with Rental Package

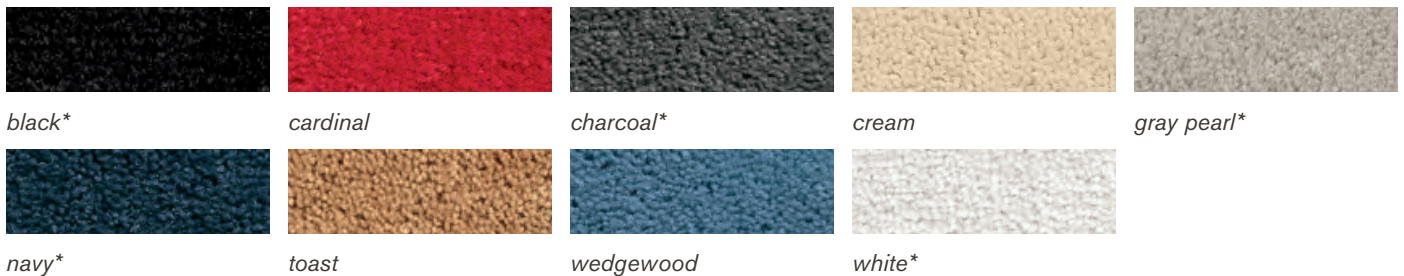


Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



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

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Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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'	3,819.00	5,346.60	<input type="checkbox"/> 10' x 20'	6,265.00	8,771.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,597.00	3,635.80	<input type="checkbox"/> 10' x 20'	4,310.00	6,034.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,649.00	5,108.60	<input type="checkbox"/> 10' x 20'	5,362.00	7,506.80	_____
Package 4	<input type="checkbox"/> 10' x 10'	4,493.00	6,290.20	<input type="checkbox"/> 10' x 20'	8,189.00	11,464.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,155.00	4,417.00	<input type="checkbox"/> 10' x 20'	5,246.00	7,344.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,002.00	4,202.80	<input type="checkbox"/> 10' x 20'	4,435.00	6,209.00	_____

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		8.25 % Tax Total Cost

FREEMAN

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Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

**DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

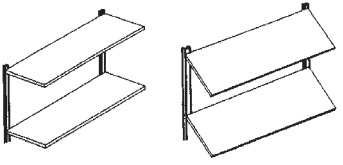
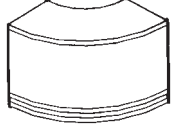
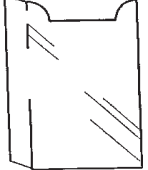
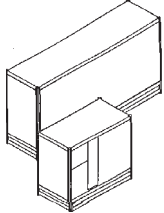
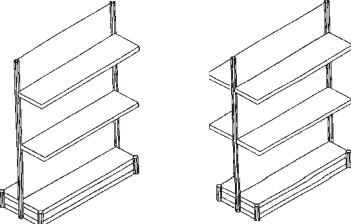
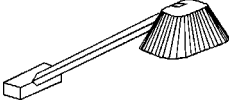



PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>STRAIGHT AND ANGLED SHELVES</p> 	<p>RADIUS COUNTER (Does Not Have Doors)</p> 	<p>LITERATURE POCKETS (Plexiglass)</p> 	<p>COUNTERS & CABINETS</p> 
<p>GONDOLAS</p> 	<p>(Lights may only be used on rentals. Electrical service & labor to install lights is not included.)</p> <p>STEM LIGHT</p>  <p>TRACKLIGHT</p> 	<p>WIRE WALL PANELS (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p> 	<p>SLAT WALL PANELS (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
<i>(electrical service & labor to install lights not included)</i>					
___	172512	Stem Light	176.75	247.45	___
___	172514	4' Tracklight (3 lights).....	358.50	501.90	___
CABINETS & COUNTERS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet	459.00	642.60	___
___	17306	1M x 42" High Counter.....	459.00	642.60	___
___	17308	2M x 36" High Cabinet	569.00	796.60	___
___	17309	2M x 42" High Counter.....	569.00	796.60	___
___	173010	1M x 36" High Radius Cabinet ...	656.00	918.40	___
___	173011	1M x 42" High Radius Counter ...	656.00	918.40	___
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	438.00	613.20	___
___	174542	Double Sided 1M x 4' High.....	582.00	814.80	___
___	174581	Single Sided 1M x 8' High.....	534.00	747.60	___
___	174582	Double Sided 1M x 8' High.....	680.00	952.00	___
SHELVES					
___	17201	Straight Shelf - 1M.....	64.75	90.65	___
___	17206	Angled Shelf - 1M	64.75	90.65	___

