

SERVICE INFORMATION

EXHIBITOR FREIGHT

Due to limited storage at the MANCHESTER GRAND HYATT, we recommend all exhibitor freight be sent directly to the Freeman warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
CCUL ANNUAL CONFERENCE
 C/O FREEMAN
 6060 NANCY RIDGE DR., STE. C
 SAN DIEGO, CA 92121

Freeman will accept crated, boxed or skidded material beginning September 26, 2011 at the above address. Advance warehouse pricing will be extended up until October 24, 2011 at 3:30 PM.

Note: Shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

Freeman will receive shipments at the exhibit facility beginning Wednesday, October 26, 2011 at 12:00 PM until 5:00 PM. Shipments arriving before this date will most likely be refused by the facility. **Any additional charges incurred by the MANCHESTER GRAND HYATT for early freight acceptance will be charged directly to the exhibitor and will be in addition to the material handling charges.**

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue, gold, plum, red and green back drape, 36" high black side dividers, 1 - 6' table draped black, 2 - side chairs, 1 - wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted. However, in order to enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by OCTOBER 12, 2011.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Wednesday October 26, 2011 12:00 PM - 5:00 PM

EXHIBIT HOURS

Thursday October 27, 2011 7:00 AM - 8:00 PM

EXHIBITOR MOVE-OUT

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

Thursday October 27, 2011 8:00 PM - 10:00 PM

Friday October 28, 2011 8:00 AM - 10:00 AM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by October 28, 2011 at 10:00 AM. Please arrange with your carrier to pick-up your outbound freight directly from the facility.

MANCHESTER GRAND HYATT
ONE MARKET PLACE
SAN DIEGO, CALIFORNIA 92101

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by October 28, 2011 at 8:00 AM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

901 E. South Street
Anaheim, CA 92805
(714) 254-3400 fax (469) 621-5602
FreemanAnaheimES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (469) 621-5810

FREEMAN ONLINE®

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

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

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 the items not ordered through the Official Show Vendors.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 714-254-3410.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Anaheim Exhibitor Services at 714-254-3410 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 OCTOBER 12, 2011.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.

F R E E M A N

901 E South Street
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

**INCLUDE THIS FORM
 WITH YOUR ORDER**

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
 Please reference (274883) on your remittance.

CREDIT CARD
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. 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**

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	UTILITIES	GRAND TOTAL	

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

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.
<http://feedback.freemanco.com/?274883>

FREEMAN method of payment

F R E E M A N

901 E South Street
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5606
FreemanAnaheimES@freemanco.com

CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (274883)

FREEMAN third party authorization

FREEMAN

901 E South Street
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2					

___	N71092	Diva Counter Stool	252.70	328.50	___
___	N71091	Diva Chair.....	226.90	294.95	___
___	N710102	Santana Chair	214.10	278.35	___
___	N71085	Forestdale Chair	116.50	151.45	___
___	N710144	Diplomat Chair	278.50	362.05	___
___	N71038	Cherry Barrel Chair	239.90	311.85	___

Cranberry Taupe

Director Series

Black Blue Bright Green Orange
 Purple Red Royal Blue Yellow

___	N710142	Director Stool	167.85	218.20	___
___	N71042	Director Chair	142.00	184.60	___
___	N710998	Custom Imprinting/Director	Call for Quote		

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	291.40	378.80	___
___	N71047	Gray Gaslift Stool	278.50	362.05	___
___	N71046	Gray Gaslift Chair w/Arms	265.45	345.10	___
___	N71045	Gray Gaslift Chair	252.70	328.50	___
___	N71044	Executive Chair	291.40	378.80	___
___	N71041	Bugle Base Chair	187.35	243.55	___

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool	155.15	201.70	___
___	N71089	Black Diamond Side Chair ...	129.25	168.05	___
___	N71090	Black Diamond Arm Chair....	155.15	201.70	___
___	C210108	Limerick®..Chair by	90.65	117.85	___

Herman Miller

___	C210112	Casey Padded Stool	129.25	168.05	___
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Black Gray

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	695.15	903.70	___
___	N71093	Signature Chair	520.55	676.70	___

Kennedy Sectional Series

Black Tweed Blue Tweed

___	N730313	Kennedy Sofa - 3 piece	721.90	938.45	___
___	N730213	Kennedy Loveseat - 2 piece	481.35	625.75	___
___	N73013	Kennedy Corner Section	240.80	313.05	___
___	N73014	Kennedy Center Section ...	240.80	313.05	___

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES Pages 7 & 8					

___	N72026	Cherry Cocktail Table	240.80	313.05	___
___	N72027	Cherry End Table	223.25	290.25	___
___	N72028	Metro Slate Cocktail Table	169.75	220.70	___
___	N72029	Metro Slate End Table	133.80	173.95	___
___	C115103	Studio Black Cocktail Table	115.30	149.90	___
___	C115104	Studio Black End Table	115.30	149.90	___
___	N72015	Glass Conference Table	312.05	405.65	___
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___	N72065	Bugle Base Table/White	223.25	290.25	___

Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	118.90	154.55	___
___	N72069	Black-top Cafe 24"W x 30"H ...	168.10	218.55	___
___	N72070	Black-top Bistro 24"W x 42"H ..	219.25	285.05	___
___	N72067	Black-top Café Table 36"x30"	220.75	287.00	___
___	N72068	Black-top Bistro 36"W x 42"H ..	247.85	322.20	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	220.75	287.00	___
___	N72064	Café Table 36"W x 30"H	220.75	287.00	___
___	N720163	Bistro Table 30"W x 42"H	247.85	322.20	___
___	N720164	Bistro Table 36"W x 42"H	247.85	322.20	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	766.60	996.60	___
___	N72092	Milano Table/Black Top	766.60	996.60	___
___	N72094	Luna Table/Black Top	641.70	834.20	___
___	N720191	Hemingway Writing Table	391.90	509.45	___
___	N74061	Cherry Desk 5'	557.75	725.10	___
___	N74065	Cherry Bookcase	356.40	463.30	___
___	N74064	Cherry Credenza	623.65	810.75	___
___	N74071	Oak Desk 5'	713.00	926.90	___
___	N74075	Oak Bookcase	435.15	565.70	___
___	N74074	Oak Credenza	766.60	996.60	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	463.40	602.40	___
___	N75079	Orion Computer Kiosk	390.45	507.60	___
___	N75030	Black Display Cube/Small	249.35	324.15	___
___	N75031	Black Display Cube/Medium ...	267.30	347.50	___
___	N75032	Black Display/Large	302.90	393.75	___

