



Exposition Location	Gaylord Opryland Resort & Convention Center Ryman Hall C 2815 Opryland Drive Nashville, TN 37214	
Move-In Dates/Times	Sunday, October 16	8:00 a.m. – 5:00 p.m.
	Monday, October 17	8:00 a.m. – 10:00 a.m.
Exhibit Hours	Monday, October 17	11:30 a.m. – 3:00 p.m. (Lunch Served)
	Tuesday, October 18	11:00 a.m. – 2:00 p.m. (Lunch Served)
Move-Out Dates/Times	Tuesday, October 18	2:00 p.m. – 9:00 p.m.
	Wednesday, October 19	8:00 a.m. – 12:00 p.m.
	<i>(Exhibit materials must be completely removed by 12:00 p.m. from all halls)</i>	
Exhibit Hall Colors	Back drape 8’ high: Red/ Plum/ Red Side divider drape 3’ high: Plum <u>Aisle Carpet: Gray</u> <u>VIP Area Carpet: Black</u>	
Booth Purchase	The following is included with your booth purchase:	
	<ul style="list-style-type: none"> • 8’ high back drape with 3’ high side drape • Carpeted <u>aisles</u> with daily <u>aisle</u> cleaning • 7” x 44” Booth identification sign • General exhibit hall security service • Pre and Post-Convention attendee mailing list • Three (3) complimentary exhibitor badges per 10’x 10’booth • Attendance to Education Sessions, Welcome Reception, and Hospitality Hops • Complimentary brunch on both expo dates • Company listing in the AHCA/NCAL Annual Convention & Expo Program and Mobile App • Pre and Post convention promotion on the virtual expo hall floor plan 	
Booth Staffing	Exhibit booths must be staffed during open show hours. Exhibitors are allowed access to the exhibit hall one hour before show opening and one hour after show closing each day. Show management must authorize any exceptions. Trading of badges with other exhibitors or attendees is strictly prohibited. Additional badges may be purchased onsite for a nominal fee.	

Food Functions	Brunch will be served exclusively to Exhibitors at 10:30 a.m. on Monday, October 17 and 10:00 a.m. Tuesday, October 18 . On both days, the meals will be served in the rear of Ryman C Hall. Attendees will be served lunch at Expo opening, each day.
Registration & Housing	All exhibit personnel must be registered and wear their badge at all times for admittance into the exhibit area. Badges must be picked up before entering the exhibit hall for display setup. To register booth personnel, go to the Exhibitor Registration page and enter your user ID and password as noted in the confirmation letter received from CMR, the AHCA/NCAL event housing and registration management company. Enter each name as you want them to appear on the badge. <ul style="list-style-type: none"> • Advance exhibitor personnel registration online deadline: Friday, September 30, 2016. After this date, exhibitor registration is only available onsite at the <i>Exhibitor Registration Desk in Delta Lobby B/C/D</i> (across from the Delta Ballroom) • Housing deadline: Wednesday, September 21, 2016 (based on availability)
Exhibitor CEUs	Please refer to the Exhibitor Registration site online for more information on how to receive Continuing Education Units (CEUs).
Service Contractor	The Exhibitor Service Manual in the FREEMAN Services section includes instructions for ordering furniture, carpeting, installation/dismantle, and freight handling services for your booth.
Booth Carpet (or floor covering)	Exhibitors are REQUIRED to carpet or provide a floor covering for at least 9' x 10' area of their booth (including additional space due to the presence of columns in island booths). Please refer to the FREEMAN Services section to order carpeting for your booth if needed.
Electrical, Air, Water	Gaylord Opryland is the exclusive service provider for all Expo utility needs. Please refer to the order form in the Facility/Other Contractors section of the manual for order information.
Plant & Floral	Teasley's Convention Florist . Refer to their order form in the Facility/Other Contractors section for ordering information.
Photography	Professional Images Photography . Refer to the order form in the Facility/Other Contractors section for information.
Audio Visual	Freeman Audio Visual is available to service your audiovisual needs. Please see their order form in the Facility/Other Contractors section for prices and equipment offerings.

Internet/ Telecom	Opryland IT is the official service provider for all your telecommunication needs. This form can be found in the <i>Facility/Other Contractors</i> section.
Lead Retrieval Services	Convention Management Resources (CMR) will provide automated lead retrieval services to optimize your tradeshow marketing needs. Be sure to review this important information under the <i>Facility/Other Contractors</i> section.
Lighting and Rigging	PSAV is the official service provider for all lighting and sign rigging needs. This form can be found in the <i>Facility/Other Contractors</i> section.
EACs	<p><i>Exhibitor Appointed Contractors (EACs)</i>. Exhibitors may contract any display company they wish to install and dismantle their display, provided it is an accredited union shop and the employees follow local work rules. If you plan to use a firm that is not an AHCA/NCAL designated “official contractor”, please complete and return the <i>“Exhibitor Appointed Contractor Request”</i> form, which is located in the <i>AHCA/NCAL General Information section</i> of the exhibitor service kit. Please also review the “Labor Jurisdictions” document regarding General Service Contractor labor at the Gaylord Opryland Convention Center.</p> <p>Any EACs <i>must</i> return the appropriate credentials application and general liability insurance certificate to AHCA/NCAL by <i>Friday, September 23, 2016</i>. Under no circumstances will an EAC be permitted to service your exhibit without a General Liability Insurance Certificate. Note that use of the exhibiting company’s full-time employees to set up and dismantle the booth (in observation of all local work rules) is not considered use of an EAC.</p>
Insurance	Exhibiting firms are responsible for their own equipment and personnel. Exhibiting firms are expected to protect against all perils and to carry appropriate insurance.
Cleaning	FREEMAN <i>will maintain all aisles clean through out the show.</i> If you wish to have your <i>booth</i> cleaned during the show, you must order cleaning services from the <i>FREEMAN</i> . You can find further instructions on how to order booth cleaning in the <i>FREEMAN Services</i> section.
Advance Shipping	As the exclusive AHCA/NCAL Exposition drayage contractor, FREEMAN will receive advance shipments of crated, boxed or skidded materials beginning <i>Thursday, September 15, 2016.</i> Warehouse receiving hours are Monday - Friday, 8:00 am to 3:30 pm. To avoid after deadline charges, materials must arrive by Monday, October 10, 2016 at 3:30pm. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. Address all shipping documents/bills of lading as follows for shipments to the warehouse:

Advance Warehouse shipping address: (Sep. 15 – Oct. 10, 2016)

**Exhibiting Company Name & Booth # _____
AHCA/NCAL 67th Annual Convention & Expo
c/o Freeman
1701 Lebanon Pike Circle
Nashville, TN 37210**

Direct Shipments

Shipments must be targeted for delivery direct to show site beginning on **Sunday, October 16, 2016 at 8:00am**. Shipments can arrive for unloading and delivery to the booth only during the scheduled AHCA/NCAL exhibitor move-in period. Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted.

*This show will be marshaled – Please refer to the marshalling yard map in the **FREEMAN Shipping & Material Handling** section of this service manual.*

Label each piece and address documents/bills of lading as follows for shipments direct to show site:

Show site direct shipping address: (Arrival on **Sunday, October 16, 2016**)

**Exhibiting Company Name & Booth # _____
AHCA/NCAL 67th Annual Convention & Expo
c/o Freeman
GAYLORD OPRYLAND RESORT & CONV CTR
RYMAN HALL C
2815 OPRYLAND DR
NASHVILLE, TN 37214**

Crate Removal, Storage & Return

Empty containers may not be stored with or behind booth areas during the show. When properly identified, (“empty” stickers are available at the Freeman Exhibitor Service Desk) empty crates and boxes will be removed, stored, and returned to exhibitors at the close of the show. Packing containers not properly marked by the exhibitor could be misplaced or destroyed.

Security

Should you require security/safety services for your expo booth, please contact **Gaylord Opryland Resort & Convention Center Security & Safety Department** at 615-458-5555.

Air Freight Shipping

To arrange for air freight shipping to and from convention, please contact AHCA/NCAL’s preferred convention air freight service, Freeman. This form can be found in the **FREEMAN Services** section.

Demonstrations

Exhibitors are required to have AHCA/NCAL Show Management approval when scheduling demonstrations or performances within their booth area. Show Management reserves the right to restrict exhibitors when noise levels or unsuitable presentations are disturbing attendees or adjacent exhibitors.

Union Labor Information

Please read the enclosed **“Labor Jurisdictions”** document regarding labor requirements at the Gaylord Opryland Resort & Convention Center in the *Labor Services* section.

General Terms & Regulations

Please read the enclosed exhibit rules and regulations. It is important that all booth personnel understand these terms and conditions, as well as the general information listed.

For further information or assistance contact:

Exhibit Management
AHCA/NCAL
1201 L Street NW
Washington, DC 20005
Phone: 202/842-4444 x- 2815 Fax: 202/898-6302
E-mail: exhibitors@ahca.org

Important Exhibitor Action Deadlines

Review Immediately!

- ❑ To arrange hotel accommodations for the 2016 AHCA/NCAL Annual Convention and Exposition, use one of the following options. Please DO NOT call or send hotel reservation forms to AHCA/NCAL directly.
 - Online at www.AHCAconvention.org
 - Mail to AHCA/NCAL Housing Bureau. Mail the form with check payment only to:

AHCA/NCAL Housing
C/O Convention Management Resources, Inc.
33 New Montgomery, Suite 1100
San Francisco, CA 94105

- ❑ All outstanding payments for reserved exhibit space must be paid in full to AHCA/NCAL as soon as possible (**Deadline: Friday, June 3, 2016**). Exhibiting companies must be paid in full before entering the exhibit hall to setup their booth. Payments will not be accepted onsite. Direct payment questions to Vendor Relations at (202) 898-2823.

- ❑ All advance order forms for supplies and/or exhibitor services should be returned to the address and by the date noted on the forms to take advantage of exhibitor discounts.

- ❑ If you plan to use an exhibitor appointed contractor to install and dismantle your display, complete and return the **Exhibitor Appointed Contractor Notification and Wristband Request** form to the AHCA/NCAL Exhibits Office. Exhibitor Appointed Contractors **must** also provide AHCA/NCAL a **General Liability Insurance Certificate** to gain access to the Expo.

Friday, June 3	Exhibits booths must be paid in full. <i>No refunds after this date</i>
Friday, June 24	Hotel Rooming Lists with complete names are due via e-mail to AHCAHousing@cmrus.com (applicable to 10 or more rooms)
Friday, August 19	Deadline to update company profile for use in the official <i>Convention Program</i> and the <i>Convention Mobile App</i>
Friday, August 26	Exhibitor advertising deadline for the official <i>Convention Program</i>
Wednesday, August 31	Deadline to submit description of booth Prize/Giveaways to be included in <i>Convention Program</i>
Thursday, September 15	Advance Receiving at Freeman Warehouse (General Service Contractor) begins at 8:00am CST
Friday, September 16	AHCA sends Pre-registered Attendee List via e-mail to exhibitors
Wednesday, September 21	Deadline to make hotel reservation
Wednesday, September 21	Deadline to cancel hotel reservations without penalty
Monday, September 26	Discount price deadline for ordering Freeman services
Friday, September 30	On-line Advance Exhibitor Registration closes
Monday, October 10	Last day to receive advanced shipping to Freeman Warehouse without penalty (must be received by 3:30pm CST)
Sunday, October 16	Only day direct exhibitor shipments (freight) accepted at show site

**Exhibitor Appointed Contractor (EAC) Notification and
Wristband Request**



Return this form to AHCA by **Friday, September 23, 2016**

EAC Notification

Exhibiting Company: _____ Booth#: _____

Exhibitor Client Contact On-Site: _____

EAC Name: _____

On-Site Supervisor: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

On-Site Supervisor: _____

On-site Supervisor Mobile Telephone: _____

Type of Service to be supplied: _____

***If also servicing other Exhibitors, please list their name and booth number below:**

EAC Personnel Wristband Request

Admittance to the show floor will be by ID wristband only. There is no charge for wristbands distributed to representatives of an exhibitor appointed contractor (EAC) who are servicing an exhibitor at this event. Wristbands will not be mailed in advance, but must be picked up on-site at the **Exhibitor Registration Desk** in the *Delta Lobby B/C/D Registration area of the Gaylord Opryland Convention Center*. Wristbands are non-transferable. Personnel and corporate identification will be required at the Exhibitor Registration Desk in order to pick up wristbands.

NAME

NOTE: Please inform your Exhibitor Appointed Contractor that they must supply AHCA with the following materials by **Friday, September 23, 2016**

- ❖ A **General Liability Insurance Certificate** indicating their coverage for this exposition or they will not be permitted to service your exhibit.
- ❖ The Exhibitor Appointed Contractor Badge Application so that proper identification can be prepared in advance for admittance to the show floor.
- ❖ All Exhibitor Appointed Contractors must read the requirements for Independent Service Contractors and Display Houses form included in this Service Kit.

Return this and the forms mentioned above to:

Director, Exhibits & Conferences
AHCA/NCAL
Re: Exhibitor Appointed Contractor Notification
1201 L Street NW
Washington, DC 20005

OR rsantiago@ahca.org

OR Fax: (202) 898-6302

OR deliver ONSITE

Please retain a copy of this form for your records.



Exhibitor Badge Registration Reminders

Exhibitors receive three (3) complimentary standard badges per 10" x 10" booth space purchase. Additional standard badges for exhibit personnel may be purchased for \$135.00 per badge. Exhibitors who want to receive CEU credits may purchase an Exhibitor CEU Badge upgrade for an additional \$100.00. Tickets for the Gala Dinner and Show may also be purchased at an "Early Bird" rate of \$125.00 and an Advance/On-site rate of \$140.00 per ticket. To register your exhibit booth personnel and make any of the additional purchases listed above, please visit [Exhibitor Registration](#) with your user ID and password (received in your Welcome Letter).

- Organization names on badges will be issued to match the name under which the organization applied for space on the exhibit booth application.
- Badge may not be supplemented with business cards or company logos.
- Exhibitor badges must be worn at all times in the exhibit hall and while attending official Convention & Expo sessions.

Advance Exhibitor Registration on-line must be completed by
Friday, September 30, 2016
(all registrations received after this date will be processed onsite)

For your convenience AHCA will offer several options for exhibitor badge collection.

- On-site Individual or Group Pick-up
- Receive your badges via US Mail
- FedEx delivery (you must provide AHCA/NCAL Registration your FedEx account number)

If you have not received your Online Exhibitor Badge Registration information or have any questions or concerns about the online registration process, please contact:

AHCA/NCAL Registration via e-mail at AHCAexhib@cmrus.com or call 866-227-1876 (US & Canada) or 415-268-2098 (Local & International), Monday through Friday 9:00 a.m. – 9:00 p.m. EST.



**AHCA | NCAL 67TH ANNUAL
CONVENTION
& EXPO
NASHVILLE, TN | OCT 16-19, 2016**



AHCA/NCAL 67th Annual Convention & Expo | Housing Form - 9 Rooms or Less

To provide credit card guarantee in lieu of check deposit, please use the Housing Request Website to submit request.

CONTACT INFORMATION

Company: _____
 Contact Name: _____
 Street Address: _____
 City: _____ State: _____ Zip / Postal Code: _____ Country: _____
 Phone / Ext: _____ Mobile: _____ Fax: _____
 Email: _____

HOTEL PREFERENCES

Please rank all hotels in order of preference, (1) being your first choice. A reservation will be made at the first available hotel on your list.

Gaylord Opryland Resort (Non-Smoking Room \$245 single/double, plus \$18 resort fee)

Hyatt Place Nashville Opryland (Non-Smoking Room \$169 single/double)

ROOM OCCUPANTS

Each individual's registration confirmation number is required in order to reserve housing.

1. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
2. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
3. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
4. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
5. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
6. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
7. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
8. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____
9. Last Name: _____	First Name: _____	Registration #: _____
Arrival Date: _____	Departure Date: _____	Room Type: _____

If you would like to reserve a suite, or have any special requests, please explain:

Special requests are not guaranteed, but will be granted based on availability. AHCA/NCAL Housing will contact you regarding any suite requests.

DEPOSIT INFORMATION

Each reservation must be guaranteed with a check for one night's room & tax, payable to Convention Management Resources, Inc. Your check must be received before the reservation(s) will be processed, and no later than **5:00 p.m. Pacific Time, September 21, 2016.**

CANCELTION: You will receive a full refund of your deposit if canceled by Wednesday, September 21, 2016. If you fail to arrive on your confirmed date, you will forfeit your deposit and your reservation will be canceled for the remainder of the reservation.

MAIL: AHCA/NCAL Housing, 33 New Montgomery, Suite 1100, San Francisco, CA 94105



AHCA/NCAL 67th Annual Convention & Expo Exhibitor/Group Housing Form - 10 Rooms or More

CONTACT INFORMATION

Company: _____ Company Type: Exhibiting Company Attendee Group

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip / Postal Code: _____ Country: _____

Phone / Ext: _____ Mobile: _____ Fax: _____

Email: _____

HOTEL PREFERENCES

Please rank all hotels in order of preference, (1) being your first choice. A reservation will be made at the first available hotel on your list.

Gaylord Opryland Resort (Non-Smoking Room \$245 single/double, plus \$18 resort fee)

Hyatt Place Nashville Opryland (Non-Smoking Room \$169 single/double)

ROOM/SUITE REQUIREMENTS

Please indicate the number of rooms needed by type for each night. *You will be contacted by AHCA/NCAL Housing to discuss suite requests.*

	SATURDAY OCT 15	SUNDAY OCT 16	MONDAY OCT 17	TUESDAY OCT 18	WEDNESDAY OCT 19	THURSDAY OCT 20
SINGLE ROOM (ONE BED)						
DOUBLE (TWO BEDS)						
SUITES						
TOTAL						

Please specify the reason for any suite requests (i.e. hospitality, upgraded sleeping accommodations, etc.)

DEPOSIT INFORMATION

A company check in the amount of one night's room and tax USD per room is required as a group room deposit payment. Make checks payable to Convention Management Resources, Inc. **Deposit payment must be received no later than Friday, June 24, 2016.**

CANCELLATION POLICY

The cancellation deadline is Wednesday, September 21, 2016. If a reservation is cancelled after this date, the one night room and tax deposit securing the reservation will be forfeited. Please be aware that attrition and penalty fees for not actualizing 90% of the block will be billed to the group and is entirely separate from the hotel cancellation deadline.

I confirm that I am authorized to represent this Exhibiting Company/Group, and on behalf of the Exhibiting Company/Group, I have read and agree to abide by the terms as stated above.

Print Name: _____

Signature: _____

Date: _____

On Behalf Of (Company): _____



AHCA/NCAL 67th Annual Convention & Expo Exhibitor/Group Housing Form - 10 Rooms or More

GROUP HOUSING POLICIES & INFORMATION

Submit your group housing request online, or return a completed form to secure your room block. Requests are assigned on a first-come, first-served basis, and are based on hotel availability.

If you had a group block at past AHCA/NCAL Conventions, your history of rooms reserved versus rooms utilized will be reviewed. AHCA/NCAL Housing reserves the right to make adjustments to your block based on past history.

A deposit check payment of 1 night/tax per room is required to process your group room request. The requisite deposit amount and payment information will be sent to you along with your group room confirmation.

Once you receive the housing agreement confirming your room block, please return a signed copy. After your signed agreement is received by AHCA/NCAL Housing, you will be sent a welcome letter containing your username and password to manage your room block online.

All reservation changes and/or cancellations must be made through AHCA/NCAL Housing. Do not contact the hotel directly.

Rooming lists with complete names are due on **Friday, June 24, 2016**. Submit your rooming list by uploading the file and sending us a message through the AHCA/NCAL Registration & Hotel Support Center. Any unused rooms for which names are not provided by this date will be released.

A pick-up report will be emailed to the designated group coordinator on **Monday, July 18, 2016**, detailing the block for which the Exhibitor/Group is responsible. This will indicate your attrition liability.

Attrition Policy (Penalty & Fees)

Once the room block is confirmed and the Group Block Agreement is signed, the Exhibitor/Group is responsible for picking up ninety percent (90%) of the total room block. A pick-up report will be emailed to the designated group coordinator on July 18, 2016, detailing the block for which the Exhibitor/Group is responsible. Should the actual rooms utilized be less than 90% of the Total Room Nights originally blocked, the Exhibitor/Group agrees to pay AHCA/NCAL for the number of sleeping rooms not utilized up to the 90% of the Total Room Nights reserved. Following receipt of the actual pick-up numbers from the hotel(s), the Exhibitor/Group will be billed for the difference between the actual hotel pick-up numbers and 90% of the Total Room Nights on the Group Block Agreement signed by the group. Payment is due within thirty (30) days of receipt of the invoice.