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(464838) LV-H1 17/18

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall	582.00	814.80	___
___	17353	3-Ball Waterfall	31.50	44.10	___
___	17355	5-Ball Waterfall	33.75	47.25	___
___	17357	7-Ball Waterfall	37.25	52.15	___
___	173510	Cleaver Clip.....	6.15	8.60	___
___	1735468	4" Single Hook.....	3.25	4.55	___
___	1735468	6" Single Hook.....	3.25	4.55	___
___	1735468	8" Single Hook.....	3.25	4.55	___
SLAT WALL					
___	1736100	1M x 8' High Slat Wall	438.00	613.20	___
___	173650	1/2M x 8' High Slat Wall.....	328.00	459.20	___
___	173611	Slat Wall Shelf	106.25	148.75	___
___	17365	5-Ball Waterfall	37.25	52.15	___
LITERATURE POCKET					
___	174015	For 8 1/2 x 11 Literature	36.75	51.45	___
TOTAL COST					
Sub-Total		+ Tax (8.25%)		= TOTAL	

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

FREEMAN exhibit accessories

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.

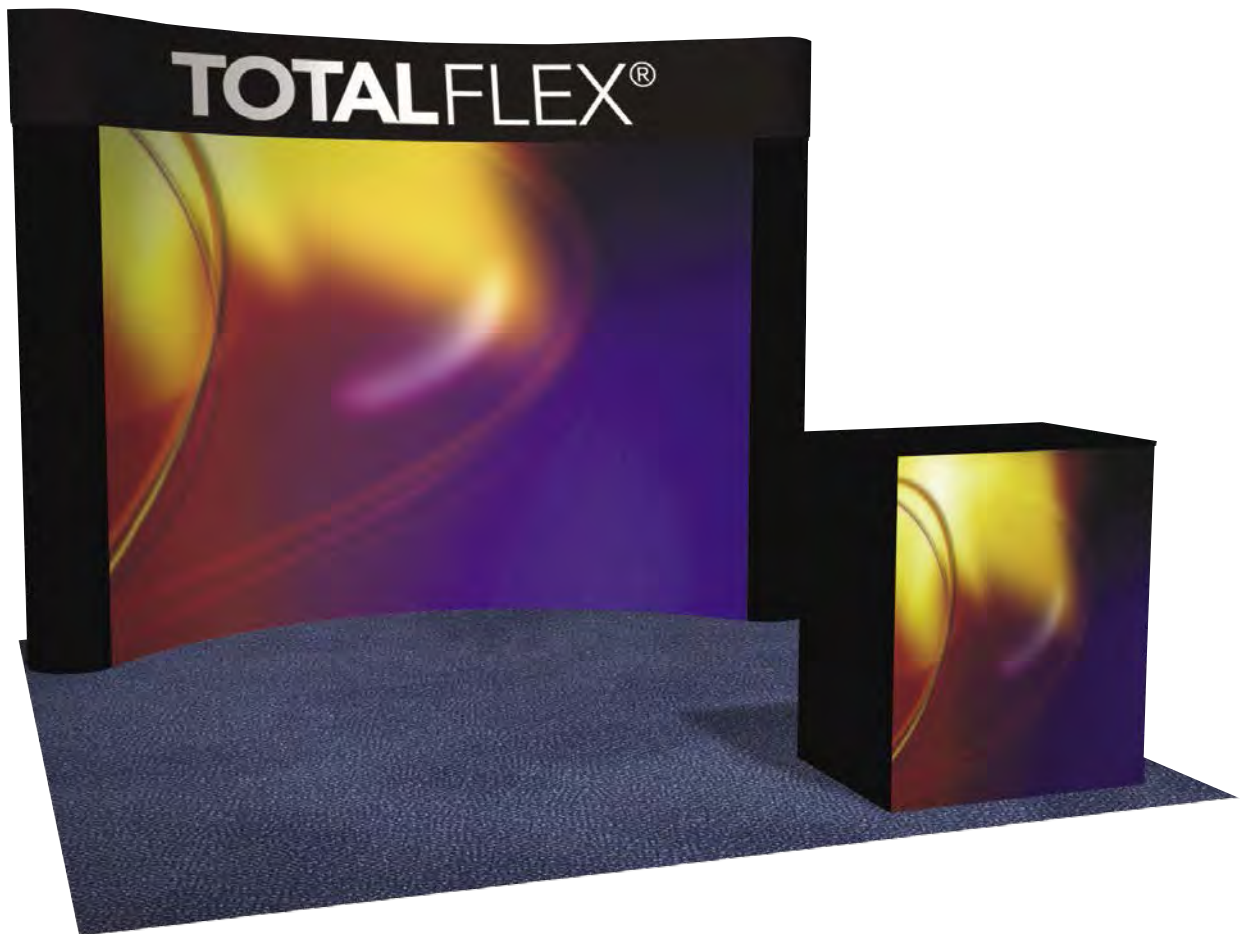


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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
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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,401.00	\$1,961.40	_____	_____
40" H x 8' W	\$1,575.00	\$2,205.00	_____	_____

PURCHASE*				
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,641.00	\$2,297.40	_____	_____
40" H x 8' W	\$1,798.00	\$2,517.20	_____	_____

*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-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 Blue Gray

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:

Black Blue Gray Green 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	\$2,101.00	\$2,941.40	_____	_____
8' H x 10' W	\$2,444.00	\$3,421.60	_____	_____

PURCHASE*				
Size	Discount Price	Standard Price		
8' H x 8' W	\$3,157.00	\$4,419.80	_____	_____
8' H x 10' W	\$3,630.00	\$5,082.00	_____	_____

*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-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Blue Gray

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:

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

All Classic carpets contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL			PURCHASE				
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$213.25	\$298.55	_____	_____	\$274.50	\$384.30	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$109.50	\$153.30	_____	_____	\$200.75	\$281.05	_____
1715802	Straight Shelf	_____	\$ 84.25	\$117.95	_____	_____	\$139.75	\$195.65	_____
1715803	Angle Shelf	_____	\$ 84.25	\$117.95	_____	_____	\$139.75	\$195.65	_____

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 _____ + Tax (8.25%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8.25%) _____ = TOTAL _____

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

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Spring Convention / May 6-8, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (702) 579-1700 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. _____ \$ 16.50 per sq. ft. discount price
x or = \$ _____
\$ 24.75 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"	@ 48.00	72.00 =	_____
