Dear 2009 Exhibitor,

Please find enclosed the following important information:

1. Official Exhibitor Housing Request Form
2. Directions on how to request a hospitality suite and meeting room in the headquarters hotel
3. Rules/Regulations
4. Additional Information
5. Badge Request Form for Booth Personnel
Dear Exhibitors,

Housing is now open for the 55th AARC International Respiratory Congress in San Antonio, Texas. The meeting will be held, December 5-8, 2009. Exhibits will be open December 5-7.

The AARC has reserved blocks of rooms at four hotels for the Congress and will be penalized for any unused rooms. Therefore, please use the link below when making reservations.

Click here to access the Advance Program, housing and travel discount information.

We appreciate your interest and support of this important educational event.

Feel free to contact me if you have any questions.

Annette

Annette Phillips  
Exhibitor Coordinator, Convention & Meetings Department  
American Association for Respiratory Care  
9425 N MacArthur Blvd., Ste 100  
Irving, TX 75063-4706  
Direct: 972-406-4653  
Main: 972-243-2272  
Fax: 972-484-2720  
aphillips@aarc.org  
www.aarc.org  

DECEMBER 5-8, 2009 * SAN ANTONIO, TEXAS
EXHIBITOR HOUSING RESERVATION

2009 AARC INTERNATIONAL RESPIRATORY CONGRESS

RESERVATION DEADLINE FOR AARC CONVENTION RATES: NOVEMBER 11.

After this date, AARC room blocks will be released and hotels may charge higher rates.

RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE. Telephone requests are not accepted. Keep a copy of form for your records. DO NOT MAIL AFTER FAXING. Acknowledgements are emailed, mailed or faxed only to the email provided or name listed in field #8. Photocopy this form if you need one to nine rooms. For ten or more rooms, use the Group Reservation Form.

1. SELECT FOUR HOTELS: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a convention hotel based on your preference of rate or proximity, and availability. Use the three letter hotel code only, not numbers. See the Map/Rates/Instructions page or www.aarc.org/education/meetings/congress_09/advance_program/travel.cfm for codes.

   1st Choice
   2nd Choice
   3rd Choice
   4th Choice

If hotel choices are sold out, which is more important?  Room Rate  Location

2. ARRIVAL: DATE:__________________TIME:__________am pm

3. DEPARTURE: DATE:__________________TIME:__________am pm

(Requests for more than two days pre-/post-convention may not be available through the housing department. Acknowledgment will advise you to call the hotel direct for additional nights (not always available at convention rates).

4. CHECK APPROPRIATE BOX:   ONE BED   TWO BEDS

SUITE requests must be submitted in writing to the AARC Housing Bureau via e-mail at housing@visitsanantonio.com, or fax to 210-207-6702. Suites are subject to availability.

5. The Housing Bureau will request room type, hotel will confirm if available. TOTAL PEOPLE IN ROOM:

6. ROOM GUARANTEE: All rooms must be guaranteed with a credit valid through December 2009 or a check for $150 per room and payable to AARC Housing Bureau.

Type of card (i.e. AE, MC, VS, DC) Credit Card Number Expiration Date Name on Credit Card

7. LIST ALL OCCUPANTS, first name first:

   1. __________________________________
   2. __________________________________
   3. __________________________________
   4. __________________________________

8. SEND ACKNOWLEDGEMENT TO:

   FIRST NAME MI LAST NAME

   AFFILIATION/COMPANY

   STREET ADDRESS OR P.O. BOX NUMBER

   CITY STATE COUNTRY ZIP CODE

   DAYTIME PHONE NUMBER

   FAX NUMBER (If International, indicate Country/City Code)

9. EMAIL ADDRESS:

10. SPECIAL REQUESTS:  SMOKING  NON-SMOKING  Check here for disability

List special or other needs:__________________________
GROUP HOUSING RESERVATION

2009 AARC International Respiratory Congress
December 5–8, 2009
(Requests for 7 or more rooms)

Mail to: AARC Housing Bureau
203 S. St. Mary’s Street, Suite 200
San Antonio, TX 78205 USA

OR
Fax to: 210-207-6702

Specific names must be submitted by: October 28, 2009
Reservation cutoff date for AARC rates: November 11, 2009

RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE. TELEPHONE REQUESTS ARE NOT ACCEPTED. Please keep a copy of this form for your records. DO NOT MAIL AFTER FAXING.

1. [ ] We are exhibiting at the Congress [ ] We are NOT exhibiting at the Congress

2. SELECT FOUR HOTELS: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a convention hotel based on your preference of rate or proximity, and availability. Use the three letter hotel code only, not numbers. See the Map/Rates/Instructions page or www.aarc.org/education/meetings/congress_09/advance_program/hotel.cfm for codes.

1st choice [ ] (HOTEL CODE) 2nd choice [ ] (HOTEL CODE) 3rd choice [ ] (HOTEL CODE) 4th choice [ ] (HOTEL CODE)

If hotel choices are sold out, which is more important? [ ] Room Rate [ ] Location

3. NUMBER OF ROOMS REQUESTED: (indicate number and type of rooms per night)

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Wed 12/2</th>
<th>Th 12/3</th>
<th>Fri 12/4</th>
<th>Sat 12/5</th>
<th>Sun 12/6</th>
<th>Mon 12/7</th>
<th>Tues 12/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Beds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUITES must be requested by writing the AARC Housing Bureau via email at housing@visitsanantonio.com, or via fax at 210-207-6702. Suites are subject to availability.

4. PAYMENT INFORMATION: I hereby authorize the hotel to debit my credit card account in the amount of the required deposit ($150 per room).

Credit Card Number [ ] Expiration Date [ ] Today’s Date [ ]

Name on Credit Card [ ] Signature [ ]

5. IDENTIFICATION:

Your Company Name [ ]

Contact Name [ ]

Address [ ]

City [ ] State/Province [ ] Zip Code/Postal [ ]

Daytime Phone Number (Country Code/City Codes/Number) [ ] Fax Number (Country Code/City Codes/Number) [ ]

E-Mail Address [ ]

* After this date all unused rooms in your block will be released back into general inventory for sale.
Changes/Cancellations: See Map/Instructions at www.aarc.org/education/meetings/congress_09/advance_program/travel.cfm
All of the hospitality suites and public meeting space in the Co-Headquarters hotels, the Marriott Rivercenter and the Marriott Riverwalk are reserved by AARC.

Hospitality suites are usually located on upper floors and can have sleeping accommodations attached, if available. Meeting rooms are usually located on lower floors and do not have attached sleeping accommodations.

How do I request a hospitality suite at the headquarters hotel?

Suites must be requested by writing to Annette Phillips at aphillips@aarc.org. Suites are subject to availability. Please include the following information:
1. Occupant Name(s)
2. Arrival and departure dates
3. Size of suite needed (one bedroom and parlor, two bedroom and parlor, parlor only, etc.) or the number of guests expected
4. Type of function — VIP suite, reception, hospitality, etc.
5. Date, time, and number of people for functions and receptions requiring catering. It is the hotel's policy that all food and beverage (including alcohol) for hospitality suite functions is arranged through the hotel.
6. Contact person, address, telephone number, e-mail, and fax number
7. Your Booth or Island number — only 2009 exhibitors will be allotted hospitality suites in the headquarters hotel.

When is the best time to request a hospitality suite at the headquarters hotel?

A limited number of suites are available. Therefore, it is imperative that you make your request promptly.

How are hospitality suites assigned?

The available suites are assigned on a first-come, first-served basis to companies who are exhibiting in 2009 at the 55th AARC International Respiratory Congress.

Are there any guidelines for suite activities?

Yes, AARC’s policies are:
1. Hospitality suites may be open from 6:00 pm to 11:00 pm only.
2. Only companies that have purchased 2009 exhibit space will have access to hospitality suites within the headquarters hotel.
3. No one under legal drinking age may attend a hospitality suite. The sponsor is responsible for verifying identification, if necessary.
4. AARC has a “no smoking” policy. We ask that you adhere to this policy during all social functions.
5. Violation of these policies will result in loss of booth space privileges for two consecutive years.

When will I receive confirmation of my suite assignment?

Allow two weeks for your suite request to be processed. Please contact the hotel directly to detail your function, arrange billing details, speak to the caterer, or to request a confirmation number.

What do I do if there are no suites available and I need to schedule a function at the headquarters hotel?

The AARC will release meeting rooms on a space-available basis upon receipt of a written request that includes the following information:
1. The proposed date(s) of the function
2. The proposed time(s) of the function
3. The anticipated number of participants
4. The purpose of the meeting — sales, distributor/client, training, hospitality, etc.
5. Contact name, mailing address, e-mail, phone and fax numbers.

The number of available meeting rooms is limited so you are encouraged to submit your request early.

Please direct your letter to Annette Phillips, AARC Exhibits Coordinator. You may submit it via e-mail at aphillips@aarc.org, fax at 972-484-2720, or mail at AARC, 9425 N. MacArthur Blvd, Suite #100, Irving, TX 75063-4706.

Ms. Phillips will reply, in writing, and will send a letter directly to the Marriott Riverwalk or Rivercenter authorizing the release of space for your function. The hotel will then contact you directly with the room name and will confirm room set-up, catering requirements, payment criteria, etc.
RULES AND REGULATIONS

The following regulations will be enforced so that all exhibitors can operate efficiently. It is the responsibility of the applicant, whose authorized signature appears on the application/contract, to be sure that his/her staff are aware of the AARC show rules and adhere to them. Any questions may be directed to Annette Phillips, Exhibits Coordinator, at (972) 243-2272.