Example:

Sample Hotel Rate	\$245	Room Rate
Group's Total Room Nights Sold	100	Room Nights
Group Required to Actualize 90%	90	Room Nights
Group Actualizes	70	Room Nights
Variance	20	Room Nights
Variance x Hotel Rate	\$4,900.00	Penalties Owed to AHCA/NCAL

2016 AHCA/NCAL EXPOSITION RULES & REGULATIONS

GAYLORD OPRYLAND RESORT & CONVENTION CENTER | NASHVILLE, TN

CONTRACT AND PAYMENT FOR SPACE

Exhibit space is defined as the actual area rented by the exhibitor and approved by exhibit Management with adherence to all restrictions as set out in the Exposition Rules & Regulations, Exhibit Space Application & Contract, Display Construction and Limitations, Exhibitor Service Manual and in other notices and correspondence from the American Health Care Association/ National Center for Assisted Living (AHCA/NCAL). The Exhibit Space Application & Contract, formal written confirmation of space assignment by Exhibit Management, the required deposit amount as specified in the contract and the full payment of rental charges shall constitute a contract for the right to use the space. In addition, all exhibitor accounts must be in financial good standing with AHCA/NCAL in order to occupy rental space.

Space Assignment

Exhibit space will be assigned according to the date the Exhibit Space Application & Contract is received at the AHCA Exhibit Management office, the number of booths requested, and the proximity of space to competitors and special exhibit requirements with preference given as outlined in the Exhibitor Prospectus. When possible, Exhibit Management will accommodate the exhibitor's booth choices in order of preference. Notwithstanding the above, Exhibit Management reserves the right to make and/or change location assignments at any time as it may in its sole discretion deem necessary.

Payment Terms

A 50% deposit of the total contracted amount is required with submission of the Exhibit Space Application & Contract or space is not guaranteed. Applications submitted without deposit will not be assigned space until the appropriate deposit is received. Payment of the balance of the booth rental cost will be invoiced and is due upon receipt of invoice. Failure to remit full payment by **Friday, June 3, 2016** shall result in forfeiture of the Exhibit Space Application & Contract. In such an instance, Exhibit Management reserves the right to cancel the exhibit booth space in accordance with the cancellation policy outlined below and the booth space will be re-assigned. Full payment is required with any Exhibit Space Application & Contract submitted after **Friday, June 3, 2016**.

Cancellation Policy:

An administrative cancellation charge of \$100 will be assessed against the initial exhibit space deposit for space canceled on or before **Friday, June 3, 2016**. No refunds shall be issued after **Friday, June 3, 2016**.

In the event of either type of cancellation, Exhibit Management shall have the right to use said space to suit its own convenience including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. Exhibit Management assumes no responsibility for having the name of the canceled exhibitor or description of the exhibitor's products in the show program book, brochures, news releases or other materials.

In case the exposition is not held, for any reason whatsoever, the rental and lease of space to the exhibitors shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the pro rata amount paid. Exhibit Management will not be liable for any other damages, losses or amounts. In the event the exposition is canceled due to an event/reason beyond the control of AHCA/NCAL, space rental fees or deposits will be returned to Exhibitors on a priority basis after all related show expenses incurred by AHCA/NCAL through the date of cancellation have been met.

Forfeiture

If an exhibitor does not follow the rules and regulations set by Exhibit Management, the exhibitor shall forfeit the amount paid for space rental, regardless of whether or not the exhibit space is subsequently leased.

FLOOR PLAN

All dimensions and locations shown on the official floor plan are believed, but not guaranteed, to be accurate. Exhibit Management reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

EXHIBITOR CONDUCT

Exhibit Management reserves the right to reject any application, which, in its judgment, does not serve the interests of AHCA/NCAL or will be operated in a way that will detract from other exhibits, the exposition, or the convention as a whole. Acceptability includes persons, things, conduct, printed matter in any medium, or anything of a character which Exhibit Management determines is objectionable to the exhibition.

Exhibit Management reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the AHCA/NCAL. In the event of such restriction or eviction, the exhibitor may be evicted on the spot, forfeiting all moneys paid and its good standing with the association. Exhibit Management is not liable for any damages alleged or claimed as a result of any action taken by the Exhibit Management hereunder.

USE OF DISPLAY SPACE

No exhibits will be permitted that interfere with the use of other exhibits, impede access to them, or impede free use of the aisles. **Booth activities that cause people to congregate in the aisles are prohibited.** Monitors for videotapes, films or live demonstrations may be utilized provided that they are placed in the back of the booth to alleviate congestion in the aisles. Apart from the specific display space for which an exhibitor has contracted with AHCA/NCAL, no part of the exhibit hall and its grounds may be used by any organization other than the Exhibit Management for display purposes of any kind or nature, unless otherwise approved by Exhibit Management.

Due to security and sales tax implications, no firm or organization is permitted to engage in direct sales (cash, check, or credit card) activity within the exhibit area. Exhibitors are responsible for draping any exposed, unfinished sides of the back of their booth in order to present an overall attractive exhibit. If this is not done, the decorator will be instructed by Exhibit Management to drape the exposed area at the exhibitor's expense. **Exhibitors are required to provide padding and carpeting (or comparable flooring) for their entire booth area at their expense. This includes padding and carpeting any additional space added to the booth area due to the presence of a column or columns.** The Exhibitor agrees that all exhibit space will be kept neat and orderly at all times, and will be operated in a professional manner and in accordance with Exhibit Management policies and all convention center rules and regulations related to the use of the facility and the exhibit hall space. Exhibitor must keep the exhibit booth open and staffed at all times during show hours. **The serving or distribution of alcoholic beverages is not allowed without Exhibit Management approval. The use of handbills, flyers, posters, banners, stickers, et al. by exhibitors in any part of the exhibit hall is forbidden.** Exhibiting companies who desire to engage in **prize drawings or giveaways valued in excess of \$2,000 must receive permission from Exhibit Management and submit their intention in writing no later than Friday, September 2, 2016.** The use of live models, performers and other similar persons, and those other than regular full-time staff members of the exhibiting firm or organization, within the exhibit area for demonstrations, performances, etc. shall be subject to the approval of Exhibit Management. Each of the aforementioned persons is required to wear an identification badge while in the Exhibit Hall.

Use of Expo Video and Photography by AHCA/NCAL

By registering for and/or attending the event, exhibitors and all related personnel acknowledge and agree that photographs, video, and other recordings of the event may be taken by AHCA/NCAL or parties acting on behalf of AHCA/NCAL, and that these photographs, video, and other recordings may be used by AHCA/NCAL in any media now known or later invented for any purpose related to AHCA/NCAL's mission, including educational, promotional, and awareness-related uses. Exhibitors and all related personnel give to AHCA/NCAL unlimited permission to use their name, likeness, image, statements, and other information given to AHCA/NCAL, whether through registration, at the event, or otherwise, that may be necessary for AHCA/NCAL to make use of its rights in the photographs, video, and other recordings.

Failure to Occupy Space

In the event an exhibiting company has not arrived three (3) hours prior to the hall opening on the first day of the expo, Exhibit Management reserves the right to re-assign that space as it sees fit with no obligation of a refund. If exhibit material has been delivered to the booth but has not been assembled, Exhibit Management reserves the right to remove the material and place it in storage at the exhibitor's expense. If the exhibitor arrives after the material has been stored and would like the material brought back to the show floor, a drayage fee will be charged by the General Service Contractor. Failure to occupy exhibit space does not relieve the Exhibitor from their obligation to pay full booth rental fees.

Circularization & Solicitation

All promotional activity, demonstration and distribution of promotional materials must be confined to the limits of the exhibitor's display space. Firms or organizations not assigned exhibit space will not be permitted to engage in any activities within the exhibit area.

Subletting of Space

The exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to the exhibitor, and not to exhibit, advertise, or offer for sale goods other than manufactured or sold by the exhibitor in the regular course of business, except as permitted by Exhibit Management.

Height and Other Structure Restrictions

■ **In-line, Canopy and Perimeter Wall booths:** Maximum height for any structure or décor item placed within the booth area: eight feet (8'). Any booth structure that is eight feet (8') tall cannot be positioned more than three feet (3') forward from the back wall of the booth. Any structure or décor item beyond three feet (3') from the back wall of the booth cannot exceed four feet (4'), the height of the dividing side rails, to avoid sight-line violations.

■ **Peninsula/End-Cap:** Maximum height for any structure or décor item placed within the booth area: eight feet (8'). Any booth structure that is eight feet (8') tall cannot be positioned more than three feet (3') forward from the back wall of the booth. Additionally, at least three feet (3') from the outer edge of the booth to the inside (on either side) must be unobstructed so as not to cause a line of sight obstruction for either of the booths directly behind the end-cap booth to avoid line-of-sight violations. Any structure or décor item that is eight feet (8') tall placed before the rear three feet (3'), from the back wall of the booth, must be centered in the middle of the booth space to avoid sight-line violations. AHCA/NCAL Management reserves the right to enforce these requirements by having exhibitors remove portions/structures in question from their booth display.

■ **Island booths:** Maximum height for any structure that is part of the booth: 18 feet (including hanging banners) due to fire and life safety regulations at the Gaylord Opryland Resort & Convention Center. Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer to exhibits management prior to move in. These booths shall be reviewed and approved by the designated Fire Marshall and, if applicable, the Building Safety Department prior to setup in the facility.

Enclosed and Multi-Level Booths:

■ All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
■ If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.

- The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
- Multi-Level Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
- Multi-Level Booths must contain at least two 5 pound fire extinguishers, ABC type (e.g. 3A40 B.C.), with at least one fire extinguisher per floor.

Noise Restrictions

The Exhibit Management reserves the right to restrict exhibits to a minimum noise level and to suitable methods of operations and display materials so as not to disturb adjacent exhibitors and their patrons.

Vehicles: Includes all vehicles (e.g.: cars, trucks, semi's, recreational vehicles, boats, motorcycles, ATVs, jet ski, etc...).

The following are requirements for vehicles on display and fuel powered engines:

- A.** No more than 1/8 of a tank of fuel.
- B.** Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
- C.** Battery cables shall be disconnected from the battery used to start the vehicle's engine, and the disconnected battery cables shall then be taped securely.
- D.** Carpet protection must be placed under the vehicle's engine.

Exhibitor Personnel

Prior to the exposition opening, each exhibiting firm or organization shall supply Exhibit Management with the name and title of the individual who shall be responsible for the installation, staffing, and removal of said exhibit. Said individual must be authorized to enter into service contracts when necessary, for which the exhibitor shall be responsible.

Exhibitor Badge Cancellation Policy

Exhibitor Badge cancellations received on or before **Friday, September 2, 2016** will be refunded minus a \$55.00 administrative fee, if applicable. All changes or cancellations must be made in writing either via fax or e-mail. Refunds will not be given for Exhibitor Badge cancellations received on or after **Saturday, September 3, 2016**.

Badges & Admission to Hall

Badge wearing exhibitors may enter the exhibit hall one hour before show opening and remain in the hall one hour after show closing each day. If further access is required, special permission must be secured from Exhibit Management. Trading of badges with other exhibitors or attendees is strictly prohibited. Each exhibitor must wear the official exhibitor badge at all times while at the show site. No distributors or suppliers of an exhibiting company will be allowed admission to the Exhibit Hall unless an active exhibitor agrees to register them. In this case, badges will note only the name of that exhibiting company.

Hotel Suites and Conflicting Meetings & Activities

The use of hotel suites and other guest rooms for the purpose of entertaining convention attendees during the convention is subject to Show Management's approval. Activities and meetings held during General Sessions and Educational sessions will not be approved. No assignment of suites in hotels selected for use by convention attendees will be made for organizations or firms not currently holding exhibit space that has been paid for in full.

FREIGHT, EXHIBIT INSTALLATION AND DISMANTLING

Freight

Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by the Gaylord Opryland Resort & Convention Center Exhibit Hall representatives immediately prior to the tradeshow event, during the event and immediately after the event. Shipments during the event contract dates should be addressed to the attention of the event's official General Service Contractor (GSC).

Exhibit Installation

Installation of exhibits must be completed three (3) hours prior to the opening of the exhibit hall for inspection by Exhibit Management and the Fire Marshal. Noisy or unsightly work in any exhibitor's booth area after the published deadlines for move-in/install is prohibited. Exhibit materials received after the opening of the exposition must be delivered at times other than open exposition hours and must be arranged in advance with Exhibit Management.

Removal of Materials

Once the exhibit area has opened, exhibit materials (other than exhibit samples) may not be removed from the exhibit area until the official exposition move-out/dismantle has begun, unless otherwise approved by Exhibit Management. Failure to observe this rule may jeopardize the exhibitor's space assignment or right to exhibit at future AHCA/NCAL expositions. All exhibit materials must be completely removed from the exhibit area by the established time as designated in the exhibitor service kit. It is the responsibility of the exhibitor to have materials packed, identified and cleared for shipment, or to make arrangements for such. Exhibit Management reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display materials, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements, or to order such work to be done, at the sole expense of the exhibitor.

Storage of Materials

Exhibitors will not be permitted to store packing crates and boxes in their booth during the show period. If properly marked, such containers will be stored by the drayage service contractor and returned to the booth area for move-out at the close of the show. It is the exhibitor's responsibility to properly mark and identify empty crates and containers. Crates and containers not properly marked may be destroyed and Exhibit Management will have no responsibility for or any liability for such destruction.

EXCLUSIVE SERVICES

Audio and Lighting Systems, Business Center (FedEx Office), Utilities (Electrical/Plumbing/Compressed Air/Gas), Food & Beverage/Catering & Concessions, Telecommunications/Network (including voice, data, telephone, fax and broadband and wireless internet Dark Fiber Optic and DryCat5E Connectivity), Rigging, and Security & Safety are exclusive services from the Gaylord Opryland Resort & Convention Center and its service partners. Exhibit management shall not be responsible for the quality, late installation or interruption of any of these services.

Exhibit Services and Exhibitor Appointed Contractors

As a convenience to Exhibitors, AHCA/NCAL will have an official GSC (Freeman) to provide labor and equipment at prevailing rates and terms. AHCA/NCAL assumes no liability related to the performance or nonperformance by firms contracted. Contractors may not solicit business in the exhibit hall at any time. All participating exhibitors and contractors must abide by union jurisdictions in force at the time of the exposition. Arrangements for labor should be made with the official show GSC in advance whenever possible. **Official GSC labor forms will be included in the Exhibitor Service Manual.**

Exhibitors requiring the services of independent contractors (Exhibitor Appointed Contractors- EACs) must have prior approval of Exhibit Management and no exceptions will be made that will interfere with the orderly function or security of the exposition, or with the obligations and commitments of AHCA/NCAL. The exhibiting company is solely responsible for the actions of their appointed non-official contractors (EACs) and all Rules and Regulations herein apply to them. **All agents or representatives who are performing services, other than the Exhibitor's own employees, must provide Exhibit Management with a Certificate of Insurance.**

The Certificate of Insurance must include comprehensive general liability, business automobile liability and property damage for at least \$1,000,000 and workmen's compensation insurance with the local law.

Exhibit Management reserves the right to remove any contractor or their employees who do not comply with the Exposition Rules and Regulations. Any objectionable practices by exhibitors or suppliers should be reported to Exhibit Management immediately.

FOOD & BEVERAGE SAMPLING

The Gaylord Opryland Resort & Convention Center is the exclusive food & beverage services provider for the Expo and must approve all exhibitor sampling requests through a Food Waiver.

Exhibitor Samples & Food Promotions Requests

1. Sampling size for Food is 2 ounces and for Beverages 3 ounces.
2. Exhibitors may provide food samples if doing so is a customary part of the overall event (i.e. food shows, convenience store trade shows, culinary events, etc.).
3. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from our exclusive caterer.
4. If exhibitors want to attract attendees to their respective booth by giving away fresh popcorn, the machine and the popcorn product must be obtained from our exclusive caterer. Exhibitors are permitted to use their own serving vessels (buckets, tubs, bags) to serve the popcorn. For example, an exhibitor can provide serving vessels with their logo on them.
5. All claims by an exhibitor that the generic product they wish to provide is not offered by our caterer must be verified with the catering sales staff. If it is determined that a product is not available through our caterer, Gaylord Opryland Resort & Convention Center and the Events Services Manager will decide whether or not to allow the exhibitor to serve the product.
6. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
7. Samples of non-alcoholic beverages may be distributed on site only under the following conditions.
 - a. Samples are served for on the spot consumption
 - b. Samples sizes are three (3) ounces or less
 - c. The product is the brand name of the exhibitor or is distributed by the exhibitor
8. Service of any alcoholic beverage must be arranged through our exclusive caterer.
9. Arrangements for the receiving and storing of products approved for sampling must be coordinated through our exclusive caterer.
10. Requests to serve food and / or beverage samples outside of these parameters must be submitted in writing to the Gaylord Opryland Resort & Convention Center and the Events Services Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served (e.g. bottled water, candy, cookies, popcorn, yogurt, soda, coffee, etc.). Gaylord Opryland Resort & Convention Center will notify the exhibitor in writing whether the request is or is not Approved.
11. All such requests will be handled on a case-by-case basis. Occasionally, approval may be granted to the exhibitor for a fee.

Alcoholic Beverages

- Alcoholic beverages may be served within the facilities during certain events (e.g. dances, banquets, receptions). The Gaylord Opryland Resort & Convention Center is the exclusive provider of food and beverage catering and concessions, including alcohol.
- BYOB (Bring You Own Bottle) functions are not permitted in the facilities.
 - a) Any concerns regarding alcohol outside of these parameters need to be addressed directly with Exhibits Management and The Gaylord Opryland Resort & Convention Center. Any alcoholic beverage sampling must be authorized by Exhibits Management and The Gaylord Opryland Resort & Convention Center
 - b) Portion sizes must be of such size as to permit tasting - not to exceed 3-ounce portion.
 - c) The service or sale of alcohol to minors is prohibited by law. Alcoholic beverages will not be served to any individual less than 21 years of age or without a valid identification as proof of age.

Cooking, Appliances, and Permits:

A Cooking Permit must be completed before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within thirty (30) inches of each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in resort restrooms. Clean up arrangements must be coordinated in advance through show management. No Grease Laden Vapor is permitted.

FOOD AND BEVERAGE ITEMS MAY BE SAMPLED ONLY AND CANNOT BE SOLD

LIABILITY AND INDEMNITY

It is expressed, understood and agreed by each and every contracting exhibitor, its employees, agents, servants and representatives that neither the American Health Care Association (AHCA), National Center for Assisted Living (NCAL), nor its employees and its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. On signing the Exhibit Space Application & Contract, the exhibitor agrees to indemnify and hold harmless AHCA, NCAL, its managers, officers, members, sponsors, employees and agents, and each hotel, trade show facility, or other facility connected with the Annual Convention and Exposition from any and all liability, including claims, loss, damage to persons or property, governmental charges or fines, and attorney's fees, arising from the breach by exhibitor, its agents, servants, subcontractors or employees of any conditions of these Exposition Rules and Regulations, by reason of any condition, defect or otherwise, of any apparatus, equipment or fixtures furnished by exhibitor in connection with its exhibit, or by any intentional act, negligence, or act of omission of exhibitor, or its agents, employees, and/or subcontractors.

Security

Exhibit Management will provide security during the hours the exhibition is not operating, but the furnishing of such services shall not be construed to be any assumption of obligation nor duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability, products liability and business automobile liability coverage, with combined and single limits of liability of not less than \$1,000,000. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract worker's compensation and occupational disease insurance in full compliance with all federal and state laws and covering all of exhibitor's employees engaged in the performance of any work for the exhibitor. Exhibitor shall obtain and shall furnish upon request of the Exhibit Management a Certificate of Insurance evidencing the required insurance. All property of the exhibitor is understood to remain under its custody and control in transit to, within, and in transit from the confines of the exhibit hall.

Fire Protection

Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and to the National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Exhibit Management reserves the right to cancel all or such part of this exhibit as may be irregular. All installations are subject to approval with all local fire regulations. No combustible materials shall be stored in or around the exhibit booths. Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Approved cylinders must be approved in an upright position. Helium balloons are not allowed in any part of the facilities, either for display, for sale, or as gifts. For decoration purposes, air-filled balloons may be used. Any part of a display that does not comply with all rules, or which presents a fire or safety hazard, may be ordered removed with no liability on the part of AHCA/NCAL and solely at the expense of the exhibitor.