7" x 22"	@ 56.75	85.15 =	_____
7" x 44"	@ 69.25	103.90 =	_____
9" x 44"	@ 75.75	113.65 =	_____
11" x 14"	@ 59.00	88.50 =	_____
14" x 22"	@ 69.25	103.90 =	_____
14" x 44"	@ 95.75	143.65 =	_____
22" x 28"	@ 95.75	143.65 =	_____
28" x 44"	@ 195.25	292.90 =	_____
20" x 60"	@ 189.00	283.50 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 8.25 % Tax = Total Cost

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 (702) 579-1700 for assistance.

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.



01/17 | 55774

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

**ORDER FORM
DEADLINE DATE
APRIL 16, 2018**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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 5:00 P.M. Monday through Friday	\$ 109.50	\$ 153.50
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 181.00	\$ 253.50

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

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 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 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						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

FREEMAN installation & dismantle labor

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

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

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/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

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

Other Carrier:

Carrier Name: _____
Carrier Phone: _____

Freeman will make all arrangements for 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: Delivered 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

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

FORKLIFT / RIGGING LABOR

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

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, 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 pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your boot

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 215.00	\$ 301.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 340.50	\$ 477.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 235.50	\$ 330.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 361.50	\$ 506.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 265.00	\$ 371.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 392.00	\$ 549.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 318.50	\$ 446.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 487.50	\$ 682.50
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 110.50	\$ 155.00
3020101	Rigger - OT.....	\$ 182.00	\$ 255.00
EQUIPMENT			
3090600	Forklift Cage.....	\$ 37.50	\$ 52.50
3090700	Forklift Boom.....	\$ 37.50	\$ 52.50
3090800	Pallet Jack.....	\$ 37.50	\$ 52.50

INSTALLATION

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

DISMANTLE

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

**ORDER FORM
DEADLINE DATE
APRIL 16, 2018**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2018 Urgent Care Expo / May 6-8, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our Rigging Department.