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

FURNISHINGS

DISPLAY FURNITURE
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
Display Cylinders					
___	N75020	Black Display Cylinder/Low ...	203.75	264.90	___
___	N75021	Black Display Cylinder/Med	220.75	287.00	___
___	N75022	Black Display Cylinder/Lg ...	237.50	308.75	___

Draped Tables - Tables are 24" wide
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

___	C130330	Draped Table 3'L x 30"H	140.80	183.05	___
___	C130430	Draped Table 4'L x 30"H	140.80	183.05	___
___	C130630	Draped Table 6'L x 30"H	157.85	205.20	___
___	C130830	Draped Table 8'L x 30"H	178.50	232.05	___
___	C12404630	4th Side Drape 6'L x 30"H ..	59.65	77.55	___
___	C12404830	4th Side Drape 8'L x 30"H .	59.65	77.55	___
___	C130342	Draped Counter 3'L x 42"H ...	165.40	215.00	___
___	C130442	Draped Counter 4'L x 42"H ...	165.40	215.00	___
___	C130642	Draped Counter 6'L x 42"H ...	193.70	251.80	___
___	C130842	Draped Counter 8'L x 42"H ...	220.45	286.60	___
___	C12404642	4th Side Drape 6'L x 42"H ..	78.45	102.00	___
___	C12404842	4th Side Drape 8'L x 42"H ..	78.45	102.00	___

Undraped Tables - Tables are 24" wide

___	C131330	Undraped Table 3'L x 30"H .	79.70	103.60	___
___	C131430	Undraped Table 4'L x 30"H .	79.70	103.60	___
___	C131630	Undraped Table 6'L x 30"H.	87.55	113.80	___
___	C131830	Undraped Table 8'L x 30"H .	97.60	126.90	___
___	C131342	Undraped Counter 3'Lx42"H	86.35	112.25	___
___	C131442	Undraped Counter 4'Lx42"H	86.35	112.25	___
___	C131642	Undraped Counter 6'Lx42"H	96.70	125.70	___
___	C131842	Undraped Counter 8'Lx42"H	105.50	137.15	___

Table Top Risers

___	C150410	Single Step Riser 4'L x 7"H	81.20	105.55	___
___	C150610	Single Step Riser 6'L x 7"H	101.85	132.40	___
___	C150810	Single Step Riser 8'L x 7"H	122.55	159.30	___
___	C150414	Single Step Riser 4'L x14"H	81.20	105.55	___
___	C150614	Single Step Riser 6'L x14"H	101.85	132.40	___
___	C150814	Single Step Riser 8'L x14"H	122.55	159.30	___
___	C150420	Double Step Riser 4'L	162.40	211.10	___
___	C150620	Double Step Riser 6'L	203.70	264.80	___
___	C150820	Double Step Riser 8'L	245.10	318.65	___

ACCESSORIES
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt	151.40	196.80	___
___	C220118	Chrome Sign Holder	152.65	198.45	___
___	N750135	Round Literature Rack	231.70	301.20	___
___	N750136	Flat Literature Rack	205.05	266.55	___
___	C220109	Chrome Coat Tree	74.50	96.85	___
___	C220134	Chrome Easel	60.85	79.10	___
___	C220110	Chrome Bag Rack	96.70	125.70	___
___	N75053	Black Trash Receptacle	97.90	127.25	___
___	N75054	Aluminum Trash Receptacle .	97.90	127.25	___
___	220107	Wastebasket	33.80	43.95	___
___	220106	Corrugated Wastebasket.....	25.30	32.90	___
___	N75057	Small Refrigerator	428.15	556.60	___
___	N75052	Black Table Lamp	169.75	220.70	___
___	N74082	File Cabinet/2 Drawer	214.10	278.35	___
___	N74081	File Cabinet/4 Drawer	294.35	382.65	___
___	10201484	Bulletin Board	356.40	463.30	___

Special Drape
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

___	12103	Special Drape 3'H (per ft.)	20.40	26.50	___
___	12108	Special Drape 8'H (per ft.) ...	21.90	28.45	___

TOTAL COST		
___	+	___ = ___
Sub-Total	7.75% Tax	Total Cost

FREEMAN furnishing essentials

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

FREEMAN accessories

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

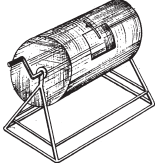

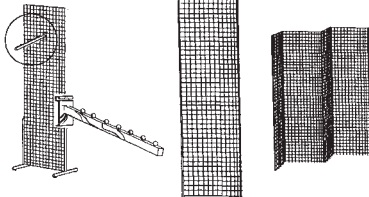
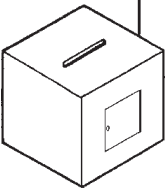

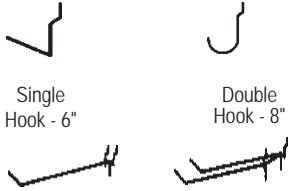

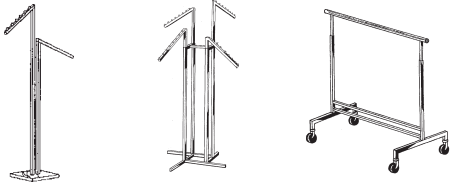
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

FREEMAN ACCESSORIES

<p>TICKET TUMBLER</p>  <p>Brass finish table top model, 23"H x 20"W x 18"D.</p>	<p>SAFETY CONTAINER</p>  <p>82"H x 44"W x 48"D</p>	<p>GRID PANELS</p>  <p>Chrome 7-way waterfall. Chrome 24" X 96"-Prices are per Panel.</p>																																																																																																													
<p>BALLOT BOX</p>  <p>White Only 12" x 12" Square.</p>	<p>FISH BOWL</p>  <p>Water & Goldfish not included.</p>	<p>PERFBOARD HOOKS</p> <p>Straight Hook - 1 1/4" Looped Hook - 1 1/4" Single Hook - 6" Double Hook - 8"</p> 																																																																																																													
<p>PERFBOARD (push pins cannot be used)</p>  <p>Vertical-1Mx8'H 37" x 86" of usable surface per panel.</p> <p>Vertical-1/2Mx8'H 18" X 86" of usable surface per panel.</p> <p>Horizontal-90"Lx6'H 37" x 86" of usable surface per panel.</p>		<p>GARMENT RACKS</p>  <p>Chrome 2 Arm Waterfall</p> <p>Chrome 4 Arm Waterfall 5'-6"H Adjustable</p> <p>Chrome 4 1/2'-6"H adjustable x 4'w</p>																																																																																																													
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F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

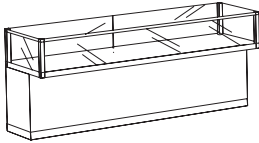
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

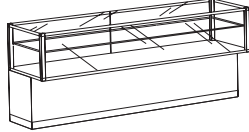
For Assistance, please call 714-254-3410 to speak with one of our experts.