Open Flames, Compressed Gases, Explosives and Lasers:

The following items may not be used without prior approval of the Fire Marshal.

- A.** Use, display or storage of LPG (Propane or Butane)
- B.** Flammable Liquids of Gas
- C.** Barbeque Grills
- D.** Straw, sawdust, or wood shavings
- E.** Welding or cutting equipment for demonstration purposes
- F.** Gas fired appliances for demonstrations or cooking purposes
- G.** Salamander stoves for demonstrations or cooking purposes
- H.** Lit candles and lanterns for demonstration purposes
- I.** No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
- J.** Helium filled balloons are not allowed in the Convention Facilities. For decoration purposes, air-filled balloons may be used. The facility and show management reserve the right to remove any helium-filled balloons at Exhibitor's expense should they be brought into the hall illegally.
- K.** Hazers/Fog Machines

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Safety and Health Regulations

The Exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the facility covering fire, safety, health and all other matters. Firearms may not be used as part of an exhibit nor as a giveaway. Exhibitor will not display or bring into the exhibit any animal, bird, fish, or other nonhuman creature without the written permission of the Exhibit Management.

Repair of Damages

The Exhibitor must surrender rented space in the same condition it was at commencement of occupation. The Exhibitor or his agents shall not injure or deface any part of the building where the exposition is held, the booths or the equipment or furniture of the booth, or any property of other exhibitors or AHCA/NCAL. When such damage appears, the Exhibitor shall be liable to the owners of the property so damaged.

Severability

Any provision of this agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

Counterparts

This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original but all of which, together, shall constitute one and the same agreement.



CONVENTION MARKETING

For Convention Sponsorship and Advertising Opportunities,
please contact Vendor Relations

202.842.4444

sales@ahca.org



Table of Contents



Sharon Purvis
*Vice President,
Vendor Relations*



Chris DeSouza
*Senior Manager,
Vendor Relations*



Eric Gordon
*Manager,
Vendor Relations*



Kate McCullough
*Vendor Relations
Specialist*



Bobbie Vailes
*Marketing Associate,
Vendor Relations*

There's no better place to connect with decision makers in long term care, post acute care and assisted living for networking, education and marketing your brands. Reach administrators, clinicians and executives working in more than 12,500 centers from across the country. Whether you're a veteran to the profession or new to the market, AHCA/NCAL offers something for everyone.

During the year AHCA/NCAL gathers the profession's leaders through a variety of industry events, and those who shape the profession are hooked to *Provider Magazine*. Learn more about how you can be involved as a sponsor, member, advertiser, educator and supporter. We've outlined many of these opportunities in the following pages and look forward to working with you to help grow your business and further the profession.

To learn more, call 202.842.4444 or email sales@ahca.org

Who We Are	3	Cascades Front Window Clings	18
Membership Profile	4	Atrium Lamp Posts	19
Associate Business Member.....	5	Delta Mezzanine Banners.....	20
Executive Leadership.....	6	Delta Lobby Banners.....	21
Convention Attendee Profile.....	7	Delta Island Railing Banners HD- Designated Channel	22
Expo Hall Booth Rental	8	Custom Floor Stickers	23
Sponsorship at Convention	9	Mirror Clings.....	24
Welcome Reception.....	10	Escalator Railings	25
Closing General Session	11	Elevator Door Wraps	26
Annual Gala Dinner.....	12	Staircase Branding	27
Constituency Education	13	Delta River Boats	28
Advertising at Convention	14	Provider	29
Convention & Expo Mobile App Banners.....	15	Our Readers.....	30
Exterior Front Drive Lamp Posts.....	16	Special Print Advertising.....	31
Exterior Cascades Canopy.....	17	Editorial Calender.....	32
		Online Advertising Rates/ Specifications.....	33

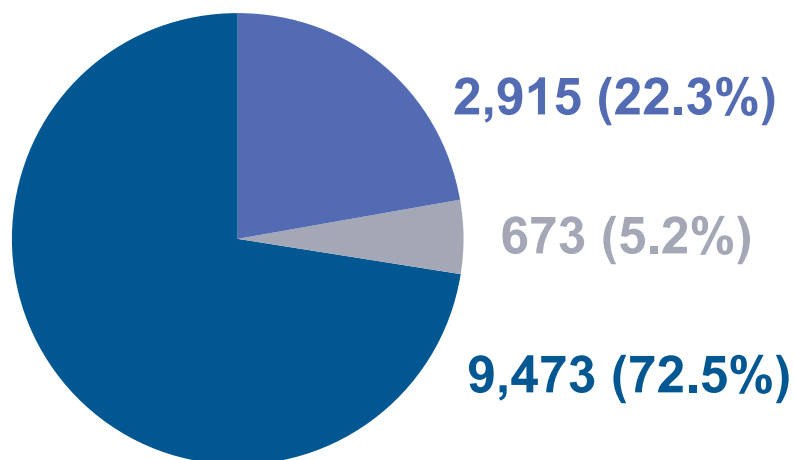
Who We Are

- Federation of 49 States and District of Columbia affiliate offices
- National headquarters located in Washington, D.C.



IMPROVING LIVES by
DELIVERING SOLUTIONS for
QUALITY CARE

Membership by Facility Type



Total: 13,061



Membership Profile

Council for Post Acute Care(CPAC):

Comprised of senior leaders from the nation's largest companies (4,000+ beds).

Regional Multifacility Council:

Comprised of senior leaders from multifacility organizations (10+ buildings).

Independent Owner Council:

Comprised of owners from across the country operating less than 10 buildings.

Not for Profit Council:

The Not for Profit (NFP) Council supports and facilitates AHCA's mission, vision and policy goals in an ongoing effort to ensure that LTC is viewed as one profession, speaking in one voice, delivering a unified message.

Senior Living Council:

Comprised of executives from the largest member organizations in the senior living care sector.

Associate Business Member

Associate Business Member

AHCA and NCAL's ABM program is designed for those companies that share a genuine interest with AHCA/NCAL in furthering the quality of long term care and are dedicated to the success of the profession.

ABMs are proud to support programs and services that bring about improvement in long term care and help to create strategies to deal with a variety of profession-related issues including revised policies and regulations, staffing shortages, Medicare and Medicaid, tort reform and quality.

ABM benefits are available according to your level of investment. Join today to receive priority placement in the exhibit hall, discounted rates on booth fees, exclusive ABM logo for letterhead in advertising or in business correspondence to identify your affiliation with AHCA/NCAL. Also, discounted rates for displaying advertising in *Provider* magazine, *Provider's* Purchasing Guide and AHCA/NCAL convention program book. **Gold** members will have one representative sit on an AHCA/NCAL Committee of your choosing and your company will be Featured ABM on our AHCA website.

Check out this month's **Featured ABM!**



ASSOCIATE BUSINESS MEMBER

PARTNERS IN LONG TERM CARE

AHCA
AMERICAN HEALTH CARE ASSOCIATION

NCAL
NATIONAL CENTER FOR ASSISTED LIVING

Executive Leadership Partner

AHCA/NCAL is proud to recognize business affiliates supporting the association's marketing programs in excess of **\$100,000 annually**. Executive Leadership Partners are recognized in various communications and events including:

- Invitation to the Executive Leadership Reception – October 2016. Invited guests include AHCA Board of Governors, NCAL Board of Directors, CPAC provider members, Regional Multifacility CEO Council members, Independent Owner Chairs.
- Executive Leadership Partner ribbons at all AHCA/NCAL events where partners are sponsors or in attendance.
- Use of 2016 Executive Leadership Partner logo.
- Executive Leadership Partner booth decal at the Convention & Expo.
- Thank you and recognition advertisement in the Annual Convention & Expo Program.



EXECUTIVE LEADERSHIP PARTNER

Convention Attendee Profile

Capture the attention of more than 3,000 long term care professionals during the annual 4-day event!

This is the event long term and post-acute care professionals have been waiting for. Be seen amongst the who's who of the industry from administrators, directors of nursing, clinical supervisors, quality control managers, facility owners and C-level executives who make business decisions for their companies.

PURCHASING RESPONSIBILITY

APPROVE/MAKE
PURCHASING DECISIONS



INFLUENCE/RECOMMEND
PRODUCTS/SERVICES
FOR CENTER





Expo Hall Booth Rental

October 17-18, 2016

Gaylord Opryland Convention Center

Reserve Your Space Today!

Attendees are ready to do business! Meet them in the expo hall to showcase the latest and greatest in healthcare technologies, services, and solutions in order to help improve long term and post-acute care. As an exhibitor you'll meet vital contacts in a national marketplace... administrators, directors of nursing, clinical supervisors, quality control managers and including facility owners and C-level executives who make business decisions for their companies.

Booth Reservations

- 10ft x 10ft
- 3 complimentary booth personnel registrations
- Complimentary brunch for each registered personnel

Access to Events

Attendance to the following non-ticketed events:

- Welcome Reception
- Hospitality Hop
- Keynote speakers
- Educational sessions

Additional Exhibitor Benefits

- Pre-convention attendee mailing list available 9/16/2016
- Company listing in the Annual Purchasing Guide (post-convention)
- Pre/Post convention promotion on the **virtual expo hall** floor plan

**Companies spending \$50,000+ in 2016 AHCA/NCAL marketing programs are invited to reserve booth space in the VIP section, in the front of the Expo Hall*

Sponsorship **AT CONVENTION**

The following opportunities are networking events



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high red and plum back drape, 3' high plum side dividers and booths 300 sq. ft. or less will receive a 7" x 44" one line identification sign. Booths larger than 300 sq. ft. may receive a one line identification sign upon request.

EXHIBIT HALL CARPET

The VIP exhibit area will be carpeted in black. All other areas will be carpeted in gray.

Show management requires that booths have floor covering.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by September 26, 2016

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Sunday	October 16, 2016	8:00 AM - 5:00 PM
Monday	October 17, 2016	8:00 AM - 10:00 AM

EXHIBIT HOURS

Monday	October 17, 2016	11:30 AM - 3:00 PM
Tuesday	October 18, 2016	11:00 AM - 2:00 PM

EXHIBITOR MOVE-OUT

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

Tuesday	October 18, 2016	2:00 PM - 9:00 PM
Wednesday	October 19, 2016	8:00 AM - 12:00 PM

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, October 19, 2016 at 12:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, October 19, 2016 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

1701 Lebanon Pike Circle
 Nashville, TN 37210
 Tel. (615) 884-5785 Fax (469) 621-5615
 FreemanNashvilleES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International
 Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by September 26, 2016. Using the enhanced Freeman Online, 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 Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

If you need assistance with Freeman Online please call our Customer Support Center Monday through Friday 8:00AM - 6:00PM at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
AHCA / NCAL 67th ANNUAL CONV & EXPO
 C/O FREEMAN
 1701 LEBANON PIKE CIRCLE
 NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Thursday, September 15, 2016, at the above address. Material arriving after October 10, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (615) 884-5785

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
AHCA / NCAL 67th ANNUAL CONV & EXPO
 C/O FREEMAN
 GAYLORD OPRYLAND RESORT & CONV CTR
 2815 OPRYLAND DR
 NASHVILLE, TN 37214

Freeman will receive shipments at the exhibit facility beginning Sunday, October 16, 2016 at 8:00 AM. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (615) 884-5785

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.

LABOR INFORMATION

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

ATTENTION: COST SAVING INFORMATION

It is recommended to ship all small packages to the warehouse address above to avoid delays and additional charges from Gaylord Opryland Resort & Convention Center's receiving company FedEx Office. If shipping to show site, packages cannot arrive prior to the first day of exhibitor move-in and should be addressed to the show site address above. FedEx Office prices for small package receiving (i.e. UPS, Federal Express, etc.) in addition to published Freeman material handling rates are as follows:

0.0 - 1.0 LBS \$0.00 PER BOX	
1.1 - 10 LBS \$10.00 PER BOX	40.1 - 50 LBS \$25.00 PER BOX
10.1 - 20 LBS \$15.00 PER BOX	50.1 - 60 LBS \$25.00 PER BOX
20.1 - 30 LBS \$20.00 PER BOX	60.1 + \$25.00 PER BOX
30.1 - 40 LBS \$25.00 PER BOX	Crate/Pallet \$150.00

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785 Monday through Friday 8:00AM - 5:00PM.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by September 26, 2016.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (615) 884-5785 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

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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 (318983) on your remittance.

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

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

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?318983>

FREEMAN method of payment

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016

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 **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (318983)

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

PAYMENT TERMS

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

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.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

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 a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman 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.

Freeman

TRANSPORTATION COMPLETE



Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & 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
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

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

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



F R E E M A N
INNOVATION DEDICATED TO YOUR BRAND

FREEMAN EXHIBIT TRANSPORTATION CARAVAN



FROM:

AHCA / NCAL 67th ANNUAL CONVENTION & EXPO

October 16-19, 2016
Gaylord Opryland Resort & Convention Center
Nashville, TN

TO:

2016 LEADINGAGE ANNUAL MEETING & EXPO

October 30 – November 2, 2016
Indianapolis Convention Center
100 S. Capitol Ave
Indianapolis, IN 46225

To get your shipment on board the caravan, see your Freeman transportation representative at the AHCA/NCAL 67TH ANNUAL or call 1-800-995-3579.

- Save money through consolidation of your shipments with other exhibitor shipments on the same caravan
- Your entire shipment will arrive on time and secure
- Your shipment will deliver direct to the Indianapolis Convention Center
- Full on-site supervision from move-in to move-out, constant monitoring of all shipments
- Take advantage of more marketing spend by signing up for this caravan
- Pre-printed shipping labels and Material Handling Agreement

Weight	Ground Rates
1 – 999 lbs	\$0.88 per lb
1000 – 1999 lbs	\$0.75 per lb
2000 – 2999 lbs	\$0.62 per lb
3000 lbs & Over	See Freeman Transportation Representative for Quote

***NOTE: Minimum charge: \$150.00; fuel surcharge to be applied at time of shipment.**

EMAIL: exhibit.transportation@freemanco.com

EXHIBIT transportation



There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.



Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.



Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.

EXHIBIT TRANSPORTATION **services**

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

questions?

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

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

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

F R E E M A N

F R E E M A N

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

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
AHCA / NCAL 67th ANNUAL CONV & EXPO
C/O: FREEMAN
1701 LEBANON PIKE CIRCLE
NASHVILLE, TN 37210
MUST BE DELIVERED BY OCTOBER 10, 2016
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
AHCA / NCAL 67th ANNUAL CONV & EXPO
C/O: FREEMAN
GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR
NASHVILLE, TN 37214
CANNOT BE DELIVERED BEFORE OCTOBER 16, 2016

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value \$ _____
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

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

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

SHOW # (318983) _____

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 repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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.

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.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and 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 identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) **WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR;** (b) **EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND;** (c) **EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

8. 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.

9. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

10. **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.

11. **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.

12. **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.

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered 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.
(See definitions on back)
- 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.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 81.00	162.00
Special Handling Shipment.....	\$105.50	211.00
Carpet and/or Pad Only Shipment.....	\$121.50	243.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 74.25	148.50
Special Handling Shipment.....	\$ 96.75	193.50
Uncrated or Pad Wrapped Shipment.....	\$ 111.50	223.00
Carpet and/or Pad Only Shipment.....	\$ 111.50	223.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

*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 Deadline.....	\$ 20.25	40.50
Show Site Shipment after Deadline.....	\$ 18.75	37.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 18.75	37.50
Special Handling Shipment.....	\$ 24.25	48.50
Uncrated or Pad Wrapped Shipment.....	\$ 28.00	56.00
Carpet and/or Pad Only Shipment.....	\$ 28.00	56.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment.....	\$ 18.75	37.50
Special Handling Shipment.....	\$ 24.25	48.50
Uncrated or Pad Wrapped Shipment.....	\$ 28.00	56.00
Carpet and/or Pad Only Shipment.....	\$ 28.00	56.00

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

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 162.00

52 lbs. charged @ 200 lbs. \$ 162.00

65 lbs. charged @ 200 lbs. \$ 162.00 = \$486.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$162.00

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

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

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

NAME OF SHOW: AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

SPOTTING FEE

MOBILE UNITS* \$ 190.00 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 190.00 PER UNIT (Round Trip)

***NOTE:** Mobile units will be assessed the "one time" spotting charge listed above in addition to a one hour forklift/operator charge each way, (See Material Handling Equipment Labor form) for unloading and loading. Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____



Will you require a crane or forklift? _____

(*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements: _____

Who should we contact if we need more information? _____

FREEMAN mobile units/motorized vehicles

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

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

NAME OF SHOW: AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

PRIVATELY OWNED VEHICLE CART SERVICE

Privately Owned Vehicle Cart Service Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate: \$139.50 per trip

Service to include:

- Unloading and delivery of exhibit materials from the dock to the booth.
- Storage of empty containers during show hours and return of crates and containers at end of show.
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle

Exhibitors will need to complete the Method of Payment form and provide a credit card at the time of service.

Exhibitors who require this service must check in at the designated Cart service area.

PLEASE CHECK DESIRED SERVICE:

Inbound
Approximate number of pieces: _____
Move-In day you will require this service: _____

Outbound
Approximate number of pieces: _____

The above rates and procedures apply **ONLY** to passenger size vehicles. **NO** trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers. Freeman personnel will determine what constitutes a cartload.



GAYLORD OPRYLAND
RESORT & CONVENTION CENTER

Nashville

Opryland Complex Dock Map

Dock/Ramp Location Legend

- Ryman C Loading Dock**
2815 Opryland Drive, Nashville, TN 37214
- Delta Ramp**
2814-B Opryland Drive, Nashville, TN 37214
- Presidential Ramp**
2814-A Opryland Drive, Nashville, TN 37214
- Ryman B Loading Dock**
2816 Opryland Drive, Nashville, TN 37214
- Tennessee Loading Ramp**
- Marshalling Yard**
OpryMills Drive



General Jackson

Opry Mills Drive

Opry Mills Mall

Opry Bus Parking

Grand Ole Opry Museum
Acuff Theater

Grand Ole Opry House

DELTA RAMP
2814-B Opryland Drive
Nashville, TN 37214

RYMAN C LOADING DOCK
2815 Opryland Drive
Nashville, TN 37214

RYMAN B LOADING DOCK
2816 Opryland Drive
Nashville, TN 37214

PRESIDENTIAL RAMP
2814-A Opryland Drive
Nashville, TN 37214

TENNESSEE LOADING RAMP

Briley Parkway (Hwy 155)

Rev. 08.12.08

Cumberland River

McGavock Pike

To Opry Mills, General Jackson

Hotel Main Entrance

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

Gaylord Opryland Resort & Convention Center

Delta Valet Lot

Cascades Valet Lot

Bus Parking

Radisson

Marshalling Yard

Lot "A"

Lot "B"

Engineering

Commissary

Opry Storage

Old Satellite Facility

Green Houses

La Petite

Laundry

ESP

SSC

Rental Spaces

DOCK 4 LOADING DOCK

C1 C2 C3 C4 C5 C6

G1 G2 G3

E1 E2 E3 E4 E5

Trans

Pavilion

B1 B2 B3 B4

E1 E2 E3 E4 E5

Trans

Radisson

Hotel Main Entrance

To Opry Mills, General Jackson

McGavock Pike

Exit 12

To Exit 11, OpryMills Dr

P3 P2 P1

Mag Valet Lot

F R E E M A N

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND 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.

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 P.M. 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, please return the Material Handling Agreement to the Exhibitor Services 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: SEPTEMBER 15, 2016

RECEIVING DATE BEGINS: SEPTEMBER 15, 2016

DEADLINE DATE IS: OCTOBER 10, 2016

DEADLINE DATE IS: OCTOBER 10, 2016

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

NASHVILLE, TN 37210

WAREHOUSE

WAREHOUSE

AHCA / NCAL 67th ANNUAL CONV &

EVENT: _____
EXPO

AHCA / NCAL 67th ANNUAL CONV &

EVENT: _____
EXPO

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

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

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 16, 2016

CANNOT DELIVER BEFORE OCTOBER 16, 2016

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR

NASHVILLE, TN 37214

C/O: FREEMAN
GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR

NASHVILLE, TN 37214

SHOW SITE

SHOW SITE

AHCA / NCAL 67th ANNUAL CONV & EXPO
EVENT: _____

AHCA / NCAL 67th ANNUAL CONV & EXPO
EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 26, 2016**

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME: _____ BOOTH #: _____

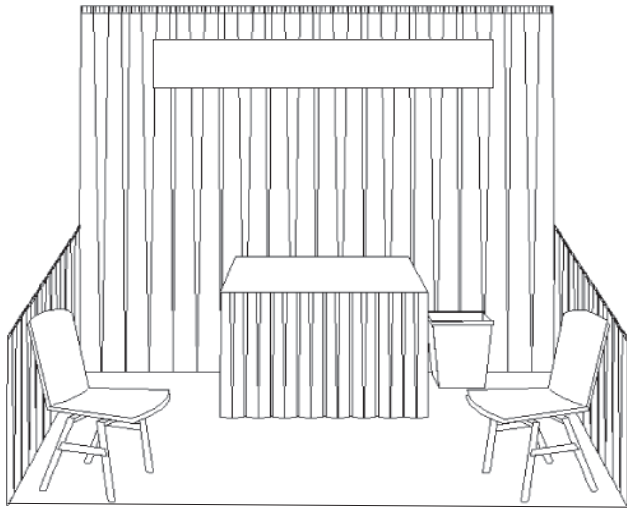
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

The following special booth package is being made available to exhibitors for ease in ordering furnishings for your exhibit space at AHCA / NCAL 67th Annual Convention and Expo. If this package does not meet your requirements, please order items separately from the Furnishings & Carpet order forms. This package must be ordered prior to the show, by the deadline above. Orders will not be accepted after the deadline or on-site and no substitutions are allowed.