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

HANGING SIGN ASSEMBLY LABOR RATES (One Hour Minimum per Worker)

LABOR RATES TO ASSEMBLE SIGNS

- **Standard prices will apply to all labor orders placed after the deadline date.**
- Minimum crew consists of two people.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

Description	Discount Price	Standard Price
Sign Assembly (per hour)	\$ 126.00	\$ 176.50

- **Rates are blended to include any overtime to accomplish the assembly of all signs in a timely manner prior to the opening of the show.**
- Freeman will begin to assemble the sign as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, the Standard Price will apply and the sign will be assembled when the labor becomes available.

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All hanging signs must be assembled by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble the hanging sign. Please complete the Hanging Sign Assembly Labor Order Form for labor to assemble your hanging sign.
- All hanging signs must be installed by Paris Las Vegas Casino Resort. Please order hanging sign services using the Hanging Sign Order Form and submit to Paris Las Vegas Casino Resort.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** be received by the warehouse shipping deadline in order to receive Advance Price.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner Metal or Wood Other _____
 Shape: Square Triangle Rectangle Other _____
 Size: Height _____ Length _____ Width _____
 Weight of Sign: _____
 Does Your Sign Require Electricity _____ Assembly _____
 Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

ESTIMATE LABOR

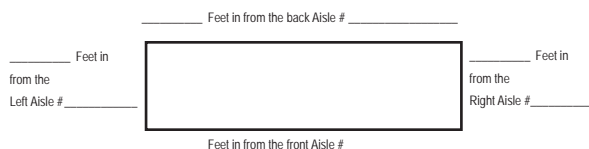
Installation Estimate
 Approx Hours Hourly Rate Total Estimated Cost
 _____ @ _____ = _____

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

Special Instructions: _____

PLACEMENT DIAGRAM

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



Number of feet from floor to **TOP** of sign: _____

AUDIOVISUAL

I OF 4

ORDER FORM

ORDER EARLY AND SAVE

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone (_____) _____ Ext _____ Fax (_____) _____

Email _____ Event Name _____

Room # _____ On-Site Contact _____ BEO/REF# _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card Visa Mastercard AmEx Discover

Credit Card Account # _____ Expiration: Month _____ Year _____

Vcode* _____ Card Holder Name _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/ or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____



PLEASE FAX COMPLETED FORM TO 702-967-4452 current as of 12/21/2015

UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 702-967-4154 F: 702-967-4452



A Freeman Company
E: ballys@encore-us.com

AUDIOVISUAL

2 OF 4

ORDER FORM

PACKAGE 1

Meeting Room Screen
Projection Cart
Electrical Power & Cables

Additional Options (Click to add)

Wireless Lav Mic & Audio Mixer (+\$420) Computer Audio Patch (+\$64) Wireless Mouse USB (+\$175)

Qty	Days	Price	Total
		\$225.00	

PACKAGE 2

Meeting Room LCD Projector & Screen
Projection Cart/ Stand
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Wireless Lav Mic & Audio Mixer (+\$420) Computer Audio Patch (+\$64) Wireless Mouse USB (+\$175)

		\$835.00	
--	--	----------	--

PACKAGE 3

Standing Podium
Podium Microphone & Mixer
Electrical Power & Cables

Additional Options (Click to add)

Wireless Lavalier Mic (+\$235) Flipchart Package w/3M paper (+\$131) CD Player (+\$95)

		\$330.00	
--	--	----------	--

PACKAGE 4

DVD Combo Player
50" LED Monitor with Stand
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Additional 50" Monitor (+\$810) Wireless Lav & Audio Mixer (+\$420)

		\$1045.00	
--	--	-----------	--

PACKAGE 5

60" LED Monitor with Stand
DVD Combo Player
All Cabling, Extension Cords, Etc.

Additional Options (Click to add)

Additional 60" Monitor (+\$940) Wireless Lav & Audio Mixer (+\$420)

		\$1175.00	
--	--	-----------	--

** Prices reflect daily rates unless otherwise noted. AV packages subject to labor and service charges.*

AUDIOVISUAL

3 OF 4

ORDER FORM

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

VIDEO EQUIPMENT

Qty	Days	Preshow	Late Order	Total
		\$810.00	\$860.00	
		\$940.00	\$990.00	
		\$100.00	\$150.00	
		\$700.00	\$750.00	
		\$860.00	\$910.00	
		\$100.00	\$150.00	
		\$135.00	\$185.00	
		\$610.00	\$660.00	
		\$960.00	\$1010.00	
		\$38.00	\$88.00	
		\$48.00	\$98.00	
		\$143.00	\$193.00	
		\$30.00	\$80.00	