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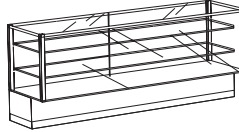
SHOWCASES



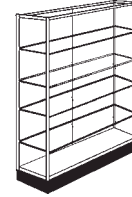
QUARTER VIEW



HALF VIEW



FULL VIEW CASE



**WALL DISPLAY
 SHOWCASE**

STANDARD WHITE LINE (FLOURESCENT)

Qty	Part #	Description	Price		Total
			Discount	Standard	
Fluorescent Lighting. White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).					
___	101043	Full View 4'	537.00	698.10	_____
___	101051	Full View 5'	537.00	698.10	_____
___	101061	Full View 6'	537.00	698.10	_____
___	101042	Half View 4'	537.00	698.10	_____
___	101050	Half View 5'	537.00	698.10	_____
___	101060	Half View 6'	537.00	698.10	_____
___	101090	Half View 34" Corner.....	578.95	752.65	_____
___	101044	Quarter View 4'	537.00	698.10	_____
___	101052	Quarter View 5'	537.00	698.10	_____
___	101062	Quarter View 6'	537.00	698.10	_____
___	101092	Quarter View 34" Corner	578.95	752.65	_____

DESIGNER LINE (FLOURESCENT)

Qty	Part #	Description	Price		Total
			Discount	Standard	
Fluorescent Lighting. Brushed Silver Frame. Textured Gray Formica Exterior. Mirrored Sliding Doors w/Lock. Glass Sides. Rear Storage w/Locked Sliding Doors.					
___	1012401	Half View 4'	593.25	771.25	_____
___	1012501	Half View 5'	593.25	771.25	_____
___	1012601	Half View 6'	593.25	771.25	_____
___	101212	Half View 34" Corner...	630.35	819.45	_____
___	1012400	Quarter View 4'	593.25	771.25	_____
___	1012500	Quarter View 5'	593.25	771.25	_____
___	1012600	Quarter View 6'	593.25	771.25	_____
___	101214	Quarter View 34" Corner	630.35	819.45	_____

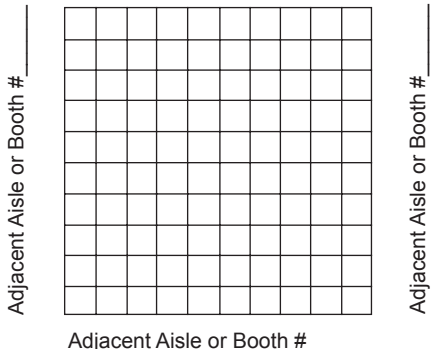
WALL DISPLAY SHOWCASE

Fluorescent Lighting. Solid Sides. White formica exterior. Glass Sliding Doors. Adjustable Shelves. See through or Front View.

___	1010203	Wall (Front View).....	630.35	819.45	_____
		84"H x 70"W x 18"D			
___	1010204	Wall (See Through) .	630.35	819.45	_____
		84"H x 70"W x 19"D			

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

Please use diagram below to indicate the placement of showcase(s) within your booth space.
 Adjacent Aisle or Booth # _____



Electrical and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

TOTAL COST

Sub-Total _____ + Tax (7.75%) _____ =

FREEMAN showcases

F R E E M A N

901 E South Street
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS :

For Assistance, please call (714) 254-3410 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (714) 254-3410.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **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.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.90	\$ 6.35	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.60	\$ 6.00	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.25	\$ 5.55	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.90	\$ 5.05	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 4.35	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$ 194.90	\$ 253.35	_____
_____	9' x 20' Classic Carpet	\$ 389.80	\$ 506.75	_____
_____	9' x 30' Classic Carpet	\$ 584.70	\$ 760.10	_____
_____	9' x 40' Classic Carpet	\$ 779.60	\$ 1,013.50	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.05	\$ 1.35	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.85	\$ 1.10	_____
_____	Plastic Covering	\$.75	\$ 1.00	_____

TOTAL COST		
_____	+	_____
Sub- Total		7.75% Tax
		= _____
		Total Cost

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

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**INCLUDE THE FREEMAN METHOD OF
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FREEMAN cleaning

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time49	.65	_____
_____	610200	Booth Vacuuming - 2 Days	N/A	N/A	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

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

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	80.60	104.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	105.50	137.15	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	133.55	173.60	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

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

CONTACT NAME: _____ PHONE #: _____


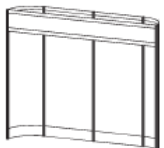
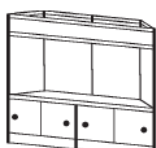
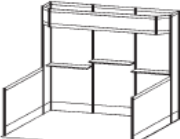
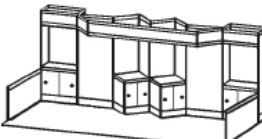

E-MAIL ADDRESS: _____

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All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 100 sq. ft.)

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

PACKAGES	A. FREE STANDING COUNTER Discount Price: 2,425.00 Standard Price: 3,152.50 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price: 1,593.05 Standard Price: 2,070.95 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price: 2,277.20 Standard Price: 2,960.35 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' X 10' EXHIBIT Discount Price: 2,875.40 Standard Price: 3,738.00 <input type="checkbox"/> Part# 1710500 	E. 10' X 20' ANGLED EXHIBIT Discount Price: 6,621.65 Standard Price: 8,608.15 <input type="checkbox"/> Part# 1710600 	F. 20' X 20' ISLAND EXHIBIT Discount Price: 16,203.15 Standard Price: 21,064.10 <input type="checkbox"/> Part# 1710800 

Orders received after the deadline date or without payment will be charged the Standard Rate and are subject to availability. Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBORD

CARPET

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

- Black Gray Red
 Blue Green Teal
 Burgundy Plum Tuxedo

You may 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: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM ENVR0
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	7.75 % Tax	=	Total Cost
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FREEMAN

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NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance please call (714) 254-3410 to speak with one of our experts.