1. At least one representative from each exhibiting company must be present in the assigned exhibit space during exhibit hours.

2. Exhibiting companies shall limit all convention-related activities to their assigned exhibit space at the Henry B. Gonzalez Convention Center.

3. Island structure is limited to 20 feet in height. Interior, corner and priority booths have a height restriction of 8 feet; side rails are limited to 3 feet.

4. Demonstration areas must be organized within the contracted exhibit space. Demonstration tables must be placed a minimum of 2 feet from the aisle. Should spectators or attendees interfere with normal traffic flow in the aisle or overflow into neighboring exhibits, the AARC reserves the right to have the exhibitor discontinue the activity. Demonstrations are limited to booths over 100 sq ft.

5. Promotional or giveaway items must cost under $25 per item.

6. The Henry B. Gonzalez Convention Center allows the use of helium balloons. They are restricted to a maximum of 4 feet long, and must be tethered.

7. The Henry B. Gonzalez Convention Center prohibits the use of paper products, helium-filled balloons, adhesive-backed materials, and refreshments or other products intended for consumption in the hall. Posting of flyers or brochures on any wall or structure within the building is also prohibited by the Center. AARC has authorized the Center to bill any exhibitor for cleanup charges incurred from failure to comply with these regulations.

8. Each exhibitor has the right to refuse permission for photographs, video or still, to be taken of their booth location and contents. Please consult with your fellow exhibitors if you are photographing your own exhibit to be sure they are aware of your intentions.

9. The 2009 International Congress will be a non-smoking show. Those who choose to smoke may use the designated smoking area. Smoking is prohibited within the lecture rooms, hallways, exhibitor lounge, and the exhibit hall. The Henry B. Gonzalez Convention Center is a smoke-free facility.

10. AARC reserves the right to revoke priority points and to deny future application for exhibit space to any exhibitor who fails to adhere to these regulations.

THE FOLLOWING ARE PROHIBITED

- Placing business cards over the AARC official badges or in any way altering a badge.
- Using celebrities or celebrity "look-alikes" in your booth.
- The use of live animals in an exhibit, for any purpose, is not allowed.
- Obstruction of aisles due to any activity in an exhibitor’s booth.
- Sub-leasing or sharing exhibit space.
- Distribution of materials, samples, literature, etc. outside the assigned exhibit space.
- Solicitation of accounts is prohibited by any person or company unless booth space has been purchased.
- Loud audio systems that disturb neighboring exhibits cannot be used in your booth. Using an open audio system is strongly discouraged. The exhibitor must discontinue their presentation if, in AARC’s opinion, the sound level is objectionable to the attendees or adjacent exhibitors.
- Dismantling or abandoning exhibits prior to the official closing of the show, unless authorized.
- Drawings, contests, or prize awards of any kind are expressly prohibited on the exhibit floor. Entries may be completed within your booth with the actual drawing held elsewhere, i.e. in your hospitality suite. An announcement of the winner(s) may be discreetly posted within your booth. Announcements are prohibited via audio from the exhibitor’s booth.
EXHIBITOR BADGES

1. AARC issues an official name badge for each of the exhibitor’s representatives based upon the “Badge Request Form.” Each exhibiting company is allotted six (6) badges per each ten feet of exhibit space reserved. An exhibitor with two 10-foot booths will be allotted twelve (12) exhibitor badges. An exhibitor with a 20 foot by 20 foot island will be allotted twenty-four (24) exhibitor badges. After the no-charge allotment is filled, exhibitor badges can be purchased for $260 per each three-day badge or $150 per one-day badge (available on-site only). Badges are nontransferable. Use the attached registration form.

2. Each exhibitor will be required to show photo identification to pick up their badge on-site.

3. Exhibitor badges worn by anyone other than the individual whose name is shown on the badge face will be confiscated and the former wearer will be escorted to the nearest exit.

4. Exhibitor badges that have been altered by insertion of a business card will be confiscated and the former wearer will be escorted to the nearest exit.

5. Badges are nontransferable.

6. Badged exhibitors will have access to the exhibit hall two hours prior to exhibits opening, and one hour after closing.

7. Exhibitor badges allow access to all Congress lectures and general sessions with the exception of the paid breakfast sessions.

LOST BADGES

The lost badge fee is $15.00. A registration form must be completed. Previous registration will be verified. Personal identification will be required.

GUEST BADGES

AARC does not have a guest badge for exhibitors. Each exhibiting firm can choose to allot its exhibitor badges to staff, guests, models, service technicians, potential clients, distributors, trainees, etc. as they deem necessary. After the no-charge allotment is filled, exhibitor badges can be purchased by submitting the attached registration form. Badges are nontransferable.

FREE ACCESS

Free access to the exhibit hall is available from 11:00 am until 4:00 pm on Monday, December 7th. This time is allotted for distributors, clients, students, installation-and-dismantling account representatives, friends, and acquaintances.

TEMPORARY WORK PASSES

Unofficial service contractors will be issued a temporary work pass by security at the front entrance of the exhibit hall. All repairmen, deliverymen, commercial photographers, installation-and-dismantling representatives, exhibit designers, and individuals involved in the setup and dismantling of your exhibit must be identified, sign in, and receive their identification badge. Work orders will be verified. Solicitation of accounts on the show floor is prohibited.

PROPERTY REMOVAL PASSES

Property removal passes will be required for any equipment or materials being removed from the exhibit hall. Blank passes are available from the FREEMAN Service desk. Identification will be required. The completed pass must be turned in and verified prior to removal of the property from the exhibit hall.

LECTURES

Lectures are scheduled from 8:30 am until 5:00 pm Saturday, December 5th through Tuesday, December 8th.

CRCE CREDIT

Information regarding CRCE will be included in a packet provided to the on-site booth manager.

OFFICIAL SERVICE CONTRACTORS

FREEMAN has been designated as the official service contractor of the 55th International Respiratory Congress. Customer service representatives will be available at the service desk to answer questions and process orders beginning Thursday, December 3rd at 8:00 am.

UNOFFICIAL SERVICE CONTRACTORS

Unofficial service contractors must return a completed Work Authorization Form to AARC by November 19, 2008. Forms are included in your Exhibitor Service Manual.

SECURITY

AARC will provide security in the exhibit hall on a 24-hour basis from the first day of installation of exhibits through the last day of dismantling. Entrance and exit of workers, attendees, and exhibit personnel will be strictly monitored. Despite these precautions, however, neither AARC nor the Convention Center can assume responsibility for loss of, or damage to, exhibitors’ property. Exhibitors are encouraged to take precautions to protect their own property and to arrange for appropriate insurance against loss.
**BADGE REQUEST FORM FOR BOOTH PERSONNEL**

**DEADLINE DATE:** November 6th, 2009

Return completed form to:
Annette Phillips, Exhibits Coordinator
AARC
9425 N. MacArthur #100
Irving, TX  75063-4706
Fax# (972) 484-2720

PLEASE TYPE OR PRINT

Company or Hospital Name: ________________________________
(Company name must match name listed on contract)

 Booth or Island Number: ________________________________

 City and State: _______________________________________

 Pre-Convention Booth Manager: ___________________________

 On-Site Booth Manager: _________________________________
(Please be sure this person will be present on all days, including set-up. This person is the only one who can make any changes to this form. More than one person can be listed as a booth manager. Be sure this person(s) is listed in the six names below)

<table>
<thead>
<tr>
<th>Last Name (in alphabetical order)</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) _____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>2) _____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>3) _____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>4) _____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>5) _____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>6) _____________________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

If you have more than one Booth or an Island, please copy this form or submit on company letterhead. Any changes, additions, and/or deletions can be submitted on a xerox copy of the original form with a notation in the upper right-hand corner.

Additional badges that need to be purchased may be paid for in advance or on-site. A business card from the exhibiting company must be shown in order to purchase an exhibitor badge on-site. See Additional Information page under “Exhibitor Badges #1” for badge costs.

All forms and/or changes received past November 6th, 2009 will be processed on-site.
SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue, red and yellow drape, 3’ high blue side dividers, and a 7” x 44” one-line identification sign.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted. The aisles will be carpeted in blue.

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 November 19, 2009.

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 pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>December 03, 2009</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>December 04, 2009</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>December 07, 2009</td>
<td>4:00 PM</td>
<td>10:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 08, 2009</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
</tr>
</tbody>
</table>

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Tuesday, December 08, 2009 at 12:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, December 08, 2009 at 10:00 AM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 227-0341 fax (210) 212-8049
FreemanSanAntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 fax (817) 385-0983

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 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.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
AMERICAN ASSOCIATION FOR RESPIRATORY CARE
C/O FREEMAN
3323 IH 35 NORTH, STE 126
SAN ANTONIO, TX 78219
Freeman will accept crated, boxed or skidded materials beginning Monday, November 02, 2009, at the above address. Material arriving after November 27, 2009 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:
Exhibiting Company Name / Booth # __________
AMERICAN ASSOCIATION FOR RESPIRATORY CARE
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
200 E MARKET ST / ALAMO ST. DOCK
SAN ANTONIO, TX 78205-2637

Freeman will receive shipments at the exhibit facility beginning Thursday, December 03, 2009. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature, you may contact Freeman Exhibitor Services at (210) 227-0341 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by November 19, 2009.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Services department at (210) 227-0341 with any questions or needs you may have.
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

COMPANY NAME:  
ADDRESS:  
SIGNATURE:  PRINT NAME:  
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 (212227) 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:

  - **AMERICAN EXPRESS**
  - **DISCOVER**
  - **MASTER CARD**
  - **VISA**
  - **DINERS CLUB**

ACCOUNT NO.: EXP. DATE:  
CARDHOLDER NAME (PRINT):  SIGNATURE:  
CARDHOLDER BILLING ADDRESS:  
CITY/STATE/ZIP:  

ENTER TOTALS HERE

<table>
<thead>
<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.myfreemanonline.com](http://www.myfreemanonline.com).
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the 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.