COMPUTER EQUIPMENT

Qty	Days	Preshow	Late Order	Total
		\$200.00	\$250.00	
		\$330.00	\$380.00	
		Call for pricing		
		Call for pricing		
		\$175.00	\$225.00	

SCREENS

Qty	Days	Preshow	Late Order	Total
		\$75.00	\$125.00	
		\$75.00	\$125.00	
		\$95.00	\$145.00	

RIGGING & STAGING

Qty	Days	Preshow	Late Order	Total
		\$1000.00 per show		
		\$105.00	\$155.00	
		\$21.00/ft	\$23.00/ft	

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is \$110 hr with 4 hr minimum.

Qty	Days	Preshow	Late Order	Total
		\$110.00/ per hour		
Additional labor charges will apply for booths outside the expo room.				

AUDIO EQUIPMENT

UHF Combo (check one)
 HH or Lav Headset
 Wired Microphone
 Small Powered Speaker
 Large Powered Speaker
 Direct Box for Computer Audio
 12 Channel Mixer
 CD Player

Qty	Days	Preshow	Late Order	Total
		\$235.00	\$285.00	
		\$47.00	\$97.00	
		\$75.00	\$125.00	
		\$125.00	\$175.00	
		\$35.00	\$85.00	
		\$185.00	\$235.00	
		\$95.00	\$145.00	
		\$435.00	\$485.00	
		\$1275.00	\$1325.00	

Small Speaker Package
 2 ART322 Speakers, 2 Stands,
 1 Wired Mic, 1 Mixer

JBL VRX PRO Audio
 4 VRX Speakers, 4 Stands
 1 Wired Mic, 1 Small Effects,
 1 Mixer

YOUR TOTALS

Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
TOTAL DUE	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF BALLY'S AND PARIS.



PLEASE FAX COMPLETED FORM TO 702-967-4452 current as of 12/21/2015

UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 702-967-4154 F: 702-967-4452



TERMS AND CONDITIONS

1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

(a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;

(b) Sue to recover all rents and any other amounts owed or accruing to Encore;

(c) Terminate this Rental Contract as to any or all items of Equipment; and/or

(d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

1.6 SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 967-4916 Fax: (702) 967-4901 Questions Email:services@encore-us.com



Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:			FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:			EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED					

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
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ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, blue, sans-serif font.



MAIL OR FAX FORMS WITH PAYMENT TO :

Encore Event Technologies AT PARIS LAS VEGAS

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 967-4916 Fax: (702) 967-4901 Questions Email: services@encore-us.com



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:		
BILLING ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:		ON-SITE CONTACT:
FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED		

BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		Installation cannot begin until order is finalized and payment method has been received
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Lighting Package Description	ADVANCED PRICING	STANDARD PRICING		QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$180.00	\$270.00			
Booth Lighting Package #3 4' Track with three fixtures	\$225.00	\$340.00			
Booth Lighting Package #4 4' Track with four fixtures	\$265.00	\$400.00			
Additional MR16 Lights	\$55.00	\$85.00			
75 Watt Flood Light on Stanchion Pole	\$100.00	\$150.00			
Double Flood Light on Stanchion Pole	\$180.00	\$270.00			

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE OF BALLYS

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Phone Usage Charges: Usage charges are billed by the hotels through Encore Event Technologies. These charges come directly from the hotel; Encore Event Technologies has no control over them. Local and toll-free calls are \$1.25 each. Long distance calls are billed at AT&T Operator Assisted Rates. Credit card required for all phone services provided.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email: services@encore-us.com



Booth Number:	To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:	
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
INSTALL Date & Time:		DISCONNECT Date & Time:	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x _____ Days	

* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$500 Conference Phone

** Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared vlan, wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth .	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

* LABOR IS INCLUDED WITH ORDERED SERVICES

LABOR FEE IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.	SERVICE TOTAL	
	10% Service Fee	
	SUBTOTAL	
	* LABOR FEE	
	GRAND TOTAL	

Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF PARIS LAS VEGAS

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/21/14



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT PARIS LAS VEGAS
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148
 Ph: (702) 967-4300 Fax: (702) 967-3844 Questions Email:services@encore-us.com



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
----------------------	---	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
---------------------	--

INSTALL Date & Time:	DISCONNECT Date & Time:
---------------------------------	------------------------------------

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
--------------	---------------	-------------	-------------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
--------------------------	--------------------	-----------------------