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All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete the reverse side.

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 4,441.65 10x10 - Part# 1000 2,337.70	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 7,043.85 10x10 - Part# 1020 3,707.30	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 11,876.15 10x10 - Part# 1040 6,250.60
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 4,553.25 10x10 - Part# 2000 2,396.45	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 7,155.30 10x10 - Part# 2020 3,765.95	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 12,247.80 10x10 - Part# 2040 6,446.20
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 4,646.25 10x10 - Part# 3000 2,445.40	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 7,230.05 10x10 - Part# 3020 3,805.30	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 12,247.80 10x10 - Part# 3040 6,446.20
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 4,814.30 10x10 - Part# 4000 2,533.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 7,378.35 10x10 - Part# 4020 3,883.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 12,359.20 10x10 - Part# 4040 6,504.85

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
 *Electrical power and labor to install lights must be ordered separately
 *Custom Graphics must be ordered separately

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

CHOOSE YOUR PANELS

VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

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

- Black
- Blue
- Burgundy
- Gray
- Green
- Plum
- Red
- Teal
- Tuxedo

You may 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: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are 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 cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other _____

Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits: indicate copy of second header: (*Only applies to units pictured with a second header*)

VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST

	+	=	
Sub-Total		7.75 % Tax	Total Cost

F R E E M A N

901 E South Street
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

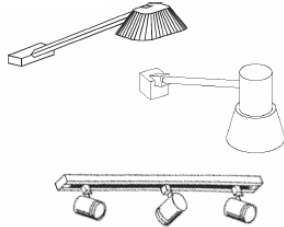
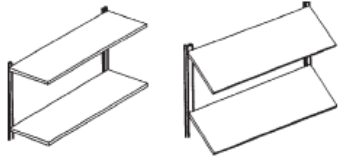
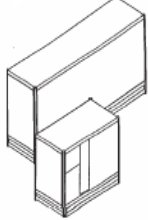
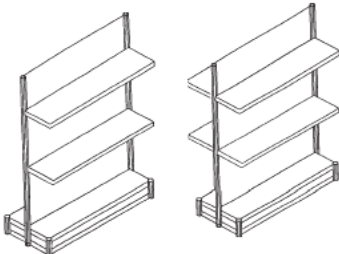

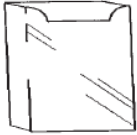
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (714) 254-3410 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)					
___	17251	Arm Light (200w)	151.10	196.45	_____
___	172514	4' Tracklight (3 lights)	424.20	551.45	_____
___	17252	Halogen Light	N/A	N/A	_____

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.....	552.55	718.30	_____
___	17306	1M x ½M x 42" High.....	552.55	718.30	_____
___	17308	2M x ½M x 36" High.....	758.40	985.90	_____
___	17309	2M x ½M x 42" High.....	758.40	985.90	_____
___	173010	1M Radius x ½M x 36" High.	826.85	1,074.90	_____
___	173011	1M Radius x ½M x 42" High..	826.85	1,074.90	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	32.80	42.65	_____
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...	473.75	615.90	_____
___	174542	Double Sided 1M x 4' High..	823.40	1,070.40	_____
___	174581	Single Sided 1M x 8' High...	947.50	1,231.75	_____
___	174582	Double Sided 1M x 8' High..	1,646.90	2,140.95	_____

SHELVES					
___	17201	1M Straight (37" x 12")	100.85	131.10	_____
___	17206	1M Angled (37" x 12")	123.80	160.95	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	47.40	61.60	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		7.75% Tax		Total Cost	

Don't see what you need?
 Please call an Exhibitor Sales Specialist at (714) 254-3410.

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

F R E E M A N

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 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

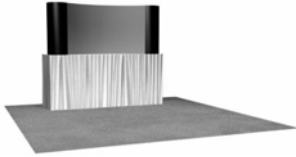
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	968.20	_____	_____
40"H x 8"W	1,131.20	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	1,211.45	_____	_____
40"H x 8"W	1,373.20	_____	_____

*Shipping Not Included

Rental Units Include:
 Draped Table (select color below)
 Classic Carpet 9' X 10' (select color below)
 Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Nightly Vacuuming
 1-200 Watt Halogen Light (Electrical service & labor not included)

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

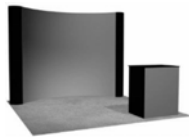
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: Black Blue Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,614.05	_____	_____
8'H x 10'W	1,932.75	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,747.65	_____	_____
8'H x 10'W	3,225.65	_____	_____

*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 (Electrical service & labor not included)

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 Burgundy
 Green Gray Plum Red Teal Tuxedo

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	Price	Qty	Price
1715800	2-200 Watt Halogen Light Kit	_____	201.90	_____	288.30
1715801	1-200 Watt Halogen Light Kit	_____	105.80	_____	210.45
1715802	Straight Shelf	_____	81.50	_____	144.70
1715803	Angled Shelf	_____	81.50	_____	144.70

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 cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST			RENTAL UNITS TOTAL COST		
Sub-Total	+	7.75% Tax	=	Total Cost	
Sub-Total	+	7.75% Tax	=	Total Cost	

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 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 16.75 per sq. ft. discount price
 x or = \$ _____
 \$ 25.15 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:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	43.80	65.70 =	_____
7" x 22" @ _____	43.80	65.70 =	_____
7" x 44" @ _____	55.00	82.50 =	_____
9" x 44" @ _____	62.95	94.45 =	_____
11" x 14" @ _____	43.80	65.70 =	_____
14" x 22" @ _____	58.10	87.15 =	_____
14" x 44" @ _____	92.15	138.25 =	_____
22" x 28" @ _____	92.15	138.25 =	_____
28" x 44" @ _____	158.75	238.15 =	_____
20" x 60" @ _____	158.75	238.15 =	_____

(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	+	7.75 % Tax = Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (714) 254-3410 for assistance.

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 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

DEADLINE DATE
OCTOBER 12, 2011

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 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 4:30 P.M. Monday through Friday	\$ 114.00	\$ 148.20
Double Time- 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday and Sunday	\$ 205.00	\$ 266.50
Holiday- ALL DAY on Holidays	\$ 262.00	\$ 340.60

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

INSTALLATION LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle

UNION REGULATIONS

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

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment). Installation of all lighting hung from truss or beams & distribution of all cabling throughout (San Francisco includes the lighting truss assembly and hanging). All stage hand labor used in the exhibit area will be supplied through Freeman with exception of a company representative/supervision, plasma screen mounting, computer set up and interconnectivity. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.