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:**

**FAX:**

**CONTACT’S E-MAIL:**

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

- [ ] ALL FREEMAN SERVICES
- [ ] FREEMAN EXHIBIT TRANSPORTATION
- [ ] I&D LABOR/SUPERVISION
- [ ] RENTAL FURNITURE/CARPET/SIGNS
- [ ] MATERIAL HANDLING/IN & OUT
- [ ] BOOTH CLEANING
- [ ] UTILITIES
- [ ] OTHER

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**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
- [ ] DISCOVER
- [ ] DINERS CLUB

**CREDIT CARD ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**

**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

**CITY/STATE/ZIP:**

07/08 (212227)
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N71092</td>
<td>Diva Counter Stool</td>
<td>137.25</td>
<td>178.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71091</td>
<td>Diva Chair</td>
<td>116.70</td>
<td>151.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N710102</td>
<td>Santana Chair</td>
<td>106.60</td>
<td>138.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71085</td>
<td>Forestdale Chair</td>
<td>54.65</td>
<td>71.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N710144</td>
<td>Diplomat Chair</td>
<td>149.05</td>
<td>193.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71038</td>
<td>Cherry Barrel Chair</td>
<td>128.90</td>
<td>167.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cranberry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Taupe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N710142</td>
<td>Director Stool</td>
<td>90.55</td>
<td>117.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71042</td>
<td>Director Chair</td>
<td>77.50</td>
<td>100.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N710998</td>
<td>Custom Imprinting/Director</td>
<td>97.10</td>
<td>126.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black Tweed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blue Tweed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71046</td>
<td>Gray Gaslift Chair w/Arms</td>
<td>148.55</td>
<td>193.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71045</td>
<td>Gray Gaslift Chair</td>
<td>148.55</td>
<td>193.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71044</td>
<td>Executive Chair</td>
<td>137.90</td>
<td>179.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71041</td>
<td>Bugle Base Chair</td>
<td>97.10</td>
<td>126.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71088</td>
<td>Black Diamond Stool</td>
<td>79.55</td>
<td>103.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71089</td>
<td>Black Diamond Side Chair</td>
<td>66.35</td>
<td>86.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71090</td>
<td>Black Diamond Arm Chair</td>
<td>86.45</td>
<td>112.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C210105</td>
<td>Opal Side Chair</td>
<td>33.40</td>
<td>43.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C210101</td>
<td>Carson Arm Chair</td>
<td>51.50</td>
<td>66.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C210112</td>
<td>Casey Padded Stool</td>
<td>64.10</td>
<td>83.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N73091</td>
<td>Signature Loveseat</td>
<td>408.15</td>
<td>530.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71093</td>
<td>Signature Chair</td>
<td>264.65</td>
<td>344.05</td>
<td></td>
</tr>
</tbody>
</table>

**Kennedy Sectional Series**
- N730313 Kennedy Sofa - 3 piece  438.85  570.50
- N730213 Kennedy Loveseat - 2 piece  292.50  380.25
- N73013 Kennedy Corner Section  146.30  190.20
- N73014 Kennedy Center Section  146.30  190.20

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

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

---

**DISCOUNT PRICE DEADLINE DATE**

NOVEMBER 19, 2009

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Total</th>
<th>Discount</th>
<th>Standard</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Display Cylinders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75020</td>
<td>Black Display Cylinder/Low ....</td>
<td>107.25</td>
<td>139.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75021</td>
<td>Black Display Cylinder/Med</td>
<td>126.80</td>
<td>164.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75022</td>
<td>Black Display Cylinder/Lg ....</td>
<td>142.05</td>
<td>184.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130330</td>
<td>Draped Table 3'L x 30'H ....</td>
<td>66.90</td>
<td>86.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130430</td>
<td>Draped Table 4'L x 30'H ....</td>
<td>75.25</td>
<td>97.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130630</td>
<td>Draped Table 6'L x 30'H ....</td>
<td>87.80</td>
<td>114.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130830</td>
<td>Draped Table 8'L x 30'H ....</td>
<td>104.45</td>
<td>135.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C12404630</td>
<td>4th Side Drape 6'L x 30'H ....</td>
<td>22.35</td>
<td>29.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C12404830</td>
<td>4th Side Drape 8'L x 30'H ....</td>
<td>22.35</td>
<td>29.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130342</td>
<td>Draped Counter 3'L x 42'H ....</td>
<td>97.55</td>
<td>126.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130442</td>
<td>Draped Counter 4'L x 42'H ....</td>
<td>104.45</td>
<td>135.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130642</td>
<td>Draped Counter 6'L x 42'H ....</td>
<td>116.95</td>
<td>152.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C130842</td>
<td>Draped Counter 8'L x 42'H ....</td>
<td>133.75</td>
<td>173.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C12404642</td>
<td>4th Side Drape 6'L x 42'H ....</td>
<td>26.45</td>
<td>34.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C12404842</td>
<td>4th Side Drape 8'L x 42'H ....</td>
<td>26.45</td>
<td>34.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131330</td>
<td>Undraped Table 3'L x 30'H ....</td>
<td>27.80</td>
<td>36.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131430</td>
<td>Undraped Table 4'L x 30'H ....</td>
<td>35.55</td>
<td>46.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131630</td>
<td>Undraped Table 6'L x 30'H ....</td>
<td>42.50</td>
<td>55.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131830</td>
<td>Undraped Table 8'L x 30'H ....</td>
<td>48.00</td>
<td>62.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131342</td>
<td>Undraped Counter 3'Lx42'H ....</td>
<td>43.90</td>
<td>57.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131442</td>
<td>Undraped Counter 4'Lx42'H ....</td>
<td>49.40</td>
<td>64.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131642</td>
<td>Undraped Counter 6'Lx42'H ....</td>
<td>58.50</td>
<td>76.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131842</td>
<td>Undraped Counter 8'Lx42'H ....</td>
<td>64.10</td>
<td>83.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150410</td>
<td>Single Step Riser 4'L x 7'H ....</td>
<td>32.10</td>
<td>41.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150610</td>
<td>Single Step Riser 6'L x 7'H ....</td>
<td>48.80</td>
<td>63.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150810</td>
<td>Single Step Riser 8'L x 7'H ....</td>
<td>62.70</td>
<td>81.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150414</td>
<td>Single Step Riser 4'L x 14'H ....</td>
<td>32.10</td>
<td>41.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150614</td>
<td>Single Step Riser 6'L x 14'H ....</td>
<td>48.80</td>
<td>63.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150814</td>
<td>Single Step Riser 8'L x 14'H ....</td>
<td>62.70</td>
<td>81.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150420</td>
<td>Double Step Riser 4'L ....</td>
<td>62.70</td>
<td>81.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150620</td>
<td>Double Step Riser 6'L ....</td>
<td>96.10</td>
<td>124.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150820</td>
<td>Double Step Riser 8'L ....</td>
<td>122.55</td>
<td>159.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.125% Tax</td>
<td>Total Cost</td>
<td>Total Cost</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Lisbon Group - Black leather</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8302</td>
<td>sofa</td>
<td>497.00</td>
<td>646.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8303</td>
<td>Loveseat</td>
<td>448.00</td>
<td>582.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81011</td>
<td>Chair</td>
<td>333.00</td>
<td>432.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8102</td>
<td>Barcelona - black leather</td>
<td>546.00</td>
<td>709.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810816</td>
<td>Barcelona - white leather</td>
<td>546.00</td>
<td>709.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Newport Group - Charcoal leather</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8308</td>
<td>Loveseat</td>
<td>453.00</td>
<td>588.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8109</td>
<td>Armless Chair</td>
<td>257.00</td>
<td>334.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81010</td>
<td>Corner Chair</td>
<td>300.00</td>
<td>390.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>South Beach Group - Platinum suede</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8301</td>
<td>sofa</td>
<td>437.00</td>
<td>568.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8151</td>
<td>Ottoman</td>
<td>191.00</td>
<td>248.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Key West Group - Black</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8306</td>
<td>sofa</td>
<td>393.00</td>
<td>510.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8307</td>
<td>Loveseat</td>
<td>355.00</td>
<td>461.50</td>
<td></td>
</tr>
</tbody>
</table>