ORDERED BY:	EMAIL ADDRESS:
--------------------	-----------------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
--------------------------	-------------------	----------------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
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BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
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WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		
<small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</small>				
PACKAGE #2 UP TO 25 CONCURRENT DEVICES	\$1,750.00	\$2,187.50		
<small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.</small>				
PACKAGE #3 UP TO 50 CONCURRENT DEVICES	\$3,500.00	\$4,375.00		
<small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.</small>				
ADDITIONAL BANDWIDTH	\$1,000.00	\$1,250.00		
<small>Includes 5Mbps of additional bandwidth to the existing network/location.</small>				
ADDITIONAL 25 CONCURRENT DEVICES	\$1,000.00	\$1,250.00		
<small>Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.</small>				
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION	\$1,000.00	\$1,250.00		
<small>Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.</small>				
CUSTOM SPLASH PAGE	CALL FOR PRICING			
<small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small>				
CUSTOM LANDING PAGE	CALL FOR PRICING			
<small>Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.</small>				
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00		
<small>* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.</small>				
NOC ENGINEER - Daily Rate	\$1,000.00	\$1,250.00		
NETWORK ENGINEER - Daily Rate	\$1,500.00	\$1,875.00		
<small>Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices</small>				
<small>Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.</small>				

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE	SERVICE TOTAL
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.	10% Service Fee
	SUBTOTAL
	* LABOR FEE
	GRAND TOTAL

Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 2/25/15



**Urgent Care[®]
Association
of America**

**2018 UCAOA Spring
Paris Hotel
Las Vegas, NV
May 6-9, 2018**



**AMERICAN
TRADESHOW
SERVICES**

217 General Patton Ave.
Mandeville, LA 70471

UCAOA 2018

Lead Retrieval Order Form

Discount Deadline: FRIDAY, APRIL 6, 2018

CHOOSE YOUR UNIT(S)



Mobile Plus™

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Real-Time Online Lead Management
- Extended Life Battery
- Custom Qualifiers Included - **\$55 savings!**

\$359.00 *(Before 4/6/2018)* **\$409.00** *(Show Rate)*

OPTIONAL SERVICES



Z Printer Plus™

(Discount) (Show Rate)
\$75.00 \$95.00

Custom Survey \$60.00 \$80.00

Sub-Total= _____



iPad® Mini Plus™

- **NO NETWORK CONNECTION NECESSARY**
- LeadsPlus™ enabled Hardware is Included
- Scan Barcode to Capture Lead
- Standard / Custom Qualifiers & Note Taking Capabilities Included
- Real-Time Online Lead Management
- *Uploads Leads Automatically when (devices) have internet connectivity

\$449.00 *(Before 4/6/2018)* **\$499.00** *(Show Rate)*

Sub-Total= _____



LeadsPlus™ App

- **NO NETWORK CONNECTION NECESSARY**
- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- Real-Time Online Lead Management
- *Uploads Leads Automatically with internet connectivity

\$359.00 *First License* **\$99.00** *Additional License*

OR

APP BUNDLE OPTIONS

3 Pack Bundle **\$499.00** _____
6 Pack Bundle **\$799.00** _____
10 Pack Bundle **\$999.00** _____

Sub-Total= _____

NEED ASSISTANCE SETTING UP?

Delivery & Setup

*OPTIONAL *Applies to ATS hardware only, not app*

\$65.00 *(Before 4/6/2018)* **\$85.00** *(Show Rate)*

ADD IT UP

Total Due (in US funds) = \$ _____

COMPANY _____ **BOOTH NO.** _____

EMAIL This email will be sent receipt and all information for this order - including login credentials to access leads

ADDRESS _____ **CITY, STATE, ZIP, COUNTRY** _____

ORDER CONTACT _____ **PHONE NO.** _____

ONSITE CONTACT _____ **ONSITE CELL PHONE** _____

Click HERE to Order Online.