F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call 1-800-995-3579 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: 1-800-995-3579

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 #

CCUL ANNUAL CONFERENCE

C/O: FREEMAN
6060 NANCY RIDGE DR, STE C
SAN DIEGO, CA 92121

MUST BE DELIVERED BY OCTOBER 24, 2011

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

FREEMAN / Exhibiting Company Name / Booth #

CCUL ANNUAL CONFERENCE

C/O: FREEMAN
MANCHESTER GRAND HYATT
ONE MARKET PL
SAN DIEGO, CA 921017714

CANNOT BE DELIVERED BEFORE OCTOBER 26, 2011

TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ _____

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (274883) _____

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 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:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (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.)

Shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment Delivered on or Before OCTOBER 24, 2011 (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 101.80	203.60
Special Handling Shipment.....	\$ 132.40	264.80
Show Site Shipment Deliver Only on OCTOBER 26, 2011 (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 106.20	212.40
Special Handling Shipment.....	\$ 138.10	276.20
Uncrated or Pad Wrapped Shipment.....	\$ 159.30	318.60
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 53.00	53.00

*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 OCTOBER 24, 2011	\$ 25.50	51.00
Show Site Shipment after Show Opening.....	\$ 26.60	53.20
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 26.60	53.20
Special Handling Shipment.....	\$ 34.60	69.20
Uncrated or Pad Wrapped Shipment	\$ 39.90	79.80
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 26.60	53.20
Special Handling Shipment.....	\$ 34.60	69.20
Uncrated or Pad Wrapped Shipment	\$ 39.90	79.80
Mobile Unit Spotting Fee.....	\$ 311.30	311.30

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.75% Tax	N/A
			Total	

Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 203.60

52 lbs. charged @ 200 lbs. \$ 203.60

65 lbs. charged @ 200 lbs. \$ 203.60 = \$610.80

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$203.60

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.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, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 24, 2011

TO:

EXHIBITOR NAME

C/O: FREEMAN

**6060 NANCY RIDGE DR
STE C**

SAN DIEGO, CA 92121

WAREHOUSE

EVENT: CCUL ANNUAL CONFERENCE

BOOTH NO: NO. OF PCS

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

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 24, 2011

TO:

EXHIBITOR NAME

C/O: FREEMAN

**6060 NANCY RIDGE DR
STE C**

SAN DIEGO, CA 92121

WAREHOUSE

EVENT: CCUL ANNUAL CONFERENCE

BOOTH NO: NO. OF PCS

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 26, 2011

CANNOT DELIVER BEFORE OCTOBER 26, 2011

TO:

TO:

EXHIBITOR NAME

EXHIBITOR NAME

C/O: FREEMAN

C/O: FREEMAN

**MANCHESTER GRAND HYATT
ONE MARKET PL**

**MANCHESTER GRAND HYATT
ONE MARKET PL**

SAN DIEGO, CA 921017714

SAN DIEGO, CA 921017714

SHOW SITE

SHOW SITE

EVENT: **CCUL ANNUAL CONFERENCE**

EVENT: **CCUL ANNUAL CONFERENCE**

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

901 E South Street
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5606
FreemanAnaheimES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

901 E South St
 Anaheim, CA 92805
 (714) 254-3410 Fax: (469) 621-5606
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2011**

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

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
110/120 VOLT					
500 Watts (5 amps)	_____	_____	141.95	212.95 = \$	_____
1000 Watts (10 amps)	_____	_____	248.70	373.05 = \$	_____
2000 Watts (20 amps)	_____	_____	333.90	500.85 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)					
20 Amps	_____	_____	628.05	942.10 = \$	_____
30 Amps	_____	_____	725.70	1,088.55 = \$	_____
60 Amps	_____	_____	985.75	1,478.65 = \$	_____
100 Amps	_____	_____	1,292.40	1,938.60 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)					
20 Amps	_____	_____	835.85	1,253.80 = \$	_____
30 Amps	_____	_____	1,000.55	1,500.85 = \$	_____
60 Amps	_____	_____	1,311.70	1,967.55 = \$	_____
100 Amps	_____	_____	1,725.10	2,587.65 = \$	_____
200 Amps	_____	_____	2,467.80	3,701.70 = \$	_____
400 Amps	_____	_____	3,474.05	5,211.10 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$5.65 per Amp (20 Amp Min.)

Qty _____ Amps _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)					
20 Amps	_____	_____	1,005.05	1,507.60 = \$	_____
30 Amps	_____	_____	1,201.55	1,802.35 = \$	_____
60 Amps	_____	_____	1,574.05	2,361.10 = \$	_____
100 Amps	_____	_____	2,070.35	3,105.55 = \$	_____
200 Amps	_____	_____	2,958.45	4,437.70 = \$	_____

LIGHTING (Price Includes Power Consumed)					
Single Light Stand*	_____	_____	138.55	207.85 = \$	_____
Double Light Stand*	_____	_____	231.65	347.50 = \$	_____
Arm Light***	_____	_____	170.35	255.55 = \$	_____
Overhead Quartz Light**	_____	_____	390.70	586.05 = \$	_____

* Price includes installation along the side rails of an inline booth. Other locations will require additional labor and material charges.
 ** May require additional labor and/or lift charges. Please contact our office to determine all applicable charges.
 ***Requires a hard wall surface for installation.

Extension cords and power strips are available for rent at the Show Service Desk.

LABOR (Minimum Charge for Orders - 1 hour)

Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

	Advance	Show Site
Straight Time (per hour).....	\$ 123.50	\$ 160.60
Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)		

Overtime (per hour).....	\$ 247.00	\$ 321.10
Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays		

ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Estimated Labor	\$ _____
Tax	\$ _____ N/A
GRAND TOTAL	\$ _____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

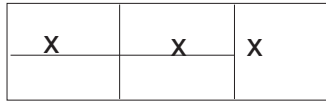
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

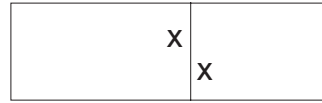
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

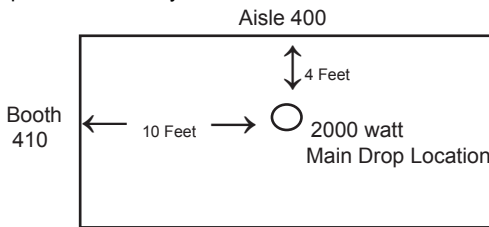


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

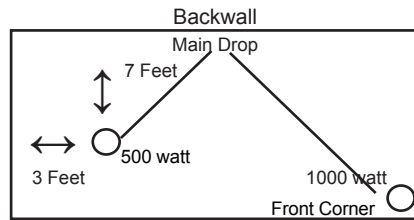
Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:

1. Electrical Services provided to Island booths require labor and material for distribution. Please see the Electrical Labor form for a detail of labor rules and regulations.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
10. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
11. 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.