- Each 10' x 10' package includes:
- 8' high plum & red back drape
 - 3' high red side drape
 - (1) 9' gray booth carpet
 - (1) 6' white draped table
 - (2) Limerick chairs
 - (1) wastebasket
 - (1) 7" x 44" one line ID sign
- NO SUBSTITUTIONS ARE ALLOWED**



Discount Price
 \$406.00

The following applies to package booths:

- Single 10' x 10' booths only
- Advance orders only; packages not available after deadline or on-site
- No Substitutions
- Cleaning and padding should be ordered separately
- Full payment must be received when order is placed. Include the Freeman Method of Payment form with you order

Cancellation Policy & Deadline Date:

Packages cancelled after September 26th will not be refundable.

The package will not be offered after September 26, 2016

Booth size _____ x _____
 Sub-Total _____ + Tax(9.25%) _____ =TOTAL _____

FREEMAN booth packages



FURNISHING essentials 2

seating

When it comes to basic seating needs, look no further than Freeman. Our well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series

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

diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 3)

black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



tables

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

pedestal tables

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

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



display

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

draped or undraped table counters

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



tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

counters (42" height)

Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

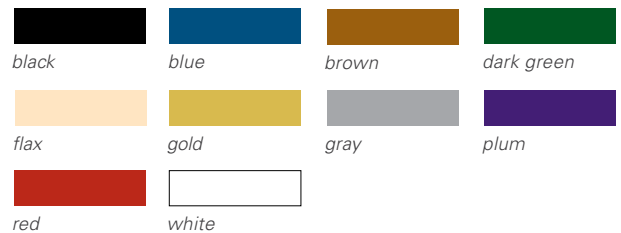


Table-top risers are also available in a variety of sizes. See order form for details.

display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display counter

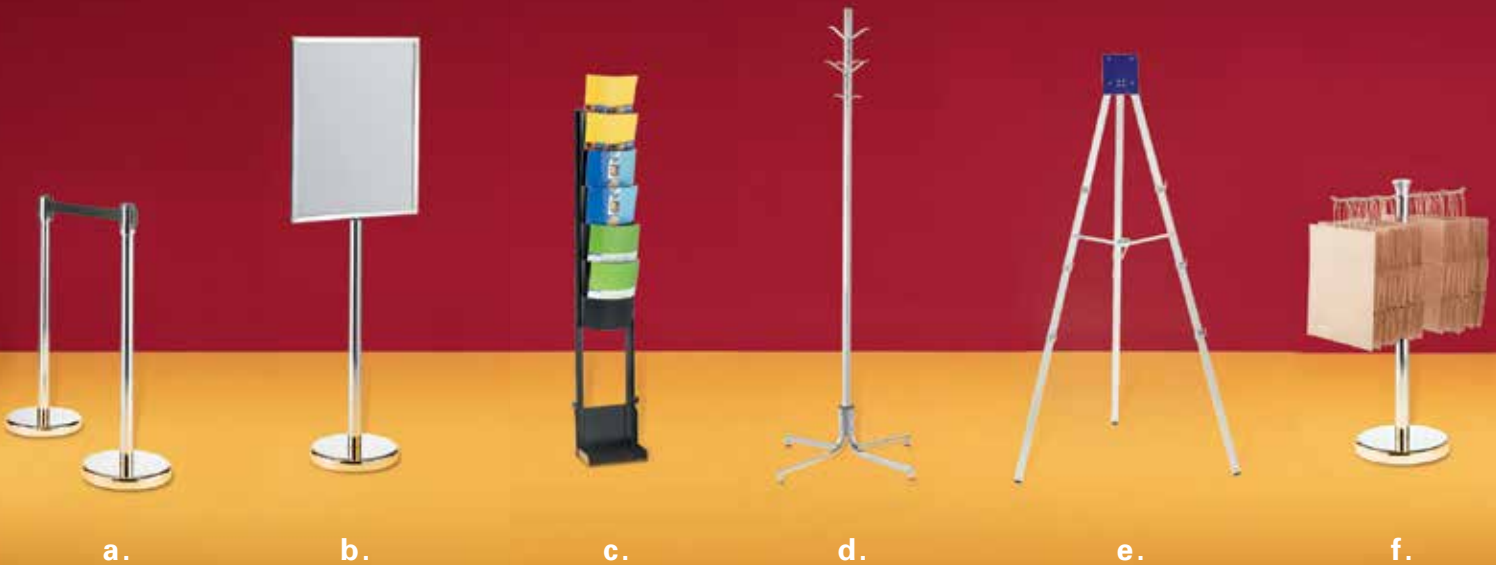
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. flat literature rack

10"W 55"H – N750136

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

e. chrome easel

C220134

d. chrome coat tree

C220109

f. chrome bag rack

C220110

special draping

(not pictured)

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

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484



small refrigerator*

19"W 19"L 34"H – N75057



**corrugated
wastebasket**

C220106



wastebasket

Wastebasket color may vary.

C220107



**Note: Electrical power must be ordered separately.*

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210

Ph: 615-884-5785 • Fax: 469-621-5615
FreemanNashvilleES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016**

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

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

CHAIRS

_____	N71092	Diva Counter Stool.....	\$218.50	\$240.35	\$305.90	_____
_____	N71091	Diva Chair.....	\$195.30	\$214.85	\$273.40	_____
_____	N71048	Gray Gaslift Stool w/Arms...	\$246.70	\$271.35	\$345.40	_____
_____	N71047	Gray Gaslift Stool.....	\$232.00	\$255.20	\$324.80	_____
_____	N71046	Gray Gaslift Chair w/Arms...	\$211.10	\$232.20	\$295.55	_____
_____	N71045	Gray Gaslift Chair.....	\$174.85	\$192.35	\$244.80	_____
_____	N71089	Black Diamond Side Chair .	\$110.30	\$121.35	\$154.40	_____
_____	N71090	Black Diamond Armchair.....	\$128.65	\$141.50	\$180.10	_____
_____	N71088	Black Diamond Stool.....	\$160.25	\$176.30	\$224.35	_____
_____	C210108	Limerick® Chair by Herman Miller.....	\$61.50	\$67.65	\$86.10	_____
_____	C210109	Limerick® Stool by Herman Miller.....	\$102.85	\$113.15	\$144.00	_____

TABLES

_____	C115103	Studio Black Cocktail Table .	\$110.05	\$121.05	\$154.05	_____
_____	C115104	Studio Black End Table	\$82.05	\$90.25	\$114.85	_____

Pedestal Tables - SoHo Series

_____	N72066	Black-Top Mini 18"H x 18"W.....	\$131.50	\$144.65	\$184.10	_____
_____	N72069	Black-Top Cafe 30"H x 24"W.....	\$197.65	\$217.40	\$276.70	_____
_____	N72070	Black-Top Bistro 42"H x 24"W ..	\$197.65	\$217.40	\$276.70	_____
_____	N72067	Black-Cafe Table 30"H x 36"W ..	\$197.65	\$217.40	\$276.70	_____
_____	N72068	Black-Bistro Table 42"H x 36"W ..	\$197.65	\$217.40	\$276.70	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

_____	N72063	Cafe Table 30"H x 30"W	\$178.55	\$196.40	\$249.95	_____
_____	N72064	Cafe Table 30"H x 36"W.....	\$178.55	\$196.40	\$249.95	_____
_____	N720163	Bistro Table 42"H x 30"W	\$178.55	\$196.40	\$249.95	_____
_____	N720164	Bistro Table 42"H x 36"W	\$178.55	\$196.40	\$249.95	_____

DISPLAY FURNITURE

_____	N72056	Display Counter	\$355.75	\$391.35	\$498.05	_____
_____	N75079	Orion Computer Kiosk	\$399.45	\$439.40	\$559.25	_____
_____	N75030	Black Display Cube/Small ...	\$221.55	\$243.70	\$310.15	_____
_____	N75031	Black Display Cube/Med.....	\$239.70	\$263.65	\$335.60	_____
_____	N75032	Black Display Cube/Large ...	\$275.70	\$303.25	\$386.00	_____
_____	N75020	Black Display Cylinder/Low ..	\$223.05	\$245.35	\$312.25	_____
_____	N75021	Black Display Cylinder/Med..	\$259.15	\$285.05	\$362.80	_____
_____	N75022	Black Display Cylinder/High .	\$296.85	\$326.55	\$415.60	_____

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

DISPLAY FURNITURE (continued)

Draped Tables - Tables are 24" wide

- Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

_____	C130330	Draped Table 3'L x 30"H.....	\$95.65	\$105.20	\$133.90	_____
_____	C130430	Draped Table 4'L x 30"H.....	\$108.20	\$119.00	\$151.50	_____
_____	C130630	Draped Table 6'L x 30"H.....	\$133.40	\$146.75	\$186.75	_____
_____	C130830	Draped Table 8'L x 30"H.....	\$156.40	\$172.05	\$218.95	_____
_____	C12404630	4th Side Drape 6' x 30"H ...	\$50.85	\$50.85	\$71.20	_____
_____	C12404830	4th Side Drape 8' x 30"H ...	\$50.85	\$50.85	\$71.20	_____
_____	C130342	Draped Counter 3'L x 42"H..	\$141.65	\$155.80	\$198.30	_____
_____	C130442	Draped Counter 4'L x 42"H..	\$161.75	\$177.95	\$226.45	_____
_____	C130642	Draped Counter 6'L x 42"H..	\$177.85	\$195.65	\$249.00	_____
_____	C130842	Draped Counter 8'L x 42"H..	\$196.00	\$215.60	\$274.40	_____
_____	C12404642	4th Side Drape 6' x 42"H....	\$50.85	\$50.85	\$71.20	_____
_____	C12404842	4th Side Drape 8' x 42"H....	\$50.85	\$50.85	\$71.20	_____

Undraped Tables - Tables are 24" wide

_____	C131330	Undraped Table 3'L x 30"H....	\$35.45	\$39.00	\$49.65	_____
_____	C131430	Undraped Table 4' x 30"H.....	\$43.00	\$47.30	\$60.20	_____
_____	C131630	Undraped Table 6'L x 30"H....	\$50.85	\$55.95	\$71.20	_____
_____	C131830	Undraped Table 8'L x 30"H....	\$59.30	\$65.25	\$83.00	_____
_____	C131342	Undraped Counter 3'L x 42"H	\$77.95	\$85.75	\$109.15	_____
_____	C131442	Undraped Counter 4'L x 42"H	\$86.30	\$94.95	\$120.80	_____
_____	C131642	Undraped Counter 6'L x 42"H	\$95.05	\$104.55	\$133.05	_____
_____	C131842	Undraped Counter 8'L x 42"H	\$105.05	\$115.55	\$147.05	_____

Table Top Corrugated Risers

_____	C1504100	Black 4'L x 7"H Corrugated Riser	\$30.15	\$33.15	\$42.20	_____
_____	C1504101	White 4'L x 7"H Corrugated Riser	\$30.15	\$33.15	\$42.20	_____
_____	C1506100	Black 6'L x 7"H Corrugated Riser	\$35.30	\$38.85	\$49.40	_____
_____	C1506101	White 6'L x 7"H Corrugated Riser	\$35.30	\$38.85	\$49.40	_____
_____	C1508100	Black 8'L x 7"H Corrugated Riser	\$40.70	\$44.75	\$57.00	_____
_____	C1508101	White 8'L x 7"H Corrugated Riser	\$40.70	\$44.75	\$57.00	_____

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

FREEMAN furnishing essentials 2

**Take advantage of the Online price
by ordering at www.freemanco.com/store
before SEPTEMBER 26, 2016**

NAME OF SHOW:

AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Table Top Corrugated Risers						
_____	C1504200	Black 4'L x 14"H Corrugated Riser	\$46.10	\$50.70	\$64.55	_____
_____	C1504201	White 4'L x 14"H Corrugated Riser	\$46.10	\$50.70	\$64.55	_____
_____	C1506200	Black 6'L x 14"H Corrugated Riser	\$56.40	\$62.05	\$78.95	_____
_____	C1506201	White 6'L x 14"H Corrugated Riser	\$56.40	\$62.05	\$78.95	_____
_____	C1508200	Black 8'L x 14"H Corrugated Riser	\$66.70	\$73.35	\$93.40	_____
_____	C1508201	White 8'L x 14"H Corrugated Riser	\$66.70	\$73.35	\$93.40	_____

ACCESSORIES						
_____	C220121	Chrome Stanchion w/belt	\$79.75	\$87.75	\$111.65	_____
_____	C220118	Chrome Sign Holder	\$93.40	\$102.75	\$130.75	_____
_____	N750135	Round Literature Rack	\$203.60	\$223.95	\$285.05	_____
_____	N750136	Flat Literature Rack	\$159.75	\$175.75	\$223.65	_____
_____	C220109	Chrome Coat Tree	\$50.85	\$55.95	\$71.20	_____
_____	C220134	Chrome Easel	\$53.05	\$58.35	\$74.25	_____
_____	C220110	Chrome Bag Rack	\$89.40	\$98.35	\$125.15	_____
_____	C220107	Wastebasket	\$21.40	\$23.55	\$29.95	_____
_____	C220106	Corrugated Wastebasket	N/A	N/A	N/A	_____
_____	N75057	Small Refrigerator	\$384.25	\$422.70	\$537.95	_____
_____	N74082	File Cabinet/2 Drawer	\$133.75	\$147.15	\$187.25	_____
_____	N74081	File Cabinet/4Drawer	\$175.60	\$193.15	\$245.85	_____
_____	C10201484	Bulletin Board	\$228.80	\$228.80	\$291.20	_____

Special Drape									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Dark 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.)	\$12.05	\$13.25	\$16.85	_____			
_____	12108	Special Drape 8'H (per ft.)	\$18.15	\$19.95	\$25.40	_____			

TOTAL COST		
Sub-Total _____	+ Tax (9.25%) _____	= _____

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

FREEMAN furnishing essentials 2

Take advantage of the Online price
by ordering at www.freemanco.com/store
before **SEPTEMBER 26, 2016**



SELECT furnishings2

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.

naples



chair

Black Leather

36" L 30" D 28" H – 810119

Powered options available



loveseat

Black Leather

62" L 30" D 28" H – 830120

Powered options available



sofa

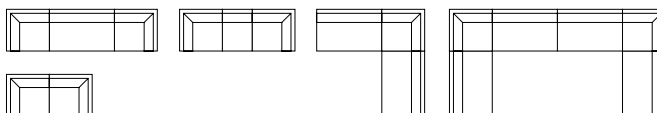
Black Leather

87" L 30" D 28" H – 830119

Powered options available

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



sofa

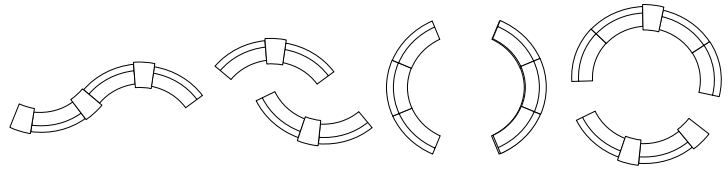
Black Leather

48" L 24" D 28" H – 830116

See pages 15 and 16 for all Powered options.

south beach

possible configurations



sofa

Platinum Suede
69" L 29" D 33" H – 8301



ottoman

Platinum Suede
25" L 31" D 18" H – 8151

key largo



loveseat

Black Fabric
57" L 35" D 34" H – 830950



sofa

Black Fabric
79" L 35" D 34" H – 830951



chair

Black Fabric
35" L 35" D 34" H – 810950

seating



allegro

chair

Blue Fabric
36"L 34.5"D 30"H – 81019

sofa

Blue Fabric
73"L 34.5"D 29.5"H – 83015



fairfax

chair

White Vinyl/Brushed Metal
27"L 26"D 30"H – 810949

sofa

White Vinyl/Brushed Metal
62"L 26"D 30"H – 830949



tangiers

chair

Beige Fabric
34"L 37"D 36"H – 810118

sofa

Beige Fabric
78"L 37"D 36"H – 830118



roma

chair

White Vinyl
37"L 31"D 33"H – 81020
⚡ Powered options available

sofa

White Vinyl
78"L 31"D 33"H – 83016
⚡ Powered options available



⚡ See pages 15 and 16 for all Powered options.

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

Black Leather – 815123

White Leather – 815122

34" L 34" D 15" H



endless curved ottoman

White Leather – 815953

Black Leather – 815952

60.5" L 37.5" D 15" H



ottoman bench

Black Leather – 815121

White Leather – 815120

60" L 20" D 18" H



leather cube

Black Leather – 81512

White Leather – 81511

17" L 17" D 18" H



edge LED cube ottoman*

High Density Plastic

20" L 20" D 20" H – 81526

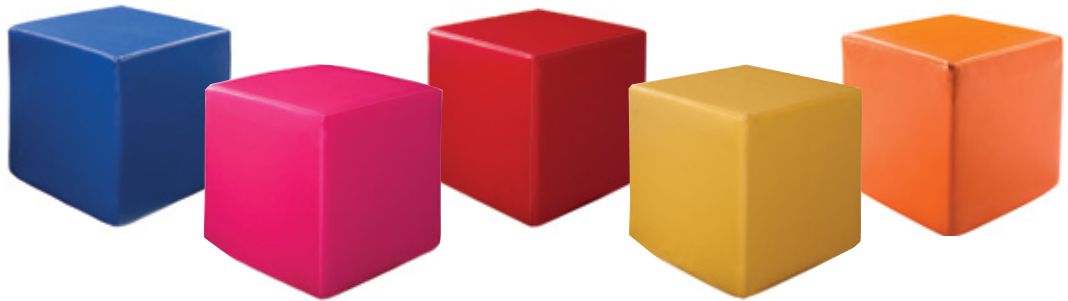


*Electrical power must be ordered separately.

ottomans

vibe cube

Blue Vinyl – 81518
 Pink Vinyl – 81520
 Red Vinyl – 81519
 Yellow Vinyl – 81517
 Orange Vinyl – 81525
 18”L 18”D 18”H



occasional chairs

madrid chair

Black Leather/Chrome
 30”L 30”D 31”H – 8102



madrid chair

White Leather/Chrome
 30”L 30”D 31”H – 810816



meeting chair

White Vinyl – 810948
 Espresso Bonded Leather – 810835
 Taupe Microfiber – 810836
 25.5”L 23.5”D 34”H



occasional chairs

tub chair

Black Fabric

31"L 31"D 31"H – 8103



madden chair

Light Gray Vinyl

27"L 32"D 33"H – 810843



ICE side chair

Transparent

17.25"L 20"D 32"H – 810814



fusion chair (white/black)