### Tables, Lighting & More

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Astro Group - Beige suede</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>83063</td>
<td>sofa</td>
<td>462.00</td>
<td>600.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810808</td>
<td>Chair</td>
<td>295.00</td>
<td>383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Memphis Group - Black</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>83064</td>
<td>sofa</td>
<td>421.00</td>
<td>547.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810812</td>
<td>Chair</td>
<td>302.00</td>
<td>392.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Chairs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8101</td>
<td>T-Vac (translucent/chrome)</td>
<td>213.00</td>
<td>276.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810819</td>
<td>Globus Occasional-White</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Ottomans</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8154</td>
<td>Square (black leather)</td>
<td>219.00</td>
<td>284.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8152</td>
<td>Square (white leather)</td>
<td>219.00</td>
<td>284.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8155</td>
<td>Bench (black leather)</td>
<td>262.00</td>
<td>340.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8153</td>
<td>Bench (white leather)</td>
<td>262.00</td>
<td>340.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81513</td>
<td>Half Round (black leather)</td>
<td>273.00</td>
<td>354.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81514</td>
<td>Half Round (white leather)</td>
<td>273.00</td>
<td>354.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Cubes</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8157</td>
<td>blueberry</td>
<td>76.00</td>
<td>98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8159</td>
<td>raspberry</td>
<td>76.00</td>
<td>98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81510</td>
<td>lemon</td>
<td>76.00</td>
<td>98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81511</td>
<td>natural</td>
<td>76.00</td>
<td>98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81512</td>
<td>black leather</td>
<td>76.00</td>
<td>98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Barstools &amp; Bar</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>81010</td>
<td>Ohio Barstool (gray)</td>
<td>119.00</td>
<td>154.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810101</td>
<td>Ohio Barstool (red)</td>
<td>119.00</td>
<td>154.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810102</td>
<td>Ohio Barstool (black)</td>
<td>119.00</td>
<td>154.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810103</td>
<td>Banana Barstool (white)</td>
<td>130.00</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810104</td>
<td>Banana Barstool (black)</td>
<td>130.00</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810815</td>
<td>ICE Barstool (transparent)</td>
<td>154.00</td>
<td>200.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810505</td>
<td>Gin Barstool (maple)</td>
<td>115.00</td>
<td>149.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810706</td>
<td>Jetson Barstool (black)</td>
<td>180.00</td>
<td>234.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810200</td>
<td>Oslo Barstool (blue)</td>
<td>164.00</td>
<td>213.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810201</td>
<td>Oslo Barstool (white)</td>
<td>164.00</td>
<td>213.20</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,125.00</td>
<td>650.00</td>
<td>8,775.00</td>
</tr>
</tbody>
</table>
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

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

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

ACCESSORIES FOR RENTAL UNITS

<table>
<thead>
<tr>
<th>LIGHT FIXTURES</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17251</td>
<td>Arm Light (200w)</td>
<td>64.40</td>
<td>83.70</td>
<td></td>
</tr>
<tr>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>173.80</td>
<td>225.95</td>
<td></td>
</tr>
<tr>
<td>17252</td>
<td>Halogen Light</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CABINETS &amp; LOCKS</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinets</td>
<td>Black Fabric</td>
<td>17305 1M x ½M x 36&quot; High</td>
<td>238.30</td>
<td>309.80</td>
</tr>
<tr>
<td></td>
<td>Blue Fabric</td>
<td>17306 1M x ½M x 42&quot; High</td>
<td>238.30</td>
<td>309.80</td>
</tr>
<tr>
<td></td>
<td>Gray Fabric</td>
<td>17308 2M x ½M x 36&quot; High</td>
<td>354.15</td>
<td>460.40</td>
</tr>
<tr>
<td></td>
<td>White PVC</td>
<td>17309 2M x ½M x 42&quot; High</td>
<td>354.15</td>
<td>460.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173010 1M Radius x ½M x 36&quot; High</td>
<td>379.95</td>
<td>493.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173011 1M Radius x ½M x 42&quot; High</td>
<td>379.95</td>
<td>493.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Radius Cabinets do not have doors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17301 Cabinet Lock</td>
<td>6.85</td>
<td>8.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inside Shelves Available</td>
<td>Quoted on Request</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GONDOLAS</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Fabric</td>
<td>174541 Single Sided 1M x 4' High</td>
<td>193.20</td>
<td>251.15</td>
<td></td>
</tr>
<tr>
<td>Gray Fabric</td>
<td>174542 Double Sided 1M x 4' High</td>
<td>257.60</td>
<td>334.90</td>
<td></td>
</tr>
<tr>
<td>Perboard</td>
<td>174581 Single Sided 1M x 8' High</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>White PVC</td>
<td>174582 Double Sided 1M x 8' High</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHELVES</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17201 1M Straight (37&quot; x12&quot;)</td>
<td>64.40</td>
<td>83.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17206 1M Angled (37&quot; x 12&quot;)</td>
<td>64.40</td>
<td>83.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LITERATURE POCKETS</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>174015 For 8½ x 11 Literature</td>
<td>20.65</td>
<td>26.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL COST</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>+ 8.125% Tax</td>
<td>= Total Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.
For fast, easy ordering, go to www.myfreemanonline.com

SHOWCASES

4' JEWELERS SHOWCASE
4' FULL VIEW SHOWCASE
1/2M TOWER SHOWCASE

6' JEWELERS SHOWCASE
6' FULL VIEW SHOWCASE

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101041</td>
<td>4' Jewelers Showcase.......</td>
<td>401.35</td>
<td>521.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>42&quot; high x 1 1/4M wide x 1/2M deep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>101043</td>
<td>4' Full View Showcase.....</td>
<td>401.35</td>
<td>521.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>42&quot; high x 1 1/4M wide x 1/2M deep</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101064</td>
<td>6' Jewelers Showcase.......</td>
<td>401.35</td>
<td>521.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>42&quot; high x 2M wide x 1/2M deep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>101061</td>
<td>6' Full View Showcase......</td>
<td>401.35</td>
<td>521.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>42&quot; high x 2M wide x 1/2M deep</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1/2M TOWER SHOWCASE

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1010200</td>
<td>1/2M Tower Showcase......</td>
<td>481.95</td>
<td>626.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>72&quot; high x 1/2M wide x 1/2M deep</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

Don’t see what you need? Please call an Exhibitor Sales Specialist at 210-227-0341.

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

Incorporate the Freeman Method of Payment Form with your order.

Discount Deadline: November 19, 2009

American Association for Respiratory Care / December 5-7, 2009

NAME OF SHOW: __________________________________________________________
COMPANY NAME: __________________________________________________________
BOOTH #: ________________________________________________________________
CONTACT NAME: __________________________________________________________
PHONE #: ________________________________________________________________
E-MAIL ADDRESS: _________________________________________________________

TOTAL COST
Sub-Total + 8.125% Tax = TOTAL
NAME OF SHOW:  AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

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

- For FREE samples or a quote on orders over 1200 sq. ft., please call our Exhibitor Sales Department at (210) 227-0341.
- 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.

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

**DISCOUNT PRICE DEADLINE DATE**  
NOVEMBER 19, 2009

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**For fast, easy ordering, go to www.myfreemanonline.com**

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$3.45</td>
<td>$4.50</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray Pearl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sea Breeze</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baywater</td>
<td>$3.00</td>
<td>$3.90</td>
<td></td>
</tr>
<tr>
<td>Cardinal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray Pearl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raspberry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wedgewood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toast</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$2.10</td>
<td>$2.75</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuxedo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Classic Carpet</td>
<td>$116.95</td>
<td>$152.05</td>
<td></td>
</tr>
<tr>
<td>9' x 20' Classic Carpet</td>
<td>$233.85</td>
<td>$304.00</td>
<td></td>
</tr>
<tr>
<td>9' x 30' Classic Carpet</td>
<td>$351.00</td>
<td>$456.30</td>
<td></td>
</tr>
<tr>
<td>9' x 40' Classic Carpet</td>
<td>$468.00</td>
<td>$608.40</td>
<td></td>
</tr>
</tbody>
</table>

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

- Price is per sq. ft.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
</table>

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (210) 212-8049  
FreemanSanAntonioES@freemanco.com  

(No Material Handling Charges Apply)
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

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

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

CLEANING SERVICES

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

<table>
<thead>
<tr>
<th>VACUUMING (per sq. ft - 100 sq. ft. minimum)</th>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advance Price</td>
<td>Show Site Price</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SHAMPOOING (per sq ft - 100 sq ft minimum)</th>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE (per day)</th>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total  + 8.125% Tax = Total Cost</td>
</tr>
</tbody>
</table>

09/07 (212227) 2865
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

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 × _______ W = _______ sq.ft.

$ 14.30 per sq. ft. discount price

sq. ft. ________ x or ________ = $ ________

$ 21.45 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 _________________________________

Backed Material:

Foamcore  □  Masonite  □

PVC  □  Plexi  □

Gatorfoam  □  Other  □

Special Instructions __________________________

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>@</td>
<td>35.70</td>
<td>53.55</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@</td>
<td>42.10</td>
<td>63.15</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@</td>
<td>45.90</td>
<td>68.85</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>@</td>
<td>57.35</td>
<td>86.05</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@</td>
<td>49.70</td>
<td>74.55</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>@</td>
<td>53.50</td>
<td>80.25</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>@</td>
<td>89.20</td>
<td>133.80</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>@</td>
<td>104.50</td>
<td>156.75</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>@</td>
<td>145.35</td>
<td>218.05</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@</td>
<td>156.75</td>
<td>235.15</td>
<td></td>
</tr>
</tbody>
</table>

(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.