Questions? Please call: **985-809-0600, ext. #777**

ORDERING OPTIONS

OR Visit Us at: **www.american-tradeshow.com**

Username: **UCAOA2018**

Password: **1218**

Email Orders to: **orders@american-tradeshow.com**

Fax: **985-809-1888**

Mail Checks to: **ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471**



**Urgent Care[®]
Association
of America**

**2018 UCAOA Spring
Paris Hotel
Las Vegas, NV
May 6-9, 2018**



**AMERICAN
TRADESHOW
SERVICES**

**217 General Patton Ave.
Mandeville, LA 70471**

UCAOA 2018

Payment Authorization Form

***A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

BOOTH NO. _____

COMPANY _____

ORDER CONTACT _____

PHONE NUMBER _____

Choose Payment Method:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details **Required For All Orders*

<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	Use As Security Deposit Only
<input type="checkbox"/>		Cardholder Name: _____		
<input type="checkbox"/>		Expiration Date: _____ / _____ Security Code: _____		
<input type="checkbox"/>		Cardholder Signature: _____		

Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online.
OR Visit us at:
www.american-tradeshow.com
Username: **UCAOA2018**
Password: **1218**
EMAIL ORDERS TO:
orders@american-tradeshow.com
FAX:
985-809-1888
SEND CHECKS TO:
American Tradeshow Services
ATTN: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471
QUESTIONS?
Call 985-809-0600, ext. #777

NATIONAL PLANT FLORAL

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink ____ Red ____		35.00		
BROMELIAD		35.00		
SMALL Ivy ____ Pothos ____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		

CONTAINERS:

WHITE BLACK

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: VISA MASTERCARD AMEX CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
 exhibitorservice@nationalplantfloral.com



Orlando • Las Vegas • Miami • Tampa
Dallas/TX • Washington DC • Nationwide



Ordered by / Bill to

Name
 Company
 Address
 Phone
 E-Mail

Shipping Information

Name
 Company
 Address
 Phone
 E-Mail

Show & Booth Information

Show Name Show Dates/Times
 Show City/Venue Booth Number
 Decorating Company Exhibiting Company
 Onsite Contact Name/Phone Number

Order Details

Number of views - enter a number for the quantity of booth views

Empty Booth Booth with crowd Booth with staff
Please provide best time for staff photos

Select Delivery Method

- \$125 per view - includes (1) 8x10 print mailed USPS
- \$30 per additional (1) 8x10 **duplicate** print mailed USPS
- \$170 per view - digital file sent by e-mail via secure link
- \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS

In Booth giveaway with logo-see page 2

Image Processing time is 10-14 days following exhibit

Special Instructions

Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability

E-Mail or Fax your order to:

Christie's Photographic Solutions
 Corporate Headquarters
 2430 Sand Lake Rd
 Orlando, FL 32809
 www.christiesphotographic.com
 photos@christiesphotographic.com
 fax: 407-852-0063

Contact Phone Numbers

Florida - 407-345-1100
 Las Vegas - 702-638-2711
 Washington D.C. - 202-393-1699
 Dallas/TX - 214-999-1149

Total: Cardholder name:

Cardholder e-mail: Billing Zip Code:

Card number: Expiration: AVS/Security Code:





EXHIBIT PHOTOGRAPHY SERVICES



The revolutionary **iLite Camera** is a tablet based camera system designed to provide fun photo entertainment at your event. The iLite photos feature a custom branded border on every shot. Photographers capture guests experiencing your event, and photos are immediately sent by email or can be shared to a company Facebook page. The quick turnaround allows for guests to share their photos on social media or to friends.

You also have the option of printing iLite photos at your event, allowing attendees to take home a branded gift in a quality folder. Share your company's brand both online and in print!



Another fun, interactive way to share event photos is by featuring the fresh, new PhotoShare Kiosk system. The **PhotoShare Kiosk** can be set up independently at your registration desk, in a cyber café, or anywhere with attendee traffic. You can utilize the PhotoShare Kiosk as a Headshot Station, Red Carpet Paparazzi, Step & Repeat Photobooth, Greenscreen Activation and much more.

Through our cutting edge software, attendees can view and share event photos by email, Facebook, Twitter, or Pinterest. Due to the extent of our branding possibilities this is a great way to sponsor an event and showcase your brand. E-mail subject lines and signatures can be customized for your event, and our Kiosk can provide post event analytics including the popularity of each feature!

A popular use of the Kiosk is to pair it with a green screen station or print package. Attendees can share fun event photos on a custom background, and can walk away with your brand fresh in their minds thanks to a printed photo.



Green screen stations are popular with conference attendees, bringing attention to your company. You can add a logo or custom text to the custom green screen background. Let our graphics team create the perfect background, giving attendees a lasting impression of your brand with a printed photo!



In addition to the iLite camera, PhotoShare Kiosk, and Green Screen as noted above, we also offer coverage photography for your booth. Contact us today for a quote!