White/Black High Density Plastic

19"L 21"D 32"H – 810838



christopher chair

White Vinyl/Chrome

17"L 19"D 35"H – 810846



rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



occasional chairs

razor armless chair

White High Density Plastic
15.38" L 15.5" D 30.5" H – 810837



new york chair

Onyx/Maple Wood/Chrome
23" L 32" D 33" H – 81090



swanson chair

White Vinyl
28" L 25" D 18" H – 810875



berlin stack chair

White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18" L 22" D 32" H



wendy chair

Clear Acrylic
15" L 19.7" D 35.8" H – 810847



conference chairs

labrea chair

Charcoal Gray Fabric
35" L 27" D 40" H – 810874



altura junior executive chair

Black Fabric
25" L 25" D 37" H
Adjustable – 81073



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25" L 20" D 34" H - 81063



luxor executive chair

Black Leather
27" L 28" D 47" H
Adjustable - 810807



pro executive mid back chair

White Vinyl
24" L 22" D 40" H - 810945



pro executive guest chair

Black Vinyl
24" L 22" D 36" H - 810947



pro executive high back chair

White Vinyl - 810844
Black Vinyl - 810946
25" L 24" D 48" H

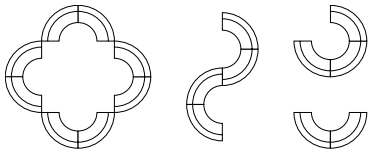


bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

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

Black Vinyl – 33010
Blue Ultra Suede – 3309
Red Vinyl – 33042
White Vinyl – 33043
21"L 21"D 33"H



bars & barstools

banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



jetson barstool

Black Vinyl/Black Steel

18" L 19" D 29" H – 810706



zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15" L 17" D 31-35" H



christopher barstool

White

19" L 15" D 41" H – 810848



ICE barstool

Transparent/Chrome Legs

16.75" L 16" D 37.75" H – 810815



shark swivel barstool

White Plastic/Chrome

22" L 19" D 34-44" H

Adjustable – 810202



rustique barstool

Gunmetal

13" L 13" D 30" H – 810839



gin barstool

Maple Wood/Chrome

16" L 16" D 29" H – 810505



oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



tables

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

occasional end & cocktail tables



inspiration

end table

Tempered Glass/Painted Steel
24" L 28" D 22" H – 82023

table

Tempered Glass/Painted Steel
42" L 28" D 18" H – 82022



geo

end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26" L 26" D 20" H

table

Glass/Black Steel – 82024
Glass/Chrome – 82034
50" L 22" D 16" H



silverado

end table

Tempered Glass/Painted Steel
24" Round 22" H – 82015

table

Tempered Glass/Painted Steel
36" Round 17" H – 82014




sydney

end table


Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27" L 23" D 22" H

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48" L 26" D 18" H

 Powered options available



 See pages 15 and 16 for all Powered options.

occasional end & cocktail tables



oliver

end table

Walnut Finish
22" Round 22"H – 82088

table

Walnut Finish
47"L 27"D 19"H – 82087



regis

end table

Brushed Metal
16"L 15.5"D 16.5"H – 82075

bench/table

Brushed Metal
47"L 15.5"D 16"H – 82074



geo square-round table

Glass/Black Steel – 82043

Glass/Chrome – 82044

42"L 42"D 29"H



candy table

White Plastic/Black Laminated Top

18"L 18"D 18"H – 82056



aura round table

White Metal

15" Round 22"H – 820844



edge LED cube table*

White Plastic/Clear Acrylic Top

20"L 20"D 20"H – 82057



*Electrical power must be ordered separately.

conference tables

nova white oval table

White Laminate/Chrome
71"L 35.5"D 29"H – 82060



geo conference table

Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H



manhattan table

Glass/Black Steel
42" Round 29"H – 82033



communal table (maple with grommets)

Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059



communal table (maple)

Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068



communal table (white)

Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066



8' rectangular conference table

Granite
96"L 46"D 29"H – 820115



6' oval conference table

Graphite Nebula
72"L 42"D 29"H – 820203



42" round white conference table

White Laminate
42" Round – 820708



office

madison desk

Gray Acajou

30" L 60" D 29" H – 84075



madison bookcase

Gray Acajou

12" L 36" D 72" H – 84078



madison credenza

Gray Acajou

20" L 60" D 29" H – 84077



computer desk / table

work desk

White Laminate

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707





All powered options will have an adapter included with rental.
Additional adapters can be ordered separately.

powered seating

naples chair, powered*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



naples loveseat, powered*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



naples sofa, powered*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



roma chair, powered*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



roma sofa, powered*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



*Electrical power must be ordered separately.

powered tables

G30 cocktail table, powered*

White Top
72" L 26" D 18" H – 82070



G30 café table, powered*

White Top
72" L 26" D 30" H – 82071



G30 bar table, powered*

White Top
72" L 26" D 42" H – 82072



tech desk with 3 drawer file cabinet, powered*

Black Metal - 84083
Desk Only - 84084
60" L 30" D 30" H



sydney cocktail table, powered*

Black Laminate/Brushed Steel – 82076
White Laminate/Brushed Steel – 82073
48" L 26" D 18" H



powered product pedestals

powered locking pedestal, 36"

Black – 85060
White – 85061
24" L 24" D 36" H

powered locking pedestal, 42"

Black – 85062
White – 85063
24" L 24" D 42" H



power panel detail



adapters

4-way charging adapter*

Black – 850800
White – 850801
36" L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.



*Electrical power must be ordered separately.

storage

3 drawer file cabinet on castors


16" L 20" D 28" H – 84080



locking door pedestal

Black Laminate

24" L 24" D 42" H – 85078

 Powered options available



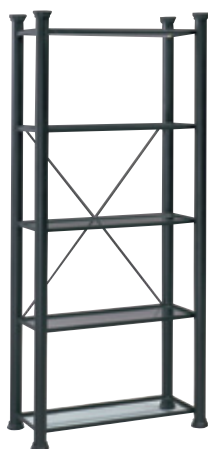
product display

etagere

Black – 850604

Pewter – 850605

30" L 16" D 70" H



refrigerator

refrigerator*

White

14.0 cubic feet

20" L 30" D 65" H – 8503001



lighting

mason table lamp*

White/Brushed Silver

16" Round 26" H – 850707



mason floor lamp*

White/Brushed Silver

18" Round 55" H – 850708



*Electrical power must be ordered separately.

 See pages 15 and 16 for all Powered options.

tablet stand

mobile tablet stand

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 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625"L 1.1"D 11.325"H



wireless printer holder*

Black – 850712

3.3"L 1.9"D 5.28"H



charging shelf*

Black – 850713

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210

Ph: 615-884-5785 • Fax: 469-621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
_____	810119	Chair	\$430.00	\$473.00	\$602.00	\$ _____
_____	830120	Loveseat	\$578.00	\$635.80	\$809.20	\$ _____
_____	830119	Sofa	\$640.00	\$704.00	\$896.00	\$ _____
Heathrow Group - Black Leather						
_____	810116	Armless Chair	\$326.00	\$358.60	\$456.40	\$ _____
_____	810117	Corner Chair	\$380.00	\$418.00	\$532.00	\$ _____
_____	830116	Sofa	\$552.00	\$607.20	\$772.80	\$ _____
South Beach Group - Platinum Suede						
_____	8301	Sofa	\$560.00	\$616.00	\$784.00	\$ _____
_____	8151	Ottoman	\$246.00	\$270.60	\$344.40	\$ _____
Key Largo Group - Black Fabric						
_____	830950	Loveseat	\$454.00	\$499.40	\$635.60	\$ _____
_____	830951	Sofa	\$502.00	\$552.20	\$702.80	\$ _____
_____	810950	Chair	\$350.00	\$385.00	\$490.00	\$ _____
Allegro Group - Blue Fabric						
_____	81019	Chair	\$442.00	\$486.20	\$618.80	\$ _____
_____	83015	Sofa	\$706.00	\$776.60	\$988.40	\$ _____
Fairfax Group - White Vinyl						
_____	810949	Chair	\$302.00	\$332.20	\$422.80	\$ _____
_____	830949	Sofa	\$482.00	\$530.20	\$674.80	\$ _____
Tangiers Group - Beige Fabric						
_____	810118	Chair	\$382.00	\$420.20	\$534.80	\$ _____
_____	830118	Sofa	\$534.00	\$587.40	\$747.60	\$ _____
Roma Group - White Vinyl						
_____	81020	Chair	\$496.00	\$545.60	\$694.40	\$ _____
_____	83016	Sofa	\$758.00	\$833.80	\$1061.20	\$ _____

CASUAL SEATING

Ottomans						
_____	815123	Endless Square - Black Leather	\$276.00	\$303.60	\$386.40	\$ _____
_____	815122	Endless Square - White Leather	\$276.00	\$303.60	\$386.40	\$ _____
_____	815952	Endless Curved - Black Leather	\$374.00	\$411.40	\$523.60	\$ _____
_____	815953	Endless Curved - White Leather	\$374.00	\$411.40	\$523.60	\$ _____
_____	815121	Bench - Black Leather	\$332.00	\$365.20	\$464.80	\$ _____
_____	815120	Bench - White Leather	\$332.00	\$365.20	\$464.80	\$ _____
Cubes						
_____	81512	Leather Cube - Black Leather	\$98.00	\$107.80	\$137.20	\$ _____
_____	81511	Leather Cube - White Leather	\$98.00	\$107.80	\$137.20	\$ _____
_____	81526	Edge LED Cube Ottoman - High Density Plastic	\$180.00	\$198.00	\$252.00	\$ _____
_____	81518	Vibe - Blue Vinyl	\$126.00	\$138.60	\$176.40	\$ _____
_____	81520	Vibe - Pink Vinyl	\$126.00	\$138.60	\$176.40	\$ _____
_____	81519	Vibe - Red Vinyl	\$126.00	\$138.60	\$176.40	\$ _____
_____	81517	Vibe - Yellow Vinyl	\$126.00	\$138.60	\$176.40	\$ _____
_____	81525	Vibe - Orange Vinyl	\$126.00	\$138.60	\$176.40	\$ _____
Occasional Chairs						
_____	8102	Madrid Chair - Black Leather	\$698.00	\$767.80	\$977.20	\$ _____
_____	810816	Madrid Chair - White Leather	\$698.00	\$767.80	\$977.20	\$ _____
_____	810948	Meeting Chair - White Vinyl	\$248.00	\$272.80	\$347.20	\$ _____
_____	810835	Meeting Chair - Espresso Leather	\$190.00	\$209.00	\$266.00	\$ _____
_____	810836	Meeting Chair - Taupe Microfiber	\$248.00	\$272.80	\$347.20	\$ _____
_____	8103	Tub Chair - Black Fabric	\$350.00	\$385.00	\$490.00	\$ _____
_____	810843	Madden Chair - Light Gray Vinyl	\$396.00	\$435.60	\$554.40	\$ _____
_____	810814	ICE Side Chair - Transparent/Chrome	\$184.00	\$202.40	\$257.60	\$ _____
_____	810838	Fusion Chair Black/White	\$130.00	\$143.00	\$182.00	\$ _____
_____	810846	Christopher Chair - White Vinyl/Chrome	\$104.00	\$114.40	\$145.60	\$ _____
_____	810841	Rustique Chair with Arms - Gunmetal	\$110.00	\$121.00	\$154.00	\$ _____
_____	810837	Razor Armless Chair - High Density Plastic	\$52.00	\$57.20	\$72.80	\$ _____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome	\$166.00	\$182.60	\$232.40	\$ _____
_____	810875	Swanson Chair - White Vinyl	\$234.00	\$257.40	\$327.60	\$ _____

FREEMAN select furnishings 2

Take advantage of the Online price
by ordering at www.freemanco.com/store
before **SEPTEMBER 26, 2016**

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
Occasional Chairs (continued)						
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	\$96.00	\$105.60	\$134.40	\$
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	\$96.00	\$105.60	\$134.40	\$
	810847	Wendy Chair - Clear Acrylic	\$106.00	\$116.60	\$148.40	\$
Conference Chairs						
	810874	Labrea Chair - Charcoal Gray Fabric	\$276.00	\$303.60	\$386.40	\$
	81073	Altura Junior Executive Chair - Black Fabric	\$308.00	\$338.80	\$431.20	\$
	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	\$280.00	\$308.00	\$392.00	\$
	810807	Luxor Executive Chair - Black Leather	\$372.00	\$409.20	\$520.80	\$
	810945	Pro Executive Mid Back Chair - White Vinyl	\$308.00	\$338.80	\$431.20	\$
	810947	Pro Executive Guest Chair - Black Vinyl	\$322.00	\$354.20	\$450.80	\$
	810844	Pro Executive High Back Chair - White Vinyl	\$248.00	\$272.80	\$347.20	\$
	810946	Pro Executive High Back Chair - Black Vinyl	\$248.00	\$272.80	\$347.20	\$
Bars & Bar Stools						
	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	\$1,226.00	\$1,348.60	\$1,716.40	\$
	810872	Lift Hydraulic Barstool - Grey Vinyl/Chrome	\$142.00	\$156.20	\$198.80	\$
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome	\$142.00	\$156.20	\$198.80	\$
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome	\$142.00	\$156.20	\$198.80	\$
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome	\$142.00	\$156.20	\$198.80	\$
	33010	Apex Barstool - Black Vinyl	\$180.00	\$198.00	\$252.00	\$
	3309	Apex Barstool - Blue Ultra Suede	\$180.00	\$198.00	\$252.00	\$
	33042	Apex Barstool - Red Vinyl	\$180.00	\$198.00	\$252.00	\$
	33043	Apex Barstool - White Vinyl	\$180.00	\$198.00	\$252.00	\$
	810104	Banana Barstool - Black Vinyl/Chrome	\$166.00	\$182.60	\$232.40	\$
	810103	Banana Barstool - White Vinyl/Chrome	\$166.00	\$182.60	\$232.40	\$
	810706	Jetson Barstool - Black Vinyl/Black Steel	\$230.00	\$253.00	\$322.00	\$
	810834	Zoey Barstool - Black Vinyl/Chrome	\$266.00	\$292.60	\$372.40	\$
	810840	Zoey Barstool - White Vinyl/Chrome	\$266.00	\$292.60	\$372.40	\$
	810848	Christopher Barstool - White	\$184.00	\$202.40	\$257.60	\$
	810815	ICE Barstool - Transparent/Chrome	\$196.00	\$215.60	\$274.40	\$
	810202	Shark Swivel Barstool - White Plastic/Chrome	\$296.00	\$325.60	\$414.40	\$
	810839	Rustique Barstool - Gunmetal	\$110.00	\$121.00	\$154.00	\$
	810505	Gin Barstool - Maple Wood/Chrome	\$148.00	\$162.80	\$207.20	\$
	810200	Oslo Barstool - Blue Plastic/Chrome	\$210.00	\$231.00	\$294.00	\$
	810201	Oslo Barstool - White Plastic/Chrome	\$210.00	\$231.00	\$294.00	\$

TABLES

Occasional End & Cocktail Tables

	82023	Inspiration End Table - Tempered Glass/Painted Steel.	\$262.00	\$288.20	\$366.80	\$
	82022	Inspiration Table - Tempered Glass/Painted Steel	\$276.00	\$303.60	\$386.40	\$
	82025	Geo End Table - Glass/Black Steel	\$204.00	\$224.40	\$285.60	\$
	82035	Geo End Table - Glass/Chrome	\$174.00	\$191.40	\$243.60	\$
	82024	Geo Table - Glass/Black Steel	\$226.00	\$248.60	\$316.40	\$
	82034	Geo Table - Glass/Chrome	\$192.00	\$211.20	\$268.80	\$
	82015	Silverado End Table - Tempered Glass/Painted Steel.	\$226.00	\$248.60	\$316.40	\$
	82014	Silverado Table - Tempered Glass/Painted Steel	\$240.00	\$264.00	\$336.00	\$
	82054	Sydney End Table - Black Laminate/Brushed Steel	\$210.00	\$231.00	\$294.00	\$
	82055	Sydney End Table - White Laminate/Brushed Steel	\$210.00	\$231.00	\$294.00	\$
	82052	Sydney Table - Black Laminate/Brushed Steel	\$256.00	\$281.60	\$358.40	\$
	82053	Sydney Table - White Laminate/Brushed Steel	\$256.00	\$281.60	\$358.40	\$
	82088	Oliver End Table - Walnut Finish	\$206.00	\$226.60	\$288.40	\$
	82087	Oliver Table - Walnut Finish	\$232.00	\$255.20	\$324.80	\$
	82075	Regis End Table - Brushed Metal	\$210.00	\$231.00	\$294.00	\$
	82074	Regis Bench Table - Brushed Metal	\$296.00	\$325.60	\$414.40	\$
	82043	Geo Square-Round Table - Glass/Black Steel	\$276.00	\$303.60	\$386.40	\$
	82044	Geo Square-Round Table - Glass/Chrome	\$276.00	\$303.60	\$386.40	\$
	82056	Candy Table - White Plastic/Black Laminated	\$156.00	\$171.60	\$218.40	\$
	820844	Aura Round Table - White Metal	\$116.00	\$127.60	\$162.40	\$
	82057	Edge LED Cube Table - White Plastic/Clear Acrylic	\$180.00	\$198.00	\$252.00	\$

Conference Table

	82060	Nova White Oval Table - White Laminate/Chrome	\$506.00	\$556.60	\$708.40	\$
	82041	Geo Conference Table - Glass/Black Steel	\$382.00	\$420.20	\$534.80	\$
	82051	Geo Conference Table - Glass/Chrome	\$340.00	\$374.00	\$476.00	\$
	82033	Manhattan Table - Glass/Black Steel	\$270.00	\$297.00	\$378.00	\$
	82058	Communal Table 30" H (Maple with Grommets)	\$446.00	\$490.60	\$624.40	\$
	82059	Communal Table 42" H (Maple with Grommets)	\$626.00	\$688.60	\$876.40	\$
	82067	Communal Table 30"H - Maple Solid	\$446.00	\$490.60	\$624.40	\$
	82068	Communal Table 42"H - Maple Solid	\$626.00	\$688.60	\$876.40	\$

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Conference Tables (continued)						
_____	82063	Communal Table 30'H - White Solid	\$446.00	\$490.60	\$624.40	\$ _____
_____	82066	Communal Table 42'H - White Solid	\$626.00	\$688.60	\$876.40	\$ _____
_____	820115	8' Rectangular Conference Table - Granite.....	\$582.00	\$640.20	\$814.80	\$ _____
_____	820203	6' Oval Conference Table - Graphite Nebula	\$490.00	\$539.00	\$686.00	\$ _____
_____	820708	42" Round White Conference Table - White Laminate.	\$358.00	\$393.80	\$501.20	\$ _____
Office						
_____	84075	Madison Desk - Gray Acajou	\$526.00	\$578.60	\$736.40	\$ _____
_____	84078	Madison Bookcase - Gray Acajou.....	\$374.00	\$411.40	\$523.60	\$ _____
_____	84077	Madison Credenza - Gray Acajou.....	\$438.00	\$481.80	\$613.20	\$ _____
Computer / Desk / Table						
_____	820706	Work Desk - White Powder Coat	\$308.00	\$338.80	\$431.20	\$ _____
_____	820707	Merlin Table - Gray Laminate.....	\$322.00	\$354.20	\$450.80	\$ _____
POWERED						
Powered Seating						
_____	810120	Naples Chair, Powered - Black Vinyl	\$610.00	\$671.00	\$854.00	\$ _____
_____	830122	Naples Loveseat, Powered - Black Vinyl	\$820.00	\$902.00	\$1,148.00	\$ _____
_____	830121	Naples Sofa, Powered - Black Vinyl	\$944.00	\$1,038.40	\$1,321.60	\$ _____
_____	81021	Roma Chair, Powered - White Vinyl	\$610.00	\$671.00	\$854.00	\$ _____
_____	83017	Roma Sofa, Powered - White Vinyl.....	\$944.00	\$1,038.40	\$1,321.60	\$ _____
Powered Tables						
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	\$402.00	\$442.20	\$562.80	\$ _____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	\$556.00	\$611.60	\$778.40	\$ _____
_____	82072	G30 Bar Table 42" H, Powered - White Top.....	\$726.00	\$798.60	\$1,016.40	\$ _____
_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal	\$544.00	\$598.40	\$761.60	\$ _____
_____	84084	Tech Desk, Powered - Black Metal	\$478.00	\$525.80	\$669.20	\$ _____
_____	82076	Sydney Cocktail Table, Powered - Black	\$370.00	\$407.00	\$518.00	\$ _____
_____	82073	Sydney Cocktail Table, Powered - White	\$370.00	\$407.00	\$518.00	\$ _____
Powered Product Display						
_____	85060	Powered Locking Pedestal 36" H - Black	\$446.00	\$512.60	\$624.40	\$ _____
_____	85061	Powered Locking Pedestal 36" H - White	\$446.00	\$512.60	\$624.40	\$ _____
_____	85062	Powered Locking Pedestal 42" H - Black	\$532.00	\$585.20	\$744.80	\$ _____
_____	85063	Powered Locking Pedestal 42" H - White	\$532.00	\$585.20	\$744.80	\$ _____
Adapters						
_____	850800	Charging Adapters Four - Black.....	\$24.00	\$26.40	\$33.60	\$ _____
_____	850801	Charging Adapters Four - White.....	\$24.00	\$26.40	\$33.60	\$ _____
PRODUCT DISPLAYS, TABLET STANDS & MORE						
Product Storage						
_____	84080	3 Door File Cabinet on Castors - Black	\$166.00	\$182.60	\$232.40	\$ _____
_____	85078	Locking Door Pedestal - Black Laminate.....	\$412.00	\$453.20	\$576.80	\$ _____
Product Display						
_____	850604	Etagere - Black	\$280.00	\$308.00	\$392.00	\$ _____
_____	850605	Etagere - Pewter.....	\$280.00	\$308.00	\$392.00	\$ _____
Refrigerator						
_____	8503001	Refrigerator - White	\$694.00	\$763.40	\$971.60	\$ _____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	\$138.00	\$151.80	\$193.20	\$ _____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	\$206.00	\$226.60	\$288.40	\$ _____
Tablet Stands						
_____	850714	Mobile Tablet Stand - White	\$230.00	\$253.00	\$322.00	\$ _____
_____	850715	Mobile Tablet Stand - Black	\$230.00	\$253.00	\$322.00	\$ _____
Tablet Stand Accessories						
_____	850711	Brochure Holder - Black.....	\$26.00	\$28.60	\$36.40	\$ _____
_____	850712	Wireless Printer Holder - Black.....	\$26.00	\$28.60	\$36.40	\$ _____
_____	850713	Charging Shelf - Black.....	\$26.00	\$28.60	\$36.40	\$ _____