Lettering Color: ____________________________

Background Color: __________________________

Use Your Judgment For Sign Layout

<table>
<thead>
<tr>
<th>Vertical</th>
<th>Horizontal</th>
<th>Use Your Judgment For Sign Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125 % Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 (210) 227-0341 for assistance.
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

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

SYSTEM 1 OPTIONS

□ 10 x 10
□ 10 x 20

10x20 - Part# 1010 10x20 - Part# 1030 10x20 - Part# 1050
2,643.25 4,188.40 7,057.85

□ 10x10 - Part# 1000 10x10 - Part# 1020 10x10 - Part# 1040
1,318.85 2,091.40 3,526.15

SYSTEM 2 OPTIONS

□ 10 x 10
□ 10 x 20

10x20 - Part# 2010 10x20 - Part# 2030 10x20 - Part# 2050
2,753.60 4,276.65 7,201.35

□ 10x20 - Part# 2000 10x20 - Part# 2020 10x20 - Part# 2040
1,352.00 2,124.60 3,636.55

SYSTEM 3 OPTIONS

□ 10 x 10
□ 10 x 20

10x20 - Part# 3010 10x20 - Part# 3030 10x20 - Part# 3050
2,706.70 4,298.70 7,278.60

□ 10x10 - Part# 3000 10x10 - Part# 3020 10x10 - Part# 3040
1,379.60 2,146.60 3,636.55

SYSTEM 4 OPTIONS

□ 10 x 10
□ 10 x 20

10x20 - Part# 4010 10x20 - Part# 4030 10x20 - Part# 4050
2,864.00 4,387.05 7,311.70

□ 10x10 - Part# 4000 10x10 - Part# 4020 10x10 - Part# 4040
1,429.25 2,190.75 3,669.65

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

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

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

DISCOUNT PRICE DEADLINE DATE
NOVEMBER 19, 2009
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

CHOOSE YOUR PANELS

VERSION A
- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)
- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

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
- ENViro
- HELVETICA BOLD

Other ______________________________________

Indicate color of background:
- Beige
- Navy
- White
- Black
- Forest Green

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*)

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.

TOTAL COST

<p>|</p>
<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.125% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

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

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

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.

Discount Price
Standard Price

A. FREE STANDING COUNTER EXHIBIT
B. CURVED BACK WALL EXHIBIT
C. BACK WALL COUNTER EXHIBIT
D. 3 SHELF 10' X 10' EXHIBIT
E. 10' X 20' ANGLED EXHIBIT
F. 20' X 20' ISLAND EXHIBIT

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 PERFBOARD

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
- ENVY
- EUROSTYLE 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: ____________________________
% Tax: 8.125
Total Cost: ____________________________
F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 227-0341  Fax: (210) 212-8049
FreemanSanAntonioES@freemanco.com

AMEERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

NAME OF SHOW:  
COMPANY NAME:  
CONTACT NAME:  
E-MAIL ADDRESS:  
PHONE #:  

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

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

**DISCOUNT PRICE**
**DEADLINE DATE**
**NOVEMBER 19, 2009**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**TABLE TOP UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 6'W</td>
<td>661.10</td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>771.45</td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6'W</td>
<td>826.70</td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>937.05</td>
</tr>
</tbody>
</table>

**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:**
- One-Time Installation & Dismantle
- Header Identification Sign - (white with black text) Indicate copy below:

**Fabric Panel Colors for All Units:**
- Black
- Gray
- Tuxedo
- Teal
- Burgundy
- Red
- Silver
- Blue
- Emerald
- Green
- Plum
- Red
- Teal
- Tuxedo

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

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

**FLOOR UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>8'H x 8'W</td>
<td>1,012.55</td>
<td></td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>1,318.85</td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8'W</td>
<td>1,875.15</td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>2,201.80</td>
</tr>
</tbody>
</table>

**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:**
- One-Time Installation & Dismantle
- Header Identification Sign - (white with black text) Indicate copy below:

**Fabric Panel Colors for All Units:**
- Black
- Gray
- Tuxedo
- Teal
- Burgundy
- Red
- Silver
- Blue
- Emerald
- Green
- Plum
- Red
- Teal
- Tuxedo

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

**Table Drape:**
- Black
- Blue
- Burgundy
- Dark Green
- Gold
- 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**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>QTY</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>137.95</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>71.75</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>55.15</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>55.15</td>
<td></td>
</tr>
</tbody>
</table>

**QUICK TIPS**

* Order in advance to save time, money and ensure availability.

**Purchase Units Total Cost** + 8.125% Tax = Total Cost

**Rental Units Total Cost** + 8.125% Tax = Total Cost
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.
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.)

[Diagram: X X X]

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.

[Diagram: Booth 410]

Island Booth with one outlet

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. Labor is required for any and all electrical work in an island. Please see the Electrical Labor form for complete details.
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.
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 (including 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 -
   a) Installation of ground supported or hanging electrical or rotating signs
   b) Wiring of overhead signs.
7. Inspection - All Exhibitor’s power panels and equipment pre-wired to plug into Freeman systems
8. Lift Services -
   a) Forklift
   b) Scissorlift
   c) Boom Lift
9. Miscellaneous -
   a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
   b) Mounting of single monitors over 6’ (to include plasma screens, LCD & CRT) and installation of hanging brackets
   c) Changes to or the addition of electrical connectors to electrical apparatus
   d) 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. Floor work 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 complete Step 3 indicating Floor Work or #1 as Type of Work.

See Reverse Side for Additional Information and Conditions
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__________________________

<table>
<thead>
<tr>
<th>Labor Request</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># of Electricians</th>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day</td>
<td>Date</td>
<td>Time</td>
<td># of Electricians</td>
<td>Type of Work</td>
</tr>
<tr>
<td>Lift Request</td>
<td>Day</td>
<td>Date</td>
<td>Time</td>
<td>Est. # of Hours</td>
<td>Type of Lift</td>
</tr>
</tbody>
</table>

(Enter applicable # from Step 1)

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 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.
2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. 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 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.
8 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
9 Exhibitor agrees to indemnify and hold harmless Freeman, its officers, directors, employees and agents from and against, any and all losses caused by loss of power beyond Freeman’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

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

2009-2010 NR  
Job# 03-212227
### COMPRESSED AIR: 90-100 lbs. PSI

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>383.50</td>
<td>575.25</td>
<td></td>
</tr>
<tr>
<td>Each additional air outlet (within 5 feet of 1st outlet)</td>
<td>205.00</td>
<td>307.50</td>
<td></td>
</tr>
<tr>
<td>Additional footage per foot</td>
<td>4.70</td>
<td>7.05</td>
<td></td>
</tr>
<tr>
<td>CFM requirements (minimum 5 CFM per outlet - price is per CFM)</td>
<td>10.00</td>
<td>15.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

### WATER

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>347.00</td>
<td>520.50</td>
<td></td>
</tr>
<tr>
<td>Each additional water outlet (within 5 feet of 1st outlet)</td>
<td>198.50</td>
<td>297.75</td>
<td></td>
</tr>
<tr>
<td>Additional footage per foot</td>
<td>4.50</td>
<td>6.75</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

### DRAINS

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>381.50</td>
<td>572.25</td>
<td></td>
</tr>
<tr>
<td>Each additional drain outlet within the same booth</td>
<td>216.00</td>
<td>324.00</td>
<td></td>
</tr>
<tr>
<td>Additional Footage per foot</td>
<td>4.50</td>
<td>6.75</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

### FILL & DRAINS

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 200 Gallons</td>
<td>220.35</td>
<td>330.50</td>
<td></td>
</tr>
<tr>
<td>201 - 400 Gallons</td>
<td>330.50</td>
<td>495.75</td>
<td></td>
</tr>
<tr>
<td>Each Additional 100 Gallons</td>
<td>37.75</td>
<td>56.75</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

### LABOR

1 hour minimum charge for all services for both installation and removal. **Total 2 hours.** Additional time charged in 1 hour increments.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$75.00</td>
<td>$97.50</td>
</tr>
<tr>
<td>Monday - Friday, 8:00 a.m. - 5:00 p.m. (except holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>$150.00</td>
<td>195.00</td>
</tr>
<tr>
<td>Before 8:00 a.m. and after 5:00 p.m. weekdays, All day Saturday, Sunday and Holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In order to obtain the **DISCOUNT** price, your order and Method of Payment must be received by deadline date.
PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.

2. Credit will not be given for connections installed and not used.

3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.

4. All equipment must comply with state and local safety codes.

5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.

6. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.

7. All equipment using water must have inlet and outlet properly tagged.

8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.

9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.

10. Service outlet size will be determined by the volume required.

11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.

12. All outlets will be installed on the floor at the backwall of booth.

13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.

15. Exhibitors are not allowed to bring air compressors on the show floor.

16. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

17. Please contact our Plumbing Department at 210-227-0341 for an estimate regarding labor or additional footage.

- Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- All electrical requirements must be ordered on the Electrical Rental Order Form.
NAME OF SHOW: AM ASSN FOR RESPIRATORY CARE

SHOW INFORMATION: December 5-7, 2009 / Henry B Gonzalez Convention Center / San Antonio, TX

EXHIBITING COMPANY NAME: ____________________________

EXHIBITING COMPANY ADDRESS: ____________________________

CITY/STATE/ZIP: ____________________________

PRINT NAME: ____________________________

SIGNATURE: ____________________________

EMAIL: ____________________________

PHONE: ( ) (EXT.): ____________________________

FAX: ( ) ____________________________

ON-SITE CONTACT: ____________________________

ON-SITE CONTACT CELL #: ( ) ____________________________

METHOD OF PAYMENT

DATE: ____________________________

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252590492 Freeman Audio Visual Solutions

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252590492 Freeman Audio Visual Solutions

ACH Direct Deposit

ABA# 111000012 ACCT #1252590492 Freeman Audio Visual Solutions

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (*US. FUNDS* MUST BE PRE-PRINTED on Canadian checks.)