F R E E M A N

901 E South St
Anaheim, CA 92805
(714) 254-3410 Fax: (469) 621-5606
FreemanAnaheimES@freemanco.com

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

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

ELECTRICAL LABOR

LABOR RATES (rates are per hour per person)	Advance	Show Site
Straight Time	\$ 123.50	\$ 160.60
Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)		
Overtime	\$ 247.00	\$ 321.10
Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays		

STEP 1

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions, I & D houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring.
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- 4 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes.
- 5 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (for shows in San Francisco this includes assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts).
- 6 Signage - Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems.
- 8 Cabling - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- 9 Lift Services -
 - a) Scissorlift
 - b) Boom Lift
- 10 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Changes to or the addition of electrical connectors to electrical apparatus.
 - c) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by: Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

If a company representative prefers to be present during electrical distribution, please reference Step 1 to determine what type of labor you require for your booth. Once your requirement has been determined, please complete Step 3 on reverse side with your choice.

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

See Reverse Side For Additional Information And Conditions

NAME OF SHOW: CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

STEP 3

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE: _____

(Enter applicable # from Step 1)

Labor Request	Day _____	Date _____	Time _____	# of Electricians _____	Type of Work _____
	Day _____	Date _____	Time _____	# of Electricians _____	Type of Work _____
Lift Request	Day _____	Date _____	Time _____	Est. # of Hours _____	Type of Lift _____

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

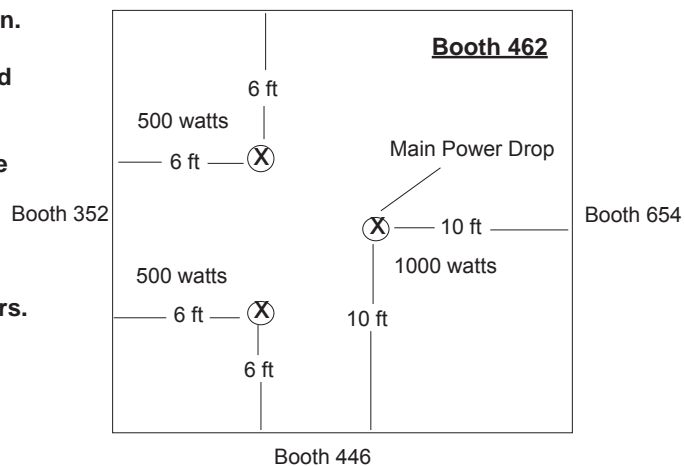
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, all day Saturday, Sunday and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come first served basis as orders are received.
- 7 Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



F R E E M A N

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME / DATES CCUL ANNUAL CONFERENCE / OCTOBER 27, 2011

COMPANY NAME _____

BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot



Rick Mitrovich, CMP, LES
Senior Director of Catering and
Convention Services

Manchester Grand Hyatt San Diego
One Market Place
San Diego, CA, 92101

Telephone: 619.232.1234
Catering Fax: 619.358.6645
GUEST FAX: 619.233.6464
Email: rmitrovich@hyatt.com

Dear Exhibitor:

The Manchester Grand Hyatt San Diego is pleased to be the host facility for the San Diego exhibit show! We take great pride in our facility and will work with show management to make this the "best show ever"! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. We do need strict adherence to ensure that you are receiving the service that is required. FREEMAN, Presentation Services (Audio Visual) and Core Communications (High Speed Internet/Communication Provider).

Please find on the reverse side Manchester Grand Hyatt San Diego's "do's and don'ts" list to help answer several questions that you may have prior to your arrival. One additional comment regarding receiving and shipping. All packages are to be sent directly to FREEMAN: i) advance shipping to the warehouse for show delivery or ii) to the hotel directly, addressed to FREEMAN on **exhibitor "move-in" day only**. Any deliveries to FREEMAN at hotel address prior to "move-in" date will be refused. Due to limited storage available, Manchester Grand Hyatt San Diego **WILL NOT** accept direct delivery of packages for any exhibition show. Please utilize the forms from FREEMAN included in this kit to ship all freight including crates, boxes and packages. Manchester Grand Hyatt San Diego reserves the right to **consign** to FREEMAN and charge additional handling fees for any packages or freight sent to the hotel address for any exhibition or display.

We do look forward to working with your next exhibition in San Diego.

Sincerely,

A handwritten signature in black ink that reads "Rick Mitrovich". The signature is written in a cursive, flowing style.

Rick Mitrovich, CMP, LES
Senior Director of Catering and
Convention Services

encl.: see reverse

Manchester Grand Hyatt San Diego
Telecommunications Request Form
Tel: (619) 358-6712 Fax: (619) 358-6984

Today's Date: _____ Catering Manager: _____

Group Name: _____ Master Acct #/CC#/Rm #: _____

Group Contact: _____ Phone Number: _____

SERVICE INFORMATION

Please indicate the number of lines required next to the type of service. All phone line charges are per day, and do not include usage. Same day notice of installation will result in an additional \$100 charge. Payment for rental is required prior to installation. Usage will be charged after removal, where applicable.

QTY _____ **Direct Inward Dial. (DID)** \$150 per day. Hotel will provide you with a private, 7-digit telephone number for receiving calls.

QTY _____ **Standard House Extension.** \$100 per day. Hotel will provide you with a 4-digit house extension, hotel operator will greet and direct callers to your extension. Restricted to in-house dialing.

QTY _____ **Super Speakerphone.** \$150 per day / Does not include phone lines. Includes full duplex Polycom excellent for conference calling. (Please make sure you select one of the extension options above when ordering)

QTY _____ **Voice Mail Box.** \$60 one time set up fee. Phone line rental not included. Has ability for password, personal greeting on mailbox. 3-day notice required.

QTY _____ **Multi Line Set (Digital).** \$100 daily fee per phone. Does not include phone lines. Includes multi-line, _____ transf and hold capabilities. 1-week notice required.

QTY _____ **Convention Channel Video Broadcast.** \$1200 per day. Must have prior authorization from group to show video on groups channel, as well as sign hotel's contract. Communications Manager must be contacted directly to reserve channel and date.