TOTAL COST		
Sub-Total _____	+ Tax (9.25%) _____	= TOTAL _____

FREEMAN select furnishings 2

Take advantage of the Online price by ordering at www.freemanco.com/store before SEPTEMBER 26, 2016

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

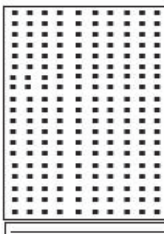
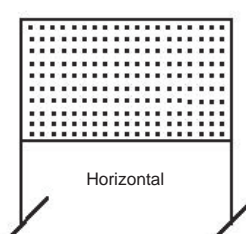
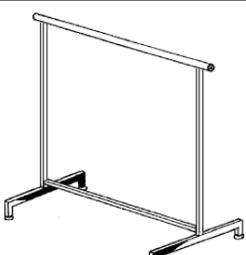
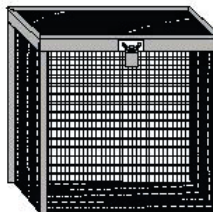


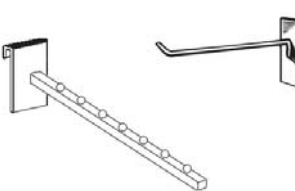
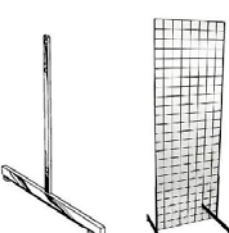



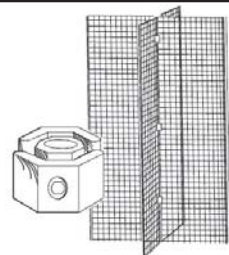
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

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

ACCESSORIES

 Vertical PERFBOARD SINGLE SIDED	 Horizontal PERFBOARD SINGLE SIDED	 CHROME GARMENT RACK	 COLLAPSIBLE SECURITY CONTAINER
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	302.75	333.05	423.85	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)...	302.75	333.05	423.85	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	203.85	224.25	285.40	_____
___	10201480	4' x 8' Single Side-Horz.....	355.75	391.35	498.05	_____
___	102040	4" Single Hook.....	2.50	2.75	3.50	_____
___	102060	6" Single Hook.....	2.50	2.75	3.50	_____
___	102080	8" Single Hook.....	2.50	2.75	3.50	_____
___	10205	12" Shelf Bracket.....	2.50	2.75	3.50	_____
___	10207	7-Ball Waterfall Arm.....	17.80	19.60	24.90	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS						
___	103028	Chrome Grid.....	98.00	107.80	137.20	_____
___	103010	Black Grid.....	98.00	107.80	137.20	_____
___	103011	White Grid.....	98.00	107.80	137.20	_____
___	103040	Grid Legs (Chrome).....	15.75	17.35	22.05	_____
___	103041	Grid Legs (Black).....	15.75	17.35	22.05	_____
___	103042	Grid Legs (White).....	15.75	17.35	22.05	_____
___	103030	Grid Connectors.....	1.90	2.10	2.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	13.00	14.30	18.20	_____
___	10305	5-Ball Waterfall Arm.....	13.75	15.15	19.25	_____
___	10307	7-Ball Waterfall Arm.....	14.25	15.70	19.95	_____
___	10309	Cleaver Clip.....	2.45	2.70	3.45	_____
___	103044	4" Single Hook.....	2.50	2.75	3.50	_____
___	103046	6" Single Hook.....	2.50	2.75	3.50	_____
___	103048	8" Single Hook.....	2.50	2.75	3.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES						
___	151010	Collapsible Security Container.....	434.00	434.00	477.40	_____
___	15905	Fish Bowl.....	16.40	18.05	22.95	_____
___	159011	Ticket Tumbler - Small.....	201.25	221.40	281.75	_____
___	10405	Garment Rack.....	123.45	135.80	172.85	_____
___	10404	4-way Slant Arm.....	156.80	172.50	219.50	_____
___	10403	2-way Straight Arm.....	101.85	112.05	142.60	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9.25 % Tax	Total Cost

FREEMAN accessories

Take advantage of the Online price by ordering at www.freemanco.com/store before SEPTEMBER 26, 2016

FREEMAN

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

**ONLINE PRICE
 DISCOUNT PRICE
 SEPTEMBER 26, 2016**

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

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

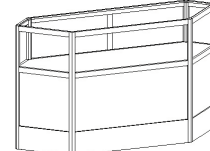
SHOWCASES



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHOWCASES						
_____	17551202	Full Vision Case 1M x 1/2M....	\$447.35	\$492.10	\$626.30	\$ _____
_____	17551203	Full Vision Case 2M x 1/2M....	\$668.15	\$734.95	\$935.40	\$ _____
_____	17551206	Half Vision Case 1M x 1/2M....	\$447.35	\$492.10	\$626.30	\$ _____
_____	17551207	Half Vision Case 2M x 1/2M....	\$668.15	\$734.95	\$935.40	\$ _____
_____	175563	Corner Case	\$668.15	\$734.95	\$935.40	\$ _____

All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

HALF VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area.

FULL VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area.

CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.

TOTAL COST		
Sub-Total _____	+ Tax (9.25%) _____	= TOTAL _____

Don't see what you need?
 Please call an Exhibitor Services Representative @ (615) 884-5785

FREEMAN showcases

Take advantage of the Online price
 by ordering online at www.freemanco.com/store
 by **SEPTEMBER 26, 2016**

carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both classic and prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time.
- Freeman's carpet is manufactured with recycled material.
- All of our carpet padding is manufactured with 90–95% recycled foam and is 100% recyclable.

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. 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.



*black**



cardinal



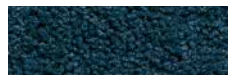
*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

**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.

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.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 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.freemanco.com/store

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	\$ 320.00	\$ 352.00	\$ 448.00	_____
_____	10' x 20' Classic Carpet	\$ 640.00	\$ 704.00	\$ 896.00	_____
_____	10' x 30' Classic Carpet	\$ 960.00	\$ 1,056.00	\$ 1,344.00	_____
_____	10' x 40' Classic Carpet	\$ 1,280.00	\$ 1,408.00	\$ 1,792.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 115.00	\$ 125.00	\$ 160.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 230.00	\$ 250.00	\$ 320.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 345.00	\$ 375.00	\$ 480.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 460.00	\$ 500.00	\$ 640.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 230.00	\$ 250.00	\$ 320.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 460.00	\$ 500.00	\$ 640.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 690.00	\$ 750.00	\$ 960.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 920.00	\$ 1,000.00	\$ 1,280.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

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	\$ 173.35	\$ 190.70	\$ 242.70	_____
_____	9' x 20' Classic Carpet	\$ 346.70	\$ 381.35	\$ 485.40	_____
_____	9' x 30' Classic Carpet	\$ 520.05	\$ 572.05	\$ 728.05	_____
_____	9' x 40' Classic Carpet	\$ 693.40	\$ 762.75	\$ 970.75	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 103.50	\$ 112.50	\$ 144.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 207.00	\$ 225.00	\$ 288.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 310.50	\$ 337.50	\$ 432.00	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 414.00	\$ 450.00	\$ 576.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 207.00	\$ 225.00	\$ 288.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 414.00	\$ 450.00	\$ 576.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 621.00	\$ 675.00	\$ 864.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 828.00	\$ 900.00	\$ 1,152.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

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	+	9.25% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before SEPTEMBER 26, 2016

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 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.freemanco.com/store

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. @ \$ **3.65**

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 square foot (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.65	\$ 4.00	\$ 5.10	_____

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.		\$ 4.35	\$ 4.80	\$ 6.10	_____
Over 700 sq. ft.		\$ 3.90	\$ 4.30	\$ 5.45	_____

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.		\$ 5.10	\$ 5.60	\$ 7.15	_____
Over 700 sq. ft.		\$ 4.50	\$ 4.95	\$ 6.30	_____

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. @ \$ **1.15**

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.)		\$ 1.15	\$ 1.25	\$ 1.60	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.00	\$ 1.10	\$ 1.40	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.30	\$ 2.55	\$ 3.20	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.00	\$ 2.20	\$ 2.80	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		9.25% Tax		Total Cost

cut to size carpet

FREEMAN

Take advantage of the Online price
by ordering at www.freemanco.com/store
before SEPTEMBER 26, 2016

F R E E M A N

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

CLEANING SERVICES

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

VACUUMING (per sq. ft. - 100 sq. ft. minimum)					
Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days90	1.25	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)					
Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

_____	630100	Shampoo Carpet - One Time55	.75	_____
_____	630200	Shampoo Carpet - 2 Days	1.05	1.45	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)					
Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	620500	Exhibit Area / Under 500 sq.ft.	90.65	126.90	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	119.75	167.65	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	142.80	199.90	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		9.25 %Tax		Total Cost	

FREEMAN cleaning

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

F R E E M A N



Package 3



Package 3 upgraded with graphics and cabinet



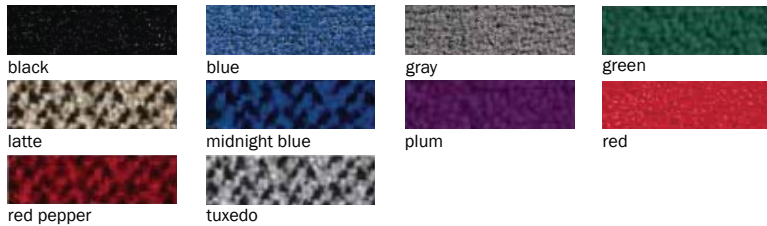
Package 4



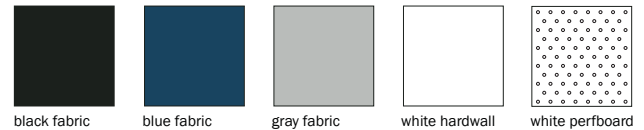
Package 4 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet

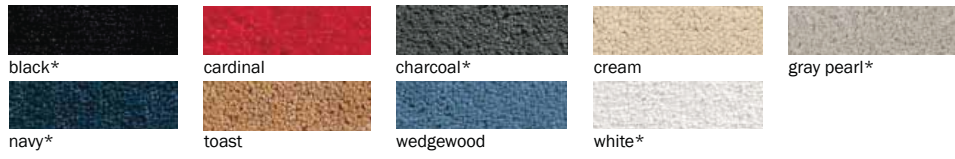


Package 6



Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



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

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

FREEMAN

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,801.90	3,922.65	<input type="checkbox"/> 10' x 20'	5,493.40	7,690.75
Package 2	<input type="checkbox"/> 10' x 10'	1,579.85	2,211.80	<input type="checkbox"/> 10' x 20'	3,049.35	4,269.10
Package 3	<input type="checkbox"/> 10' x 10'	2,282.00	3,194.80	<input type="checkbox"/> 10' x 20'	4,453.70	6,235.20
Package 4	<input type="checkbox"/> 10' x 10'	2,092.95	2,930.15	<input type="checkbox"/> 10' x 20'	4,075.60	5,705.85
Package 5	<input type="checkbox"/> 10' x 10'	1,755.45	2,457.65	<input type="checkbox"/> 10' x 20'	3,503.75	4,905.25
Package 6	<input type="checkbox"/> 10' x 10'	1,818.45	2,545.85	<input type="checkbox"/> 10' x 20'	3,630.00	5,082.00

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 Dark 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		9.25 % Tax Total Cost

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**


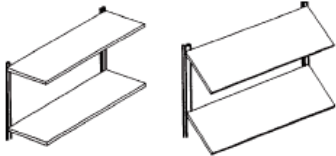
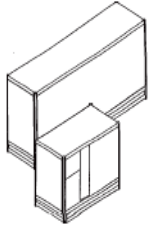
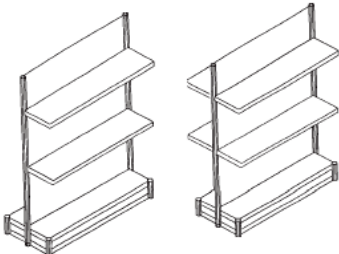

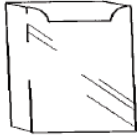
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	63.15	88.40	_____
___	172514	4' Tracklight (3 lights)	303.80	425.30	_____
___	17252	Halogen Light	98.15	137.40	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	396.85	555.60	_____
___	17306	1M x ½M x 42" High.....	396.85	555.60	_____
___	17308	2M x ½M x 36" High.....	592.15	829.00	_____
___	17309	2M x ½M x 42" High.....	592.15	829.00	_____
___	173010	1M Radius x ½M x 36" High.	506.70	709.40	_____
___	173011	1M Radius x ½M x 42" High..	506.70	709.40	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	7.55	10.55	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	344.35	482.10	_____
___	174542	Double Sided 1M x 4' High..	456.45	639.05	_____
___	174581	Single Sided 1M x 8' High...	509.00	712.60	_____
___	174582	Double Sided 1M x 8' High..	671.00	939.40	_____

SHELVES					
___	17201	1M Straight (37" x12")	91.15	127.60	_____
___	17206	1M Angled (37" x 12")	91.15	127.60	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	29.30	41.00	_____

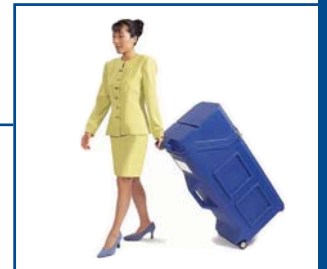
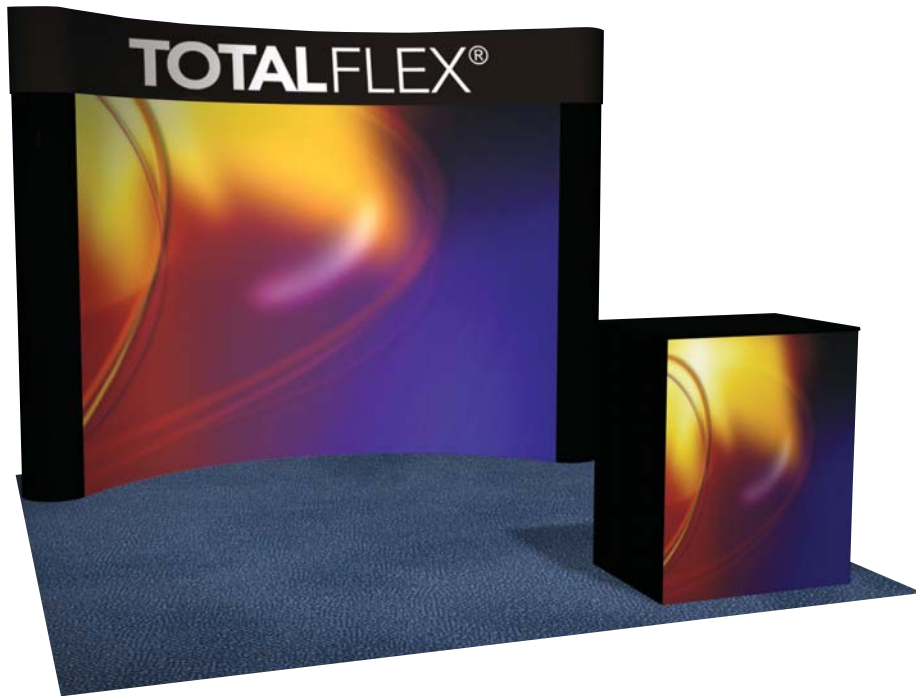
TOTAL COST					
_____	Sub-Total	+	9.25% Tax	=	_____
			Total Cost		

Don't see what you need?
Please call an Exhibitor Sales Specialist at (615) 884-5785.

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

TOTALFLEX[®]

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- 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.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

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

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



F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	947.80	1,326.90	_____	_____
40"H x 8'W	1,102.45	1,543.45	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,123.40	1,572.75	_____	_____
40"H x 8'W	1,277.85	1,789.00	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

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

Table Drape:

Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,544.85	2,162.80	_____	_____
8'H x 10'W	1,839.60	2,575.45	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,562.95	3,588.15	_____	_____
8'H x 10'W	2,984.20	4,177.90	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

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

All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	189.55	265.35	_____	_____	273.95	383.55	_____
1715801	1-200 Watt Halogen Light Kit	_____	98.20	137.50	_____	_____	196.70	275.40	_____
1715802	Straight Shelf	_____	91.25	127.75	_____	_____	136.25	190.75	_____
1715803	Angled Shelf	_____	91.25	127.75	_____	_____	136.25	190.75	_____

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 + 9.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 9.25% Tax = Total Cost



digital graphics



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 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, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

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.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 26, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

GRAPHICS

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

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

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. \$ 26.40 per sq. ft. discount price
 x or = \$ _____
 \$ 39.60 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 _____

01/16 (318983)

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	67.10	100.65 =	_____
7" x 22" @ _____	69.25	103.90 =	_____
7" x 44" @ _____	74.60	111.90 =	_____
9" x 44" @ _____	84.40	126.60 =	_____
11" x 14" @ _____	85.85	128.80 =	_____
14" x 22" @ _____	97.30	145.95 =	_____
14" x 44" @ _____	123.55	185.35 =	_____
22" x 28" @ _____	128.10	192.15 =	_____
28" x 44" @ _____	195.90	293.85 =	_____
20" x 60" @ _____	211.10	316.65 =	_____

(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	+	9.25 % Tax = Total Cost

graphics

FREEMAN

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 (615) 884-5785 for assistance.

UNION JURISDICTIONS NASHVILLE, TN

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

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

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

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

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

F R E E M A N



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is 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.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.freemanco.com.

F R E E M A N

1701 Lebanon Pike Circle
 Nashville, TN 37210
 (615) 884-5785 Fax: (469) 621-5615
 FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

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	\$ 95.00	\$133.00
Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
8:00 A.M. to 5:00 P.M. Saturday and Sunday.....	\$142.50	\$199.50
Double Time- 12:00 A.M. Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M. Saturday and Sunday and recognized holidays.....	\$190.00	\$266.00

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
9.25% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle labor

NAME OF SHOW: **AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____
- _____
- _____

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

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

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

FREEMAN installation & dismantle labor

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615
FreemanNashvilleES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: AHCA / NCAL 67th ANNUAL CONV & EXPO / OCTOBER 17 - 19, 2016

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$164.00	\$230.00
304051	Forklift w/operator - up to 5,000 lbs - OT	\$211.50	\$296.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$259.00	\$363.00
EQUIPMENT			
3090600	Forklift Cage.....	\$50.00	\$50.00
3090700	Forklift Boom.....	\$50.00	\$50.00
3090800	Pallet Jack.....	\$50.00	\$50.00

- For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

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 9.25%	
_____							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 forklift / rigging labor

F R E E M A N

Proud to Serve as Your
Official Audio Visual Provider

AHCA / NCAL
67th Annual Conv & Expo
October 17 - 18, 2016
Gaylord Opryland Resort & CC
Nashville, TN



***Order By: September 26, 2016 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:			
---------------------------------	-----------------	--	--	--

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		\$225.00	\$292.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$540.00	\$702.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$655.00	\$855.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$780.00	\$1,014.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,090.00	\$1,417.00	



Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$220.00	\$286.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$360.00	\$468.00	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$590.00	\$767.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$900.00	\$1,170.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,050.00	\$1,365.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,350.00	\$1,755.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,100.00	\$2,730.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		



Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$115.00	\$149.50	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$115.00	\$149.50	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$170.00	\$221.00	



Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$600.00	\$780.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$975.00	\$1,267.50	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		



Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$210.00	\$273.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$250.00	\$325.00	
Apple iPad		\$135.00	\$175.50	
iPad Floor Stand - Choose Color: Black -or- White		\$115.00	\$149.50	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$225.00	\$292.50	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$340.00	\$442.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$415.00	\$539.50	



Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$90.00	\$117.00	
Choose: Blu-ray -or- DVD Player		\$115.00	\$149.50	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$60.00	\$78.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$250.00	\$325.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$180.00	\$234.00	



Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after September 26, 2016.**



Contact Your Freeman Representative	Total Your Order		
MIMI TON mimi.ton@freemanco.com Phone: 214.333.1817 Fax: 469.621.5615 Online at: www.freemanco.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total		
	31% Handling Charge (\$132.00 Min) Includes Delivery, Install & Dismantle		
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)		
	State Sales Tax (9.25%)		
	TOTAL CHARGES:		
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.		



Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 214.333.1817 with questions.

On-Site Contact Person:	Cell Phone:	
Please Select Your Preferred Date and Time of Delivery (Choose One):		
Sunday, October 16, 2016	<input type="checkbox"/> 8am - 12pm	<input type="checkbox"/> 1pm - 5pm
Monday, October 17, 2016	<input type="checkbox"/> 8am - 10am	
If You Have a Special Delivery Request, Please Note it Here:		

Payment Information

Method of Payment (Choose One):	
<input type="checkbox"/> Master Card	<input type="checkbox"/> Check (in US Funds)
<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Transfer (please call for details)
<input type="checkbox"/> American Express	<input type="checkbox"/> Key Account
Credit Card Number:	
Expiration Date:	
Card Holder Name:	
Signature:	

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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 OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 pre-paid 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. 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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.



GAYLORD OPRYLAND®
RESORT & CONVENTION CENTER
Nashville

Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8th of a tank
- Battery cables must be disconnected
- Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



Exhibit Hall Services

Electrical/Plumbing Order Form

Please fax or mail to:
 Attn: Exhibit Hall Operations
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 (P) 615-458-6390 (F) 615-458-6094

Convention Name	Company Name	Booth #	Set Up Date
Address	City	State	Zip Code
Contact Name	Phone #	Email Address <i>(for a receipt)</i>	

*** PLEASE COMPLETE & INCLUDE THE ATTACHED CREDIT CARD AUTHORIZATION FORM ***

120 Volt Power	Quantity	15 day Advance Price	Quantity	Regular Price	Amount	Electrical Connection
1 Outlet to 500 watts or 5 amp		\$166.00		\$191.00		Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
2 Outlets to 1000 watts or 10 amp		\$191.00		\$242.00		
3 Outlets to 1500 watts or 15 amp		\$223.00		\$274.00		
4 Outlets to 2000 watts or 20 amp		\$261.00		\$312.00		
6 Outlets to 3000 watts or 30 amp		\$325.00		\$376.00		
208 Volt Power						
	1 ∅		3 ∅			Inline & Island Booths <u>All power in the Exhibit Hall Comes from the ceiling.</u> Inline Booths: Electrical will be installed on the floor at the back of the booth Island Booths: Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.
15 Amp		\$317.00		\$368.00		
20 Amp		\$407.00		\$534.00		
30 Amp		\$560.00		\$763.00		
50 Amp		\$859.00		\$1,197.00		
Note: All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#:						
480 Volt Power	<u>Please Call for Pricing</u>					
Special / Larger Requirements:						
Extension Cords (rental only) Exhibitor must pick up at service desk						
25 ft. 1 outlet extension cord		\$18.00		\$18.00		*Compressed Air Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____ **Water and Drainage Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. Drainage - Depending on location of exhibit, a pump may be required at an additional cost.
25 ft. 3 outlet extension cord		\$24.00		\$24.00		
6 outlet power strip		\$30.00		\$30.00		
*Compressed Air (minimum charge)		\$207.00		\$207.00		See Terms and Conditions (page 2) Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice. Advanced pricing is honored for orders submitted at least (15) days before first show date.
**Water (minimum charge)		\$207.00		\$207.00		
Drainage (minimum charge)		\$165.00		\$165.00		
Fill & Drain up to 50 gallons		\$177.00		\$177.00		
Fill & Drain 51 - 200 gallons		\$265.00		\$265.00		
Fill & Drain 201 - 500 gallons		\$354.00		\$354.00		
Fill & Drain over 500 gallons	<u>please call for pricing</u>					
Troubleshooting or Special Wiring ONLY						
***Labor per hour 7 am - 5 pm		\$70.00		\$70.00		
***Labor per hour 5 pm - 7 am		\$100.00		\$100.00		
***Note: Above Labor Fees are for troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.						
Sub Total						
TN Sales Tax 9.25%						
TOTAL						
PAYMENT METHOD: _____						

All credit card authorizations must be submitted via the **secure** fax number at the top of this page. We cannot accept email submissions.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to EXHIBIT HALL OPERATIONS 615-458-6094

EVENT INFORMATION - Required

Event Name/Title:
Event Date(s):
Company Name:
Booth #:

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

PAYMENT INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type: VISA MC AMEX DINERS/CB DISCOVER JCB

Account Type: PERSONAL CORPORATE CREDIT DEBIT

Issuing Bank: Phone:

Card Number: Exp. Date:

CARDHOLDER INFORMATION - REQUIRED

Address (billing):

City: State: Zip:

Phone Number: Fax or Alternate Number:

Email Address:

I certify that all information is complete and accurate. I hereby authorize Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed)

Cardholder Signature: Date:

For security reasons, we cannot accept completed credit card authorization forms via email.



Information Technology

Credit Card Authorization Form
 Please Fax or Mail to:
 Attn: Opryland IT
 2800 Opryland Drive
 Nashville, TN 37214
 Phone: 615-458-0110
 Fax: 615-458-0120

Please do not email Credit Card information

Date: _____

*All published rates are Event rates. Meaning regardless of event duration, it is the same rate.
Effective March 2, 2015 Supersedes ALL previous versions

Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless)

	Rate	Quantity	Wired **	Wireless	Extended Total
1.0 Mbps	\$500				
1.5 Mbps	\$750				
3.0 Mbps	\$1,500				
5.0 Mbps	\$2,500				
10.0 Mbps	\$5,000				
If Opryland IT runs wired cables fee per each **	\$75				

Custom bandwidth selection _____ Mbps

Bandwidth guidance: Low = checking email and simple web surfing (plan on 70 kbps per device) Medium = simple web applications and standard definition audio (plan on 125 kbps per device) Heavy = Web Training (plan on 250 kbps per device)
 Standard definition video streaming = 1.5 Mbps per device and High Definition video streaming = 3 Mbps per device

** In order to build the network properly please indicate under wired and wireless how many devices for each

** For wired devices the price is not inclusive of Opryland IT running each cable; each cable Opryland IT runs is \$75 per cable - switches and cables are included in this additional fee
 ***Please ensure that your computer is set to receive DHCP IP addresses

*** Gaylord Opryland IT Department utilizes redundant internet connectivity through means of diverse carriers. We actively monitor the health of our ISP(s) networks and provide an automatic failover in the event of a service interruption.

For other bandwidth amounts please email or call for pricing; Pricing is reflective of a 50% discount for exhibitors already built in to the published rates on this form.

Telecommunication Services

	Rate	Quantity		Extended Total
Direct Inward Dial Telephone Line (DID line)	\$150			
Private Voice Line (AT&T Line) *** primarily used for Credit card processing***	\$150			
ISDN BRI Circuit	\$300			
Conference Speaker Telephone	\$100			

We provide a Standard Desk telephone with each phone line.

**There will be a separate bill for any potential long distance charges by AT&T.

Subtotal	
Service Fee (24%)	
Tennessee State Tax (9.25%)	
Grand Total	

Special Instructions:

IT Quick Reference

All published rates are Event rates. Meaning regardless of event duration, it is the same rate.

Expedite Fees may be incurred if Gaylord Opryland is required to move up the installation time or change physical drop; even if in the same room. Please refer to the following recommendation if using a device that broadcasts in A,B,G or N; please turn radio power down to the lowest usable level.

Diagrams of booth or meeting room locations for the delivery of IT services is recommended.

The streaming of video or audio typically requires increased bandwidth to provide for desired quality of services.

Gaylord Opryland may provide the switch and cables necessary to support multiple devices upon request.

Telephone calls may be subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial local numbers, please dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance numbers, please dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international numbers, please dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Gaylord Opryland strongly recommends that all the latest updates and patches for your device, be installed prior to arrival.



Information Technology

Credit Card Authorization Form
Please Fax or Mail to:
Attn: Opryland IT
2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0110
Fax: 615-458-0120

Please do not email Credit Card information

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions at 615-458-0120**

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

Booth Number & Name: _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____

Date: _____

Email Address: _____

Please do not send a photocopy of the front or back of your credit card.

For security reasons, we cannot accept completed forms via email.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: Visa MC AMEX Diners/CB Discover JCB

Account Type: Individual Debit Credit Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____












Address (statement): _____

City: _____ State: _____ Zip: _____


Phone Number: _____ Fax or Alternate Number: _____


Effective March 2, 2015 Supersedes ALL previous versions


Please do not email Credit Card information


-  Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord Opryland Staff.
-  All prices are for rental of services only. Material and equipment furnished by the Gaylord Opryland Resort and Convention Center for IT services shall remain the property of the Gaylord Opryland Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Opryland Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord Opryland Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
-  Under no circumstances shall anyone other than the Gaylord Opryland Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Opryland Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.
-  All circuit installs must be coordinated with the Gaylord Opryland Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.
-  All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord Opryland IT Staff.
-  Rates quoted for all services; include delivery of the requested communication services to a booth, will be in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Opryland Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.
-  Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.
-  Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancellations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord Opryland IT Department prior to the close of show. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.
-  The network connections provided by Gaylord Opryland Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies, without prior approval. Users of Gaylord Opryland Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
-  Users of Gaylord Opryland Resort and Convention Center services shall not disrupt any of the Gaylord Opryland Resort and Convention Center network or other associated networks. Gaylord Opryland Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
-  Gaylord Opryland Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Opryland Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.


Please do not email Credit Card information

 All devices for which the Gaylord Opryland Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Opryland Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Opryland Resort and Convention Center network, will the customer use run their own DHCP server.

 Gaylord Opryland Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

 Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.

 Internet Performance Disclaimer: Gaylord Opryland Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Opryland Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

 **Internet Security Disclaimer: Gaylord Opryland Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Opryland Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**



Ordering Instructions ...Page 1 of 2

- Please Review the following:
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- **All overhead signs and banners must be assembled and disassembled by the exhibiting company.**
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations attached to the building must be hung and removed by PSAV whether in the ballroom, exhibition hall, lobbies, atriums, or gazebos. Placement must be approved in advance by Conference Services.
- **Ground Supported Structures are subject to Hotel approval and inspection.**
- All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor
PSAV Does Not Provide Power Services
- A service charge of 24% will be added to the subtotal before Tax.
- Applicable Sales Tax will be applied
TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for Tennessee
- To guarantee equipment and staff availability, submit your request **20 days prior** to delivery.
- *****Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. Clients can not be used as substitute for riggers.**
- **CANCELLATIONS:**
 - A) Cancellation of ordered services must be received **48 hours prior** to delivery date to avoid a minimum charge.
 - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.
- Please Fax or e-mail diagrams and signage specs along with this order form for a **price quote**.

Pricing Information...

*Single Signage Package <i>(for banners/signs up to 4'x6')</i>	Installation \$475 ++
	Removal \$475 ++
Price is Per Banner	

*Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs 4'x6' or smaller. If the sign is over 20 lbs, and/or larger than 4'x6' - additional equipment and labor will be required. Please contact for quotation.

***Rigging Labor Hourly Rates for signs larger than 4'x6'	Standard Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 95.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 142.50
Double Time -12:00am - 8:00am (m-s)	\$ 190.00
Saturday - 8:00am - 12:00am (sat only)	\$ 142.50
Sunday - All Day (sun only)	\$ 190.00
Holidays - All Day	\$ 190.00
Scissor Lift	\$330

**** Additional Labor per person / per hour (4hr. Min)****

*****Riggers work in minimum teams of 3**
(2 riggers to hang, 1 rigger for ground support.)
for a minimum of 4hrs.
Clients can not be used as substitute for riggers.

For Clarification Please Contact:

Presentation Services

Gaylord Opryland Resort and Convention Center

2800 Opryland Drive

Nashville, TN 37214

PH: 615-458-2680

FAX: 615-458-2640

EMAIL:

1602EXPO@PSAV.com

PSAV exclusively provides rigging & banner hanging services.

This form is a request. A Quote will be provided to you via Email as Confirmation of your order once all requirements are met. If you do not receive a quote your order has not been processed. Your signed quote must be returned to this office prior to the start of your installation.

It is important to note that even though the rigging department pre plans for expo rigging, due to the exposed nature of the construction in our exhibit facility (i.e. pipes, sprinklers, duct work, etc.) and the numerous variables of exposition floor space layouts, getting all expo materials to line up exactly where safe, rated rigging attachment points are located may not be achievable. Final placement and height may vary. Continued evaluation and final determination of the rigging plan for signs and other expo material will be completed on-site in consultation with the authorized on-site contact only once all signs and materials to be rigged are in the space and constructed. As the contracted provider of rigging services here at Gaylord Opryland, the integrity of the hotel's physical plant and safety of guests are of the utmost importance. On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence. Please ensure accurate contact information for your onsite contact is supplied on your request.



Event Signage and Rigging Request Form



Gaylord Hotels
A Gaylord Entertainment Company

Event Information Page 2 of 2

Event Name: _____ Event Load In Date: _____
 Event Hall Location: _____ Event Load Out Date: _____

Booth Information	Customer Information ...
-------------------	--------------------------

Booth Name: _____ Booth Number: _____ Booth Dimensions: _____ X _____ Installation Date: _____ <i>Time Will Be Assigned By PSAV</i> Removal Date: _____ <i>Time Will Be Assigned By PSAV</i> <i>*Final Times will be confirmed with ONSITE CONTACT on Arrival</i>	Company Name: _____ Address: _____ City: _____ State: _____ Zip: _____
---	---

Signage Information	Customer Information ...
---------------------	--------------------------

STANDARD SIGN MAX SIZE 4'x6' MAX Weight 20lbs: \$900 per sign + 24% SC and 9.25% Tax Sign Type: _____ Sign Weight: _____ Sign Dimensions: _____ Number of signs: _____	Ordered By: _____ Telephone #: _____
NON STANDARD SIGN - Will Require Custom Rigging Price Quote Sign Type: _____ Sign Weight: _____ Sign Dimensions: _____ Number of signs: _____ <i>Any signs greater than 100 pounds in weight require a motor and additional equipment to install</i>	Fax #: _____ Email: _____

Onsite Contact Information...

<h1 style="color: red;">Attach Sign Manufacturer Specifications to this order form</h1>	Name: _____ Phone: _____ Cell: _____ Email: _____ Arrival Date: _____ Method of Payment: _____ Credit Card Please submit attached authorization Check <i>Check must be received 14 days prior</i>
---	--

*Attach Show Layout with booth and sign location indicated to this order OR
 Please use the space below to sketch a description of your booth and approximate signage location.*



Gaylord Opryland ***Exhibitor Catering Services Menu***

In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand head and shoulders above the crowd to draw in your target audience.

Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.

- "Out" exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager or email us at: OprylandExhibitorCatering@gaylordhotels.com.

Completed orders can be sent to the above email address or faxed to (615) 458-1363.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

Contact Information

Contact Name	Position	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact	On-Site Phone Number	Email Address	

Order Information

Exhibit Hall Date	Requested Start Time	Booth Number	Requested End Time

Specialty Machine Rentals (*supplies additional)

ITEM	DESCRIPTION	PRICE	START TIME	END TIME
Delta Coffee Stop Express	Pricing includes 2 Baristas & Electrical Power	\$1000++ per hour rental; 2-hour minimum		
Starbucks Machine	Pricing includes 1 Attendant & Electrical Power	\$500++ per hour rental; 2-hour minimum		
VIP Latte Machine	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental; 2-hour minimum		
*Super Soft Pretzel Warmer & Display Table Top	Pricing includes 1 Attendant & Electrical Power	\$150++ per hour rental; 2-hour minimum *Pretzels: \$6.50++ each		
Donut Machine	Pricing includes 1 Attendant & Electrical Power	\$300++ per hour rental; 2-hour minimum		
Bake-in-Booth Cookie Oven Table Top	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental; 2-hour minimum. 8 dozen/hour capability		
*Made-to-Order Smoothies Blenders with 4 Seasonal Fruits (16oz)	Pricing includes 1 Attendant & Electrical Power	\$150++ per hour rental; 2-hour minimum. *Drinks: \$6.50++ each		
*Roll-in Ice Cream Freezer Häagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Electrical Power included	Minimum of 80. *Bars: \$6.00++ each		
*Table Top Ice Cream Freezer Häagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Electrical Power included	Minimum of 25. *Bars: \$6.00++ each		
Popcorn Machine Table Top	Pricing includes 1 Attendant & Electrical Power	\$275++ per hour rental; 2-hour minimum. 100 bags maximum per hour		

Catering Manager will order electrical hook-up

"Show Stopper" Packages

PACKAGE NAME	DESCRIPTION	PRICE	START TIME	END TIME
Take Me Out to the Ball Game!	Fresh Popped Bags of Popcorn Shaken with Cheddar Cheese, Spicy or BBQ Blueberry, Cherry & Lemon Italian Ice Cups Individually Packaged Peanuts, Pretzels and Cracker Jacks Assorted Sodas Includes Popcorn Machine & Attendant (Cotton Candy Machine Additional)	\$300++ Service for 50 \$550++ Service for 100 \$2000++ Service for 500		
Personal Vending Machine	Individually Packaged Candy, Chips, Pretzels, Cookies, Granola Bars and Crackers Assorted Sodas	\$300++ Service for 50 \$550++ Service for 100 \$2000++ Service for 500		
Good Morning Sunshine!	Fresh Fried Doughnuts with Cinnamon Sugar Assorted Bakeries, Biscotti and Muffins Whole Fruit Freshly Brewed Regular and Decaffeinated Coffee	\$400++ Service for 50 \$750++ Service for 100 \$3000++ Service for 500		
Chocolate Cascade!	Chocolate Fountain – Dark, Milk or White Marshmallows, Pretzel Rods and Strawberries	Large Fountain \$1000++ 300 pieces (Fountain rental included)		
Frozen Delight!	Häagen Dazs Ice Cream Novelties, Frozen Snickers Ice Cream Bars Italian Ice Cups (Assorted Flavors) Assorted Sodas	\$400++ Service for 50 \$750++ Service for 100 \$3000++ Service for 500		
Margarita-ville!	Made-to-Order Margaritas Nacho Station including Guacamole, Queso, Sour Cream, Homemade Salsa, Japaleños and Tortilla Chips Bartender Fee Included	\$650++ per hour up to 50 drinks \$1150++ per hour up to 100 drinks		

Non-Alcoholic Beverage Service

ITEM	PRICE	START TIME	END TIME	STARTING AMOUNT	REFRESH? YES OR NO	MAX AMOUNT (if applicable)
**Freshly-Brewed Regular Coffee	\$85.00++ per gallon			Gallons		Gallons
**Freshly-Brewed Decaffeinated Coffee	\$85.00++ per gallon			Gallons		Gallons
**Assorted Tazo Teas	\$85.00++ per gallon			Gallons		Gallons
**Fresh Iced Tea or Lemonade	\$80.00++ per gallon			Gallons		Gallons
**Homemade Peach Sun Tea with Fresh Lemon Wedges	\$80.00++ per gallon			Gallons		Gallons
**CQ Infused Water (must be purchased in 3 Gal. increments)	\$80.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks	\$5.00++ each					
Still and Sparkling Bottled Water	\$5.00++ each					
Water Cooler with First 5 Gallons of Water	\$250.00++ each					
Bottled Vitamin Water	\$5.00++ each					
Bottled Fruit Juices	\$4.75++ each					
Bottled Energy Drinks	\$6.00++ each					
Starbucks Frappuccinos	\$5.00++ each					

Bottled drinks are charged on consumption.