Please reference job # 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:

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

ACCOUNT NO.: ____________________________

SIGNATURE: ____________________________

CARDHOLDER NAME (PRINT): ____________________________

CARDHOLDER BILLING ADDRESS: ____________________________

CITY/STATE/ZIP: ____________________________

THIRD PARTY AUTHORIZATION

FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. 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 to the exhibiting company. All invoices are due and payable upon receipt, by either party.

EXHIBITOR NAME: ____________________________

EXHIBITOR SIGNATURE: ____________________________

THIRD PARTY AGENT: ____________________________

CREDIT CARD ACCOUNT NO.: ____________________________

EXP. DATE: ____________________________

CARDHOLDER NAME: ____________________________

AUTHORIZED SIGNATURE: ____________________________

PRINT NAME: ____________________________

COMPANY NAME: ____________________________

ADDRESS: ____________________________

CITY/STATE/ZIP: ____________________________

PHONE: ( ) (EXT.): ____________________________

FAX: ( ) ____________________________

E-MAIL: ____________________________

Visit us at www.freemanco.com
<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Early Order Show Rate</th>
<th>Standard Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLAT SCREEN DISPLAYS AND ACCESSORIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17” LCD Flat Screen w/Wall Mount, Data Only</td>
<td></td>
<td>@ $ 195.00</td>
<td>@ $ 253.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 4:3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” LCD Flat Screen w/Wall Mount, Data Only</td>
<td></td>
<td>@ $ 285.00</td>
<td>@ $ 370.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 4:3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” LCD Flat Screen w/Wall Mount, Video Only</td>
<td></td>
<td>@ $ 285.00</td>
<td>@ $ 370.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 4:3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” LCD Flat Screen w/Wall Mount, 1080P</td>
<td></td>
<td>@ $ 375.00</td>
<td>@ $ 487.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” LCD Flat Screen w/Wall Mount •</td>
<td></td>
<td>@ $ 675.00</td>
<td>@ $ 877.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37” LCD Flat Screen w/Wall Mount •</td>
<td></td>
<td>@ $ 825.00</td>
<td>@ $1072.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” Plasma Monitor w/Wall Mount •</td>
<td></td>
<td>@ $ 885.00</td>
<td>@ $1150.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46” LCD Flat Screen w/Wall Mount, 1080P •</td>
<td></td>
<td>@ $ 1485.00</td>
<td>@ $1930.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50” Plasma Monitor w/Wall Mount •</td>
<td></td>
<td>@ $1185.00</td>
<td>@ $1540.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61” Plasma Monitor w/Wall Mount •</td>
<td></td>
<td>@ $ 2295.00</td>
<td>@ $2983.50</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65” Plasma Monitor w/Wall Mount, 1080P •</td>
<td></td>
<td>@ $ 4500.00</td>
<td>@ $5850.00</td>
<td>$</td>
</tr>
<tr>
<td>Aspect Ratio 16:9, High Definition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat screen display will be used in the following configuration [choose one]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>table top</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wall mount • (see note below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>floor stand (see pricing below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Post Stand, For Use With 17”, 20”, and 24” Flat Screen Monitors Only</td>
<td></td>
<td>@ $ 150.00</td>
<td>@ $ 195.00</td>
<td>$</td>
</tr>
<tr>
<td>Dual Post Plasma Stand, For Use with 32” and Larger Monitors</td>
<td></td>
<td>@ $ 225.00</td>
<td>@ $ 292.50</td>
<td>$</td>
</tr>
</tbody>
</table>

**NOTE: No Charge for Speakers on designated (+) Flat Screen Monitors.**

Wall or truss mounted Flat Screen Monitors may require additional labor.

VIDEO PLAYERS RECORDERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Early Order Show Rate</th>
<th>Standard Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player (Consumer Grade)</td>
<td></td>
<td>@ $ 150.00</td>
<td>@ $ 195.00</td>
<td>$</td>
</tr>
</tbody>
</table>

AUDIO EQUIPMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Early Order Show Rate</th>
<th>Standard Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small High Performance P.A. System</td>
<td></td>
<td>@ $ 465.00</td>
<td>@ $ 604.50</td>
<td>$</td>
</tr>
<tr>
<td>(2 Sm. Speakers, 1 mixer/amp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone (handheld)</td>
<td></td>
<td>@ $ 75.00</td>
<td>@ $ 97.50</td>
<td>$</td>
</tr>
<tr>
<td>Wired Microphone (headset)</td>
<td></td>
<td>@ $ 105.00</td>
<td>@ $ 136.50</td>
<td>$</td>
</tr>
<tr>
<td>Wireless Microphone (hand or headset)</td>
<td></td>
<td>@ $ 390.00</td>
<td>@ $ 507.00</td>
<td>$</td>
</tr>
<tr>
<td>Anchor AN1000 Powered Speaker w/Stand</td>
<td></td>
<td>@ $ 75.00</td>
<td>@ $ 97.50</td>
<td>$</td>
</tr>
</tbody>
</table>

PROJECTION EQUIPMENT - PROJECTORS AND SCREENS

Freeman offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.
# COMPUTER EQUIPMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Early Order Show Rate</th>
<th>Standard Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESKTOP COMPUTER w/monitor</td>
<td></td>
<td>@ $ 350.00</td>
<td>@ $ 455.00</td>
<td>$</td>
</tr>
<tr>
<td>Laptop - PIV 2GHz/512MB RAM/DVD/Win XP</td>
<td></td>
<td>@ $ 395.00</td>
<td>@ $ 513.50</td>
<td>$</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td></td>
<td>@ $ 30.00</td>
<td>@ $ 39.00</td>
<td>$</td>
</tr>
<tr>
<td>Wireless Presentation Mouse</td>
<td></td>
<td>@ $ 40.00</td>
<td>@ $ 52.00</td>
<td>$</td>
</tr>
<tr>
<td>Keyboard/Mouse Set</td>
<td></td>
<td>@ $ 50.00</td>
<td>@ $ 65.00</td>
<td>$</td>
</tr>
<tr>
<td>HP Laser Printer 40PPM</td>
<td></td>
<td>@ $ 195.00</td>
<td>@ $ 253.50</td>
<td>$</td>
</tr>
</tbody>
</table>

NOTE: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.

### ADDITIONAL EQUIPMENT NOT LISTED

Please call 1-210-226-1376 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting and large format video solutions.

### CALCULATING YOUR ORDER

**Equipment Subtotal**

```
= $_____ 
```

**Handling Charge**

Includes delivery, set up, and dismantle:

23% of equipment subtotal for orders $3000 and under ($75.00 minimum)

```
= $_____ 
```

**For orders exceeding $3000, please contact Exhibitor Services at 210-226-1376 for a labor quote based on the hourly rates listed below.**

- **Hourly Labor Rates:**
  - $45.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. - Fri.)
  - $67.50/hr Over Time (Between 5:00 pm - 8:00 am, Mon. - Fri., all day Sat./Sun.)

**Additional labor required for wall or truss mounted Flat Screen Monitors (if applicable)**

```
= $_____ 
```

**Add calculated Local Tax:**

```
8.125% 
= $_____ 
```

**Total Charges**

```
= $_____ 
```

### QUICK TIPS

- Equipment rentals are based on SHOW RATES. Single day rentals are available.
- Orders confirmed before the deadline will receive the early order show rate.
- A representative must be in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. Funds.
- Electrical Services are not included in equipment pricing.
- For equipment not listed or assistance in completing your order, please contact an Exhibitor Services Representative at 1-210-226-1376.
- Items ordered after deadline date are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

Visit us at www.freemanco.com
PAYMENT AND LABOR TERMS & CONDITIONS

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: The method of payment form is signed, or an order for labor, services and/or rental equipment is placed by Exhibitor or work is performed on behalf of Exhibitor by labor secured through Freeman.

Definitions

For purposes of this contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

Payment Terms

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on show rates and apply only to show days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear or damage to Freeman’s property. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the state of Texas. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibitor hereby grants a lien on its property in Freeman’s possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

Labor Under Supervision of Exhibitor: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Indemnification: Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor’s indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.
**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: ___________________________

---

**DESTINATION**

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

C/O: FREEMAN

3323 IH 35 NORTH, STE 126

SAN ANTONIO, TX 78219

MUST BE DELIVERED BY NOVEMBER 27, 2009

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

C/O: FREEMAN

HENRY B GONZALEZ CONVENTION CENTER

200 E MARKET ST / ALAMO ST. DOCK

SAN ANTONIO, TX 78205-2637

CANNOT BE DELIVERED BEFORE DECEMBER 03, 2009

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td>_______</td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td>_______</td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td>_______</td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td>_______</td>
</tr>
<tr>
<td>Carpet</td>
<td>_______</td>
</tr>
<tr>
<td>Other</td>
<td>_______</td>
</tr>
<tr>
<td>Total</td>
<td>_______</td>
</tr>
</tbody>
</table>

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

**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: (817) 385-0983

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

SHOW # (212227)
**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments 1 Consolidated Shipment
  - 60 lbs. charged @ 200 lbs. $ 100.00
  - 52 lbs. charged @ 200 lbs. $ 100.00
  - 65 lbs. charged @ 200 lbs. $100.00 = $300.00

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

**MATERIAL HANDLING SERVICES**

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

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.