QTY _____ **Conference Bridge.** \$250 per hour. Used for conference calls up to 12 participants. Hotel operator will greet and direct participants to the conference call. Conference bridge use based on availability.

High-Speed Internet DS-3 Access. Please contact Swisscom directly, call (619) 358-6686 or email brian.livingston@swisscom.com. All high-speed internet orders must be processed through Swisscom directly. Exhibitors will need to acquire a separate exhibitor form from Swisscom e-mail is best. 15 days advance notice recommended. *Same day notice of installation will result in an additional \$180 charge*

INSTALL INFORMATION

Meeting Room: Set up by: **Day** _____ **Date:** _____ **Time:** _____

Meeting Starts: **Day** _____ **Date:** _____ **Time:** _____

Removal **Day** _____ **Date:** _____ **Time:** _____

Special Instructions _____

Authorizing Signature Required _____ Date _____

Installing Operator _____ Jacks _____ Ncos _____

Notes: _____ Patch _____ Harvey _____

PBX and Accounting Use Only

Extension	Rental Amount	x	# of Days Rented	=	Total Rental	+	Usage	=	Subtotal
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____

Post Total **Phone Line Rental** Amount (Code 714) _____

Post Total **DSL Rental** Amount (Code 713) _____

Post Total **Usage** (Code 712) _____

Grand Total = _____

Date Submitted to Accounting _____

PBX Billing Agent Signature _____

PBX Manager Approval _____

Manchester Grand Hyatt San Diego

Manchester Grand Hyatt San Diego's display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits.

Access for Deliveries - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Exhibit Hall only at and through such approved loading area as the Hotel may designate.

Adhesives - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive backed stickers may not be given out by exhibitors.

Balloons - Helium filled balloons are not permitted in the Exhibit Hall.

Compressed Gases - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

Confetti/ Streamers – Are not allowed at any time throughout the hotel

Exhibitor Equipment - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Show. Items left behind will be treated as abandoned equipment.

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

Food and Beverage - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff.

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

Motorized Vehicles - All motorized vehicles are to have comprehensive general liability insurance in a minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

Non-Flammable Materials - All materials used in the Exhibit Hall or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the City of San Diego.

Right to Inspect - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Exhibit Hall.

Shipping - The Hotel has the right to refuse any delivery addressed to Hotel for an exhibition show. In addition the Hotel has the right to consign any deliveries to FREEMAN and charge an additional handling fee.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by FREEMAN. All hanging signs and truss must be hung by FREEMAN. No other firm will be allowed to access to the Hotel's ceiling. FREEMAN and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Smoking - Smoking is not allowed in the Exhibit Hall or in any public area of the Hotel.

Storage - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to FREEMAN.

Tape – Tape is not allowed on Hotel equipment, surfaces, walls, and ceilings. Any attachments must be done by the Hotel Engineering department.



swisscom

Exhibitor Ethernet Service Order Form Manchester Grand Hyatt San Diego



SWISSCOM HOSPITALITY SERVICES EXHIBITOR ORDERING INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name; also attach a copy of the credit card holder's driver's license with the form. ***Charges will appear as Manchester Grand Hyatt San Diego***
3. **Using a check for payment:** Mail original check with service order form to Manchester Grand Hyatt San Diego ATTN: Swisscom Hospitality Services, One Market Place, San Diego CA 92101. Make check payable to Manchester Grand Hyatt San Diego. *****DO NOT MAKE CHECKS OUT TO SWISSCOM HOSPITALITY SERVICES DIRECTLY*****
4. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. *****Charges may apply for service relocations*****
5. **Additional network devices (more than one):** When ordering services you will receive one routable IP address, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
***** You will not be permitted to use access points, switches or hubs without paying for the additional devices*****
6. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
7. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, WiFi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to Brian Livingston at brian.livingston@swisscom.com
8. **Fax or mailing your order: Please fax completed orders to 775-314-5748. If sending via mail please mail to Manchester Grand Hyatt San Diego ATTN: Swisscom Hospitality Services, One Market Place, San Diego CA 92101. Please be sure to include the following when placing your order.**
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and a copy of the driver's license. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
 - c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).
9. We will contact you within 48 hours of fax receipt via e-mail or telephone and supply you a service invoice for your records.
10. Questions? Contact Swisscom Hospitality Services – 619-358-6686 (PST)
or Email to brian.livingston@swisscom.com



Exhibitor Ethernet Service Order Form Manchester Grand Hyatt San Diego



NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED

PLEASE PRINT LEGIBLY

Customer Information

Show Information

Company Name:	Ordering Contact Email:	Booth Number
Ordering Contact:	Ordering Contact Phone:	Set Up Date
On-Site Contact:	Onsite Cell Phone:	Set Up Time
Company Address:		Strike Date
City:	ST: ZIP	Strike Time
Show Name:		Show Dates

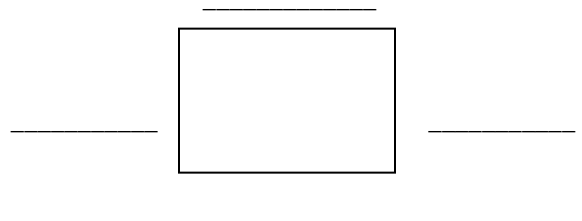
****Shared Ethernet Network Access to DS3 (18Mbps Burstable up to 45Mbps)** 10/100 Mbps, RJ-45 Ethernet Connection with 1 DHCP Routable IP Address, see below for additional connections.**

<u>High Speed Ethernet Service (per booth)¹</u> <i>Exhibitor HSIA Services are billed as a one-time fee.</i>	Circle One	Discount ¹	Standard	Total
▪ DS-3 Access for One Day Exhibit	→	\$450.00	\$650.00	
▪ DS-3 Access for Two Day Exhibit	→	\$650.00	\$850.00	
▪ DS-3 Access for Three or More Day Exhibit	→	\$850.00	\$1050.00	
<i>Additional Services are billed as one-time fee.^{2,3}</i>	QTY			
▪ Additional Routable DHCP IP address (each) auto-assigned once connected to network	x	\$125.00	\$150.00	
▪ Additional Routable Static IP address (each) assigned by Swisscom Hospitality Services	x	\$ 150.00	\$ 200.00	