***Beverage refreshes occur every 2 hours. All beverages will be replenished to the starting amount (unless otherwise specified). Coffee and tea remaining at the 2-hour refresh will be removed, and new coffee and tea equal to the starting amount will replace them. Refresh charges based on listed prices.*

Alcoholic Beverage Service

ITEMS ON CONSUMPTION	PRICE	START TIME	END TIME
Resort Brand Liquor Drinks	\$9.00++ per drink		
Deluxe Brand Liquor Drinks	\$8.00++ per drink		
Wine – Cabernet, Chardonnay	\$9.50++ per glass		
Domestic Beer	\$7.00++ per bottle		
Premium/Imported Beer	\$7.50++ per bottle		
*Customized Cocktails	\$9.50++ per drink		
**Hand-Crafted Cocktails	\$13.00++ per drink		

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00+ per event.

**Customized Cocktails can be created to reflect your specific company, organization, logo colors, etc.*

***Hand-Crafted Cocktails are Prohibition-inspired with homemade bitters, brown and clear liquors, custom-flavored ice and perfectly garnished glassware.*

Resort Brand Liquors

Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Avion Silver, Hennessy Privilege, VSOP

Deluxe Brands

Absolut, Bacardi Superior, Captain Morgan Original Spiced, Tanqueray, Johnnie Walker Red Label, Maker's Mark, Jack Daniel's, Seagram's VO, 1800 Silver, Courvoisier VS

Wine

William Hill, Cabernet Sauvignon & Chardonnay

Domestic Beer

Budweiser, Bud Light, Miller Lite, Redbridge (gluten free)

Premium/Imported Beer

Heineken, Corona, Samuel Adams, Yazoo

Non-Alcoholic Beer

Coors

Boxed Lunches					
Item	Time	Quantity	Side #1	Side #2	Dessert

Please order 2 weeks in advance.

Please choose the same sides and dessert for each item.

Boxed Lunches (priced per person)

Please limit 3 choices per catered meal.

Turkey Croissant | 40.

Sliced Turkey, Swiss Cheese, Lettuce, Tomato Boursin Mayo

Grilled Vegetable Caprese | 40.

Grilled Vegetables, Mixed Greens, Fresh Mozzarella and Sundried Tomato Hummus on Pita Bread

Roast Beef Ciabatta | 40.

Roast Beef Muenster Cheese, Lettuce, Tomato and Horseradish Chive Aioli on Ciabatta Bread

Southern Pretzel Bread Sandwich | 40.

Honey Ham, Cheddar, Lettuce, Tomato, Pimento Cheese on Pretzel Bread

Asian Noodle Salad | 40.

Chopped Teriyaki Chicken, Mixed Greens, Cellophane Noodle, Asian Vegetables with Ginger Soy Dressing

Fajita Chicken Salad | 40.

Marinated Chicken, Bell Pepper, Mixed Greens, Black Bean and Corn Salsa with Southwestern Ranch Dressing

Chicken Caesar Salad | 40.

Italian Marinated Chicken, Romaine Lettuce, Grape Tomato, Black Olives, Shaved Parmesan and Garlic Croutons

All Boxed Lunches include entrée, one side, whole fruit, potato chips, dessert and one soft drink.

Sides

- Italian Orzo Pasta Salad
- Potato Salad
- Southern Cole Slaw

Desserts

- Chocolate Fudge Brownie
- Rice Crispy Treat
- Cookie

<i>A la Carte</i>				
ITEM	PRICE	START TIME	END TIME	QUANTITY
Custom Fortune Cookies With Your Logo or Message! Minimum order ~ 10 dozen Please see Catering Manager for details.	\$55.00++ per dozen			Dozen
Breakfast Bakeries	\$55.00++ per dozen			Dozen
Toaster Station of Fresh Bagels with House-made Cream Cheese	\$55.00++ per dozen			Dozen
Jumbo Cinnamon Buns	\$55.00++ per dozen			Dozen
Mascarpone Marble Brownies	\$55.00++ per dozen			Dozen
Christie Cookies	\$55.00++ per dozen			Dozen
Delicious Assortment of Cupcakes	\$55.00++ per dozen			Dozen
Afternoon Miniature Dessert Tarts and French Pastries	\$55.00++ per dozen			Dozen
Deluxe Mixed Nuts	\$45.00++ per pound			lb(s)
King-Sized Candy Bars (charged on consumption)	\$5.00++ each			
Assorted Hershey's Candy	\$18.00 ++per pound			lb(s)
Whole Fruit (Bananas, Apple, Oranges and Pears)	\$3.50++ each			
Häagen-Dazs Ice Cream Novelties	\$6.00++ each			
Nutri-Grain and Energy Bars (charged on consumption)	\$4.25++ each			
Caramel and/or Candy Apples	\$5.50++ each			
Assorted Chips, Pretzels or Popcorn Bags (charged on consumption)	\$4.25++ each			

<i>Other Show Stoppers</i>				
ITEMS CHARGED PER WEEK	PRICE	START TIME	END TIME	QUANTITY
Fern/Ivy Baskets (10" pot)	\$30.00++ each			
Foliage (10" pot)	\$30.00++ each			
Foliage (14" pot)	\$48.00++ each			
Seasonal Flowering Plants (6" pot)	\$18.00++ each			
Juice Bar – Have attendees stop at your booth and charge their cell phones	\$500++			
Massage Chairs with attendant	See Catering Manager			
Shoe Shine Stand with attendant	See Catering Manager			

++SERVICE CHARGE AND TAX

All prices are subject to 24% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor and wine. Prices are subject to change.

GUARANTEES

Guarantees are due by 10:00 AM three (3) working days prior to the event.

FOOD AND BEVERAGE RESTRICTIONS

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

BOOTH DELIVERY FEE

All booths deliveries/set-ups are subject to a \$50+ fee.

Guidelines/Operational Policies

ATTENDANCE ESTIMATES & GUARANTEES

1. A 10-day updated estimate attendance count is required on all meal functions. Your Catering Manager must be notified of the updated estimate of attendance by 10 a.m. on the specified days. In the event an updated estimate of attendance is not received by 10 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your Catering Manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour guarantee (3 working days) is required on all meal functions. Your Catering Manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 10 a.m. on the specified days. In the event a guarantee is not received by 10 a.m., the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 10 a.m. on the preceding Friday. The Hotel will only plate food for the guaranteed number of meals and prepare to serve the set number as follows: 5% over the final guarantee for events 499 guests and below and 3% over the final guarantee for events with 500 guests and above.

ADDITIONAL FEES, TAXES, PRICING & PAYMENT

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.
2. All bars are subject to a \$100.00 labor charge.

3. Pop-Up Fees. The Hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

7. Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within seven (7) days after such written notice from Gaylord Opryland Resort and Convention Center.

8. Payment must be made in advance of the function unless credit has been established to the satisfaction of the Hotel, in which an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

GENERAL INFORMATION & POLICIES

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

3. Outdoor Functions – The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.



An Inside Team. On Your Side.



You need to stand out in the crowd. We're here to make that easy.

Because we have a FedEx Office onsite at Gaylord Opryland Resort and Convention Center, our experts can help you draw traffic and increase sales with printed materials that are ready to start working when you arrive.

Start-to-Finish Convenience

Count on us for everything from posters and brochures to direct mail campaigns for lead follow-up. Need more of anything while you're here? We're standing by with fast turnaround to keep your exhibit running smoothly.

You can even pre-order printed materials for your next show location and have them waiting for you when you arrive. And as soon as the show ends, we can ship packages home or to your next destination.

We're Here to Help

Gaylord Opryland Resort and Convention
Center
2800 Opryland Drive
Nashville, TN 37214
1.615.391.0381
usa5520@fedex.com

Here are just a few ways

FedEx Office can support

your event:

- Premium printing, copying and binding services
- Convenient in-room billing and master account billing through hotel
- Pack-and-ship services
- Reliable FedEx® shipping
- On-site parcel receiving, handling and tracking
- Promotional products, from lanyard to bags and drinkware





Find more FedEx Office locations at your favorite hotels and convention centers at [fedex.com/conventions](https://www.fedex.com/conventions) or call 1.800.GoFedEx 1.800.463.3339.



AHCA | NCAL 67TH ANNUAL CONVENTION & EXPO
NASHVILLE, TN | OCT 16-19, 2016



Send form and check to: CMR, 33 New Montgomery St., Suite 1100, San Francisco, CA 94105 | To order online: <https://lr.cmrrreg.com/AHCA2016>

CMR Lead Retrieval Package Descriptions <i>(For additional information on each device, see page 2)</i>	ADVANCE Before or on 9/2/2016	REGULAR Between 9/3/2016 and 9/30/2016	ONSITE After 10/1/2016	QTY	TOTAL
 CMR Mobile Plus Scanner Quick and easy badge scanning.  Add a Bluetooth Printer Each printer connects to 1 scanner	\$370	\$400	\$430		\$
	\$65	\$75	\$85		\$
 CMR Mobile APP with Device Mobile Lead Retrieval App on an Android device provided by CMR	\$295	\$325	\$355		\$
 CMR Mobile App Use your own smartphone! (iOS/Android) Price is per license, one license per device	First: \$260 Add'l: \$200	First: \$280 Add'l: \$220	First: \$300 Add'l: \$240		\$ \$
Customized Follow-up Action Codes (Optional) Specify codes on page 3	\$110	\$130	\$150	<input type="checkbox"/>	\$
Federal Tax ID: 94-3139440			9.25% Sales Tax		\$
TOTAL AMOUNT:					\$

COMPANY INFORMATION

Exhibiting Company:		Booth Number:	
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	
Office Contact:		Onsite Contact:	





PAYMENT INFORMATION

CHECK: # _____ Payable to: Convention Management Resources

When you pick up the equipment onsite, you must also provide credit card information to be used as a security deposit in the event your equipment is not returned.

This form is for check payments ONLY. To pay by credit card, place your order through our secure website <https://lr.cmrrreg.com/AHCA2016>



Device	Information	Leads Provided
<p>CMR Mobile Plus Scanner</p> 	<p>Our most advanced wireless scanner, built specifically for quick and easy badge scanning.</p> <ul style="list-style-type: none"> • Includes a color touch screen and a QWERTY keyboard for taking notes • Provides leads in real time at www.retrievemyleads.com • 21 Standard Action Codes included • Program your own action codes at no additional cost, or have them programmed for the regular price 	<ul style="list-style-type: none"> • Online .csv spreadsheet (during and after the meeting) • Paper with the addition of the Bluetooth Printer shown below
<p>Bluetooth Printer for Mobile Plus Scanner</p> 	<p>This printer can receive leads via Bluetooth from the Mobile Plus Scanner and print them.</p> <ul style="list-style-type: none"> • Sold separately from Mobile Plus Scanner • Each printer connects wirelessly to one Mobile Plus Scanner • Does not require an electricity source • Not compatible with the Mobile App or the Mobile App with device 	<ul style="list-style-type: none"> • Paper
<p>CMR Mobile APP with Device</p> 	<p>An Android Smartphone with the Mobile Lead Retrieval App installed:</p> <ul style="list-style-type: none"> • Use CMR's device leaving your own mobile phone free for phone calls and communication • Provides leads in real time at www.retrievemyleads.com • 21 Standard Action Codes pre-programmed • Customized Follow-Up Action Codes available • This option is not compatible with a printer 	<ul style="list-style-type: none"> • Online .csv spreadsheet (during and after the meeting)
<p>CMR Mobile App Package</p> 	<p>Use your own mobile device (iOS/Android) with CMR's Mobile Lead Retrieval App</p> <ul style="list-style-type: none"> • Each device requires a separate license, but take advantage of discounted prices for additional licenses • Internet access is required • Provides leads in real time at www.retrievemyleads.com • 21 Standard Action Codes pre-programmed • Customized Follow-Up Action Codes available • This option is not compatible with a printer 	<ul style="list-style-type: none"> • Online .csv spreadsheet (during and after the meeting)



To achieve the best return on investment at the 2016 AHCA/NCAL Annual Convention & Expo, create your own Customized Follow-Up Action Codes that you can use instead of the 21 Standard Action Codes provided with your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate next step actions by a specific member of your team by creating Custom Action Codes.

To follow are the Standard Action Codes that are complimentary by request with your equipment rental:

- | | | |
|-----------------------------------|--------------------------------------|---------------------------------|
| 1. Add to Mailing List | 8. Product Demo Required | 15. Purchase in 30 days |
| 2. Send Literature | 9. Immediate Contact Required | 16. Purchase in 3 months |
| 3. Send Samples | 10. Have Salesperson Call | 17. Purchase in 6 months |
| 4. Send Pricing | 11. Recommends | 18. Immediate Need |
| 5. Technical Info Required | 12. Final Say | 19. Order Placed at Show |
| 6. Detail Specs Required | 13. Makes Purchase Decisions | 20. Current Customer |
| 7. Provide Quote | 14. Partial Interest | 21. HOT LEAD |

To order Customized Codes: Fill in the codes below. (Don't forget to send all pages when you return the form.) As a reminder, credit card information should not be submitted through the online Support Center.

Each order of 20 codes can be used for multiple Lead Retrieval machines. Each code can contain up to 40 characters. On the Mobile Lead Package, the first 14 characters of each code are visible on the screen.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____

11. _____
 12. _____
 13. _____
 14. _____
 15. _____
 16. _____
 17. _____
 18. _____
 19. _____
 20. _____

Company Name: _____

Booth #: _____

Contact: _____

Phone #: _____



The CMR Lead Retrieval products for the 2016 AHCA/NCAL Annual Convention & Expo feature hand held laser scanners or smart phone apps. Optionally, *Customized Follow-up Action Codes* are available.

The following fields will be included in the scan data: Attendee Name, Professional Designation, Organization, Mailing Address, City, State, Postal Code, Country, Phone Number, Email Address, and a unique numerical ID for each attendee.

Lead Format:

Online: All packages provide leads via the website at www.retrievemyleads.com. View and collect leads as you scan, even while the expo is still open. (Online leads will be in an Excel-friendly .csv format.)

Paper: A Bluetooth Mobile Printer can be added to a Mobile Plus scanner. Please note that each printer connects to one scanner.

Convention Management Resources (CMR), the Official Event Contractor for Lead Retrieval Services, agrees to provide its CMR Lead services to the Customer for the agreed upon fee listed on this Order Form. The service will include the use of the equipment for the duration of the meeting. CMR will furnish its equipment to the Customer in good working order and the Customer agrees to return the equipment in the same condition.

1. **PAYMENT** shall be in United States dollars and submitted with this Order Form. CMR will accept authorized credit cards (AMEX, VISA, MasterCard, Diners Club or Discover) or company checks drawn on banks located in the United States of America. Payment to CMR will not be refunded for any reason, except as stated in item 4 below. *Any returned checks will be subject to a \$30 returned check fee and loss of early payment discounts.*
2. **SECURITY DEPOSIT:** CMR will accept company checks for payment only if a valid credit card number is provided for use as a security deposit in the event the CMR Lead unit is not returned at the close of the meeting.
3. **REPLACEMENT COST FOR LOST OR DAMAGED EQUIPMENT:** Customer acknowledges, understands and agrees that the total cost of replacement for CMR's equipment will be as follows: \$2,000 *Mobile Plus scanner*, \$750 for the phone in the *CMR Mobile app with device option*, and \$800 for the *Mobile Printer*. Customer agrees to the immediate payment, upon request by CMR for all damages or loss of CMR's equipment, except such as may result from normal operation thereof. In the event that Customer does not immediately pay its obligation to CMR for lost or damaged equipment, Customer agrees to pay CMR a weekly rental fee equal to the service fee listed on the front of this Order Form. This is in addition to the replacement cost of CMR's equipment.
4. **CANCELLATION/REFUNDS:** Orders cancelled on or before September 30, 2016 will be subject to a \$75.00 administrative fee. Orders cancelled after September 30, 2016 are NON-REFUNDABLE. NO REFUNDS WILL BE GIVEN FOR EQUIPMENT NOT PICKED-UP AND/OR NOT UTILIZED BY BOOTH PERSONNEL.
5. **CMR SHALL NOT BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES** arising from the loss of customer information, for any reason, arising from or relating to CMR's equipment. CMR's liability for damage of any cause whatsoever will be limited to the total rental price for the equipment and services provided by CMR as listed on the front page of this Order Form.
6. **RETURN OF EQUIPMENT:** Customer agrees to return all equipment to the CMR Service Desk within one (1) hour of the event closing, and must obtain a receipt as proof for the return of equipment. CMR's equipment must be picked up and returned to the CMR Service Desk in the designated Contractor Service Area. Damaged or non-returned equipment will be charged in accordance with item 3 above. EQUIPMENT NOT RETURNED TO THE CMR SERVICE DESK, OR LEFT IN THE EXHIBIT AREA, IS THE SOLE RESPONSIBILITY OF THE CUSTOMER. Should CMR, at its option and with no responsibility to do so, recover abandoned equipment, Customer agrees to pay CMR a \$100.00 abandonment fee. In no way does this absolve Customer from its responsibility to timely return CMR's equipment.
7. **GOVERNING LAW:** It is agreed that the governing law pertaining to this contract will be the law of the State of California, with venue exclusively in San Francisco County.

**ORDERS CANCELLED ON OR BEFORE SEPTEMBER 30, 2016 WILL BE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE.
ORDERS CANCELLED AFTER SEPTEMBER 30, 2016 WILL BE NON-REFUNDABLE.**

By signing below, I am stating that I am authorized to place this order and that I agree to all Terms and Conditions stated on all pages of this order form.

Signature: _____ **Date:** _____

PROFESSIONAL IMAGES PHOTOGRAPHY

888-486-3241 • Fax 210-714-2213
You can also send a PDF to the email below
Email: Joseph@proimagesphoto.com

Exhibitor Photography Order Form

Professional Images is the Official Photography Company for this convention. Please indicate the type and quantity of photographs you desire of your booth. These photographs are taken before show hours unless people are required in the photograph. Please indicate in Special Instructions and allow a 2-hour window in which to photograph.

Note: If you wish to retain photography services other than a booth photo, please call for a quote.

Convention: _____ Date: _____ City: _____

Location: _____ Specific Exhibit Hall: _____

Show Hours: _____

Company: _____

On Site Contact: _____

Booth No: _____

STANDARD

8x10 Color Prints @ \$200 ea. Quantity of Original Views _____
8x10 Duplicates @ \$95 ea. Quantity of Duplicate Prints _____

BY APPOINTMENT

8x10 Color Prints @ \$225 ea. Quantity of Original Views _____
8x10 Duplicates @ \$85 ea. Quantity of Duplicate Prints _____

Original Views on CD and *Dropbox: _____ @ \$180 per image _____

Total Prints _____

Shipping and Handling: _____

Sub-Total: _____

Total: _____

Credit Card#: _____ Expiration Date & CVS # _____

Name on Card: _____

Billing Address, State and Zip Code: _____

Special Instructions: Return this form with payment to insure that your order is processed.
Prints will be mailed following the convention to:

Company _____

Address _____

City _____ State _____ Zip _____

Company Representative _____ Phone _____

*Dropbox is a cloud base storage service. I will send you the files and if you are not a member the signup is free and you get 2 gigs of storage. More information on dropbox can be found at www.dropbox.com



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. American Health Care Association, Gaylord Opryland Resort & Convention Center and Freeman shall be named as additional insured. This insurance must be in force during the lease dates of the event, October 16–19, 2016.

Purchase your Insurance Now

There are no applications to fill out. Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=4abe29dbfaf9>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 2800 Opryland Dr. Nashville, TN 37214

Phone Number - (800) 528-7975

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.

If you already have compliant coverage, please forward your proof of insurance to meetings@ahca.org.

We also offer affordable short term

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Richards Convention Florist, LLC
 d/b/a **TEASLEY'S CONVENTION FLORIST**
 TAXPAYER ID # 20-8142614
 1813 GOLF CLUB ROAD
 OLD HICKORY, TN 37138
 PHONE: (615) 876-3695 – FAX: (615) 876-9378
 INFORMATION: leigh@conventionflorist.com
 WEB: www.conventionflorist.com
 Like us on Facebook

<u>QUANTITY</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	\$ 10.00	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: _____ SHOW SITE: _____

SHOW NAME: _____ SHOW DATE: _____

EXHIBITOR NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON/PHONE: _____

FAX/E-MAIL: _____

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)₃ letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® ___ MASTERCARD® ___ VISA® ___ DISCOVER® ___ CHECK ENCLOSED ___ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # _____ EXP. DATE _____ 3 or 4 DIGIT SECURITY CODE: _____

NAME AS SHOWN ON CARD: (Please Print) _____

CREDIT CARD BILLING ADDRESS: _____
 (If different from above)

BILLING ADDRESS LINE 2: _____

CARDHOLDERS SIGNATURE: (Required) _____