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

**STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$65.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td>$51.00</td>
<td>$102.00</td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$51.00</td>
<td>$102.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$66.30</td>
<td>$132.60</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$76.50</td>
<td>$153.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$35.50</td>
<td></td>
</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

- Shipment Delivered after Deadline Date (in addition to above rates)
  - Warehouse Shipment after Deadline .......................................................... $12.50 25.00
  - Show Site Shipment after Deadline .......................................................... $12.75 25.50

- Overtime Charge - Inbound (in addition to above rates)
  - Crated or Skidded Shipment .......................................................... $12.75 25.50
  - Special Handling Shipment .......................................................... $16.60 33.20
  - Uncrated or Pad Wrapped Shipment .......................................................... $19.00 38.00

- Overtime Charge - Outbound (in addition to above rates)
  - Crated or skidded Shipment .......................................................... $12.75 25.50
  - Special Handling Shipment .......................................................... $16.60 33.20
  - Uncrated or Pad Wrapped Shipment .......................................................... $19.00 38.00

**Description** | **Weight** | **CWT** | **Price per CWT** | **Estimated Total Cost (200 lb. Min.)**
---|---|---|---|---
| | | | |

**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments 1 Consolidated Shipment
  - 60 lbs. charged @ 200 lbs. $ 100.00
  - 52 lbs. charged @ 200 lbs. $ 100.00
  - 65 lbs. charged @ 200 lbs. $100.00 = $300.00

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

---

**NAME OF SHOW:** AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5-7, 2009

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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

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

---

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

---

**2009 JOB #03-212227**

**American Association for Respiratory Care / December 5-7, 2009**

**FREEMAN material handling**

3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/227-0341 • Fax 210/212-8049
FreemanSanAntonioES@freemanco.com
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express 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.
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 bae 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 confisted 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 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

**WHAT ARE FREIGHT SERVICES?**

Freight Service S is available beginning 30 days prior to show move-in and continues through the overtime period stated on Quick Facts. Freight Service S includes:
- Local pick-up and delivery
- Short-term and long-term warehouse storage
- Exhibit transportation services (see enclosed brochure)
- Access storage at show site
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5-7, 2009
COMPANY NAME ________________________________________________________ BOOTH #:_________________________
CONTACT NAME: ______________________________________________________ PHONE #: _________________________
E-MAIL ADDRESS _______________________________________________________________________________________

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

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$99.50</td>
<td>$129.35</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$132.00</td>
<td>$171.60</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$109.50</td>
<td>$142.20</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$142.00</td>
<td>$184.60</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$115.50</td>
<td>$150.15</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$148.00</td>
<td>$192.40</td>
</tr>
<tr>
<td>3090600</td>
<td>Man cage for Forklift</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$65.00</td>
<td>$84.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$97.50</td>
<td>$126.75</td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________________________

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________________________

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

2009
JOB #03-212227
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.

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

NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5 - 7, 2009

COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: X

CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

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

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 #: ________________________

DESIRE NUMBER OF LABELS: ________________________

09/07 (212227)
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.
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

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

LABOR SERVICE

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

MATERIAL HANDLING

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

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5-7, 2009

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$ 59.00</td>
<td>$ 76.70</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>ALL DAY SATURDAY, SUNDAY &amp; HOLIDAYS</td>
<td>$ 88.50</td>
</tr>
</tbody>
</table>

- 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: ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate @ $</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate @ $</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/45.00) = $ ____________________

Tax = $ (N/A)

Total Dismantle = $ ____________________
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5-7, 2009  
COMPANY NAME:  
CONTACT NAME:  

**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**

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of:</td>
<td>Crates</td>
<td>Cartons</td>
</tr>
<tr>
<td>Setup Plan/Photo:</td>
<td>Attached</td>
<td>To Be Sent With Exhibit</td>
</tr>
<tr>
<td>Carpet:</td>
<td>With Exhibit</td>
<td>Rented From Freeman</td>
</tr>
<tr>
<td>Electrical Placement:</td>
<td>Drawing Attached</td>
<td>Drawing With Exhibit</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Graphics: | With Exhibit | Shipped Separately |
| Comments: | | |

Special Tools/Hardware Required: ________________________________

**OUTBOUND SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>SHIP TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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  

<table>
<thead>
<tr>
<th>Bill To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*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.**
INSTRUCTIONS

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.

Set up instructions must be provided for signs needing assembly.

Hanging anchor points must be pre-fabricated and ready for use.

Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.

If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

PLACEMENT DIAGRAM

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____
Shape: Square _____ Triangle _____ Rectangle _____ Other _____
Size: Height _____ Length _____ Width _____
Weight of Sign: ________________

Does Your Sign Require Electricity _____ Assembly _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

<table>
<thead>
<tr>
<th>Service</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)</td>
<td>$398.00/advance</td>
<td>$471.00/advance</td>
</tr>
<tr>
<td></td>
<td>$517.00/show site</td>
<td>$612.00/show site</td>
</tr>
</tbody>
</table>

Additional Crew Assembly Labor (Per person / Per hour)

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance Price</th>
<th>Overtime Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$71.00/advance</td>
<td>$106.50/advance</td>
</tr>
<tr>
<td></td>
<td>$92.50/show site</td>
<td>$138.50/show site</td>
</tr>
</tbody>
</table>

Installation Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@</td>
<td></td>
</tr>
</tbody>
</table>

Dismantle Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@</td>
<td></td>
</tr>
</tbody>
</table>

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly: _Freeman_ _Exhibitor Personnel_ _Display House_

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
<table>
<thead>
<tr>
<th>TO:</th>
<th>_____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O:</td>
<td>FREEMAN</td>
</tr>
<tr>
<td></td>
<td>3323 IH 35 NORTH, SUITE 126</td>
</tr>
<tr>
<td></td>
<td>SAN ANTONIO TX 78219</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXHIBITOR NAME</th>
<th>EXHIBITOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HANGING SIGN</th>
<th>HANGING SIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM ASSN FOR</td>
<td>AM ASSN FOR</td>
</tr>
<tr>
<td>RESPIRATORY</td>
<td>RESPIRATORY</td>
</tr>
<tr>
<td>CARE</td>
<td>CARE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT:</th>
<th>EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOOTH NO.</th>
<th>NO.</th>
<th>OF</th>
<th>PCS.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

____________________________________________ , the contracted exhibitor at the AMERICAN ASSOCIATION FOR RESPIRATORY CARE and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the AMERICAN ASSOCIATION FOR RESPIRATORY CARE, HENRY B. GONZALEZ CONVENTION CENTER, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at

Exhibiting Company: _________________________________ Booth #: ______

Authorized Signature: ________________________________________________

Printed Name: _______________________________________ Date: _________

E-Mail: __________________________________________________________

Display House/Builder (if applicable): __________________________________

Authorized Signature: ________________________________________________

Printed Name: _______________________________________ Date: _________

E-Mail: __________________________________________________________

Complete and return form to address listed at the top of this form.
NAME OF SHOW: AMERICAN ASSOCIATION FOR RESPIRATORY CARE / December 5-7, 2009

E-MAIL:

INSTRUCTIONS

- All rigging must comply with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging service. Truss and chain motor rental from Freeman includes all material handling charges. All other equipment will be charged at rates published in the service manual.
- All overhead rigging and flown objects must be assembled by Freeman. Exhibitor’s display company, and/or I&D representatives, may supervise only, but will not be allowed to assemble, install, or remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order form for labor to assemble/ disassemble rigging and flown objects.
- Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hangpoints, the height above the floor of the hangpoints, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.
- Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (210) 227-0341 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot.
- For Boom Lift and rigging crew, use the CHAIN HOIST/TRUSS/SIGN CONDOR & LABOR order form.
- A Structural Integrity Statement form must be included for any exhibitor supplied flown objects.
- Hanging Sign rules will apply to any exhibitor supplied flown objects.

RENTAL PRICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Ton Hoist</td>
<td>_____</td>
<td>@ $360.00 ea. =</td>
<td></td>
</tr>
<tr>
<td>One Ton Hoist</td>
<td>_____</td>
<td>@ $460.00 ea=</td>
<td></td>
</tr>
<tr>
<td>20.5&quot; Box Truss</td>
<td>_____</td>
<td>@ $ 23.00 ft. =</td>
<td></td>
</tr>
<tr>
<td>12&quot; Box Truss</td>
<td>_____</td>
<td>@ 15.75 ft. =</td>
<td></td>
</tr>
<tr>
<td>12&quot; Rohn Truss per 20&quot;</td>
<td>_____</td>
<td>@ $150.00 20/ft.=</td>
<td></td>
</tr>
<tr>
<td>400 lb. Sign Rotator</td>
<td>_____</td>
<td>@ $495.00ea =</td>
<td></td>
</tr>
</tbody>
</table>

- Black Truss available for a 20% surcharge
- Orders received after deadline date will be an additional 30%
- ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

PLEASE SUPPLY THESE ITEMS WITH ORDER FORM IF APPLICABLE:

- Rigging Plot
- Electrical Order Form
- Display Labor Order Form
- Structural Integrity Statement

METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$</td>
</tr>
<tr>
<td>Tax 8.125%</td>
<td>$</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$</td>
</tr>
</tbody>
</table>

06/2008 (#212227)
Fire Regulations for Assembly Occupancies

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquiries about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

Seating and Booth Arrangements:
1. A floor plan of the layout for public events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 21 days prior to the event.
2. All seating arrangements for events will be in accordance with NFPA 101, Life Safety Code, and 2006 International Fire Code, and approved by the Fire Marshal. Any special or unusual arrangements must be approved prior to ticket sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