1. Orders received with payment 15 days prior to first show date qualify for discount price
2. Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. *To maintain network integrity, Swisscom Hospitality Services requires the WAP SSID, Channel and WEP encryption key of your access point (prior approval required)*
3. Cables and 10/100 auto-sensing switch is included with multiple device orders.
Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X)
(FRONT, BACK, SIDES OR ADJACENT BOOTH NUMBERS)



By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality

Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form Manchester Grand Hyatt San Diego



Payment and Credit Card Authorization

Payment Information

Swisscom SO# (Completed by Swisscom HS) _____

Company Check or Money Order

MAKE PAYABLE TO: MANCHESTER GRAND HYATT SAN DIEGO

Total: _____

MAIL TO: ONE MARKET PLACE, SAN DIEGO CA 92101

ATTN: SWISSCOM HOSPITALITY SERVICES

*** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING MANCHESTER GRAND HYATT SAN DIEGO TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM***

*CC Type: _____ Acct #: _____ Exp. Date _____

CC Billing Address: _____ Billing Phone #: _____

City _____ State: _____ Zip: _____

Name on CC _____ Authorized Signature: _____

****ONCE COMPLETED FAX TO 775-314-5748**

(this is a private and secure direct fax to Swisscom Hospitality Services)

Please be sure to include the following:

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
If paying by CC – all CC info with signature and a copy of the driver’s license.
If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality



Exhibitor Ethernet Service Order Form Manchester Grand Hyatt San Diego



General Terms & Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM

**The Manchester Grand Hyatt
San Diego, California**

Show: _____

Company Name: _____

Booth #:	On-Site Contact:		
Delivery Date:	Time:	Pick-up Date:	Time:
Show Start Date:	Time:		

If you have a special request or need additional equipment, please call Presentation Services at 619.358.6758

Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information
		Advanced	On Site			
1/2" VHS Player/Recorder		\$50.00	\$75.00			Address:
1/2" S-VHS or Worldwide VHS Player		\$75.00	\$100.00			
DVD Player		\$75.00	\$100.00			
32" LCD Monitor w/ DVD Player and Chrome Floor Stand		\$350.00	\$400.00			City:
20" Video Only Monitor		\$125.00	\$150.00			State: Zip:
32" LCD Video Monitor on Table Stand		\$250.00	\$300.00			Ordered By:
32" Rolling Cart w/Black Drape		\$25.00	\$30.00			Telephone #:
54" Rolling Cart w/Black Drape		\$25.00	\$30.00			email:

Audio Equipment	Qty	DAILY RATE		Days Used	Total	Orders received within 24 hours prior will be subject to the ON-SITE DAILY RATE
		Advanced	On Site			
CD Player		\$50.00	\$75.00			Ordering Instructions
Cassette Player		\$50.00	\$75.00			
Wired Microphone: Handheld or Lavalier (circle one)		\$25.00	\$50.00			The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. Please include applicable sales tax on equipment rental.
Wireless Microphone: Handheld or Lavalier (circle one)		\$125.00	\$150.00			
Powered Speaker with Floor Stand		\$50.00	\$75.00			TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we ask that you forward an exemption certificate for the state of California
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)		\$150.00	\$175.00			
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)		\$250.00	\$300.00			

Computers & Display Equipment	Qty	DAILY RATE		Days Used	Total	To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice.
		Advanced	On Site			
Dell Desktop Computer with 17" LCD Monitor		\$200.00	\$250.00			CANCELLATIONS Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. If services have already been provided at the time of cancellation, 50% of original charges will be applied.
Dell Latitude Widescreen Laptop PC		\$200.00	\$250.00			
Black and White Laser Printer		\$150.00	\$175.00			No charge for equipment rental one day prior to show opening. (setup day)
17" Flat Screen Computer Data Monitor		\$125.00	\$150.00			
19"/20" Flat Screen Computer Data Monitor		\$150.00	\$175.00			
32" LCD Computer Data Monitor on Table Stand		\$250.00	\$300.00			
37" Plasma Data/Video Monitor on Table Stand		\$300.00	\$350.00			
42" Plasma Data/Video Monitor on Table Stand		\$350.00	\$400.00			
50" Plasma Data/Video Monitor on Table Stand		\$450.00	\$500.00			Return for Processing
Plasma & LCD Screen Chrome Floor Stand		\$75.00	\$100.00			

Projection Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
SVGA LCD Projector Package (2100 Lumens), with Screen		\$450.00	\$500.00		
XGA LCD Projector Package (3200 Lumens), with Screen		\$600.00	\$750.00		
Screen Package (5'-8', with power strip and extension cord)		\$50.00	\$75.00		

Rental		PRE-PAYMENT IS REQUIRED ON ALL ORDERS	
EQUIPMENT TOTAL		1	
Add - 23% Service Charge of line 1		2	
SUBTOTAL		3	
SAN DIEGO SALES TAX - 8.75% of Subtotal line 3 (as of 4/1/09)		4	
DELIVERY/SETUP/PICKUP		5	50.00
TOTAL AMOUNT DUE		6	

Presentation Services
Manchester Grand Hyatt
One Market Place
San Diego, California 92101
619.358.6758
619.358.6759 - Fax

Special Notes:

Method of Payment		PLESAE CHECK ONE	
Card Number:	C V V (Security Code)	American Express	<input type="checkbox"/>
	Exp Date ____ / ____	Visa	<input type="checkbox"/>
Cardholder's Name (Please print as it appears on card):		MasterCard	<input type="checkbox"/>
Cardholder's Signature:		Check	<input type="checkbox"/>



PARTNERS IN SHOW™



Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: American Express _____ Discover _____ MasterCard _____ Visa _____

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO: _____

(If no Purchase Order # provided use location # and Order ID XXXX XXXX)

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____ Zip Code (REQUIRED): _____

(Only numeric portion required)

Cardholder email address: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____

FIRE DEPARTMENT REGULATIONS

A. Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

B. Vehicles/Internal Combustion Engines on Display

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

C. Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

D. Obstructions

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

E. Electrical Extension Cords and Multi-Plug Adapters

1. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have current (electricity) breaker overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

F. Compressed Cylinders

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

G. Cooking and Warming Devices

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 inch thick across the front, and down both sides of the demonstration area.

H. Heat producing Equipment

1. Welding, soldering, or any open flame devices are prohibited.
2. Refer to SEC. F-2 above

Should there be any questions regarding the above listed minimum Fire Department Regulations or any other items that need clarification, please do not hesitate to give the Fire Department a call or address a letter to:

San Diego Fire Department
1010 Second Avenue, #300
San Diego, CA 92101
(619) 533-4400