Booth Construction, Decorations, and Stage Scenery:
4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:
7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal’s office for approval. The plans must specify maximum number of occupants and have a structural engineer’s stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:
12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain, drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times. (2006 IFC, Section 1006)

Open Flames, Compressed Gases, Explosives and Lasers:
16. The following items may not be used without prior approval of the Fire Marshal.
   A. Use, display or storage of LPG (Propane or Butane) (200 lb storage limit)
   B. Flammable Liquids of Gas
   C. Barbeque Grills
   D. Straw, sawdust, or wood shavings
   E. Welding or cutting equipment for demonstration purposes
   F. Gas fired appliances for demonstrations or cooking purposes
   G. Salamander stoves for demonstrations or cooking purposes
   H. Lit candles and lanterns for demonstration purposes
   I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
   J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
   K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:
18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. Small 2 ½ - gallon deep-fat fryers are also allowed.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:
21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles:
23. The following are requirements for displaying vehicles and fuel powered engines. (2006 IFC, sect. 314.4)
   This includes all vehicles (e.g.: cars, trucks, semi’s, recreational vehicles, boats, motorcycles, atv’s, jet ski’s, etc).
   A. Not more than ¼ tank or five (5) gallons, whichever is less.
   B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
   C. Battery cables must be disconnected from the ignition system.
   D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
   E. A floor plan of the display area must be submitted at least 21 days prior to move-in for the Fire Marshal’s approved.
   F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
   G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.
Tents (over 200 Sq. Ft.) and Canopies (over 400 Sq. Ft.) require a Permit: (2006 IFC, sect. 2403.2)
26. All temporary installation of tents, awnings, canopies and other membrane structures requires prior approval by the Fire Marshal.
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal’s office at least 21 days prior to event for approval.

Hazardous Materials:
28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:
31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a “NO SMOKING” sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2006 IFC, sect. 901.6)
37. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2006 IFC, sect. 1004.3)
38. In accordance with the 2006 International Fire Code (Section 403.1) “When, in the opinion of the Chief, it is essential for in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.”

NOTICE: If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal’s office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.
PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, “FREEMAN” means Freeman Decorating Services, Inc. (“FDSI”), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour “per person, per hour” charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by or belong to a third party. It is Exhibitor’s responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show, terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibit shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibitor hereby grants a lien on its property in Freeman’s possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

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

• THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, OR
• EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR, OR
• AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PlACED BY EXHIBITOR WITH FREEMAN.

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

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or unpacked materials, bad-packed or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the container is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without FREEMAN labels
- Improper information on empty labels

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of service materials from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of service materials from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. FREEMAN assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR’S materials after same have been delivered to the carrier or shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR’S materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipments at the agreed times. Where no disposition is made by FREEMAN, the materials may be taken to a warehouse to await EXHIBITOR’s shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

8. FREEMAN’S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN’s direct supervision and control. FREEMAN’s performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism of God, civil or political disturbances, power outages, accidents, acts of terrorism or war, or for any other cause beyond FREEMAN’s reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE. It is understood that FREEMAN is not an insurer Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to FREEMAN immediately after any such claim is known to EXHIBITOR, and not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the “conclusion” of the show shall be construed as the time EXHIBITOR’s materials are delivered to the carrier or shipper at the show site or FREEMAN’S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of the loss or damage occurred.

11. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier or Courrier, and are in no way an extension of FREEMAN’S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier, however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIERS.

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

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR or its employees, agents, customers, invitees and/or any Exhibitor Appointed Contractors (EAC),
- EXHIBITOR’s negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exhibition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN’s equipment;
- EXHIBITOR’s violation of Federal, State, County or Local ordinances;

EXHIBITOR’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to FREEMAN for the handling services, waives and releases FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.
# INTERNET - NETWORK SERVICE CONTRACT

**Company Name:**
**Billing Name:**
**Billing Address:**
**City, State / Country, Zip:**
**Contact:**
**Telephone Number:**
**Fax Number:**
**Credit Card Number:**
**Email:**

**Show Name:** AMERICAN ASSN FOR RESPIRATORY CARE
**Show Dates:** 12 / 05 / 09 To 12 / 07 / 09

**Incentive Order Deadline:** 11 / 18 / 09

---

**Important! Important!** Please review the “Product Overview / Glossary” section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. A complete description of all services and Terms & Conditions may be found online at www.smartcity.com “Conventions” section. Please call if assistance is needed.

## Description of Service

### 1. Internet – Networking Services: (10 / 100 Base - T )

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NetPremium (Shared Ethernet Service, 1 Static Public IP address)</td>
<td>SE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed</td>
<td>IA-SP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NetStandard (Shared EtherNAT Service, 1 Static Private IP address)</td>
<td>NE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed</td>
<td>IA-SN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NetBasic (Shared up to 512K↑/1.5M↓) (1 Private DHCP IP, 1/Device) - Limited Qty</td>
<td>BE-1.5</td>
<td></td>
<td>$ 795</td>
<td>$ 995</td>
<td></td>
</tr>
<tr>
<td>NetExpress (Shared up to 256K↑/512K↓) (1 Private DHCP IP, 1/Device) - Limited Qty</td>
<td>BE-512</td>
<td></td>
<td>$ 595</td>
<td>$ 745</td>
<td></td>
</tr>
<tr>
<td>NetDedicated ( Dedicated 1.5 Mbps w/5 IP addresses) - No addl IP's available</td>
<td>TS</td>
<td></td>
<td>$ 3,495</td>
<td>$ 4,370</td>
<td></td>
</tr>
<tr>
<td>NetDedicated Plus ( Dedicated 3 Mbps w/29 IP addresses)</td>
<td>TS-03</td>
<td></td>
<td>$ 5,900</td>
<td>$ 7,375</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Internet – Networking Services: Equipment

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch / Hub Rental (8 Port) – 10 / 100 Base - T</td>
<td>SW8</td>
<td></td>
<td>$ 150</td>
<td>$ 185</td>
<td></td>
</tr>
<tr>
<td>Switch / Hub Rental (24 Port) – 10 / 100 Base - T</td>
<td>SW24</td>
<td></td>
<td>$ 225</td>
<td>$ 280</td>
<td></td>
</tr>
<tr>
<td>Patch Cable (up to 50’) – Cat 5e</td>
<td>PC</td>
<td></td>
<td>$ 50</td>
<td>$ 62</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Voice Services: PBX Service – Dial “9” for an outside line

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line (no Instrument) (unrestricted long distance)</td>
<td>LO</td>
<td></td>
<td>$ 275</td>
<td>$ 345</td>
<td></td>
</tr>
<tr>
<td>Multi-Line Phone w/ 1 main Number &amp; 1 rollover line (unrestricted LD)</td>
<td>ML</td>
<td></td>
<td>$ 415</td>
<td>$ 520</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Voice Services: Dedicated Line ( Direct line do not dial “9” )

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Line - (no Instrument) - Limited Quantity</td>
<td>DL</td>
<td></td>
<td>$ 395</td>
<td>$ 495</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Voice Services: Special Services

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Instrument (Single Line, Touchtone) upon request</td>
<td>SL / DI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Distance Restrictions (Local &amp; Credit Card / Local Only) upon request</td>
<td>CC / TLD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analog Extended Pots line from Demarc to Booth</td>
<td>DP</td>
<td></td>
<td>$ 200</td>
<td>$ 250</td>
<td></td>
</tr>
<tr>
<td>ISDN BRI or DSL Extended circuit from Demarc to Booth</td>
<td>IS / HL</td>
<td></td>
<td>$ 400</td>
<td>$ 500</td>
<td></td>
</tr>
<tr>
<td>T-1 Extended Data / Telco circuit from Demarc to Booth</td>
<td>T2 / T1</td>
<td></td>
<td>$ 2,000</td>
<td>$ 2,500</td>
<td></td>
</tr>
<tr>
<td>DS-3 Extended circuit from Demarc to Booth</td>
<td>T3</td>
<td></td>
<td>$ 9,000</td>
<td>$ 11,250</td>
<td></td>
</tr>
<tr>
<td>Labor / Floor Work - Fee per hour</td>
<td>FW</td>
<td></td>
<td>$ 125</td>
<td>$ 125</td>
<td></td>
</tr>
<tr>
<td>Point-to-Point / Special Engineering / VPN / Web Casting</td>
<td>TP / MI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7. Special Quote – Attachment A or SOW (if applicable)

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI</td>
<td>(Call 888-446-6911 for quote)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Move - In / On - Site order fee (if ordering service after show move-in has started), (20%) x (Base Price)

### 9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue. x (number of lines)

---

**Note:** Unused portions of deposits returned with final billing.

**Grand Total:**

**Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in.***
1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.

2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.

3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.

4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.

5. **Internet / Network –** 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an FJ-45 jack, is provided for each connection ordered.

6. **Shared Internet Services** Specific - Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). The use of any wireless device that interferes with the facility’s 2.4 / 5.8 GHz wireless frequency range is prohibited and subject to disconnection at the Customer’s expense.

7. Rates listed include a single IP address, standard installation to the booth in a most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.

8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.

9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). The use of any wireless device that interferes with the facility’s 2.4 / 5.8 GHz wireless frequency range is prohibited and subject to disconnection at the Customer’s expense.

10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.

11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.

12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.

13. **CANCELLATION** – There is a minimum $150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.

14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.

15. **Any additional cost incurred by SMART CITY to: (1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or (2) collect in invoices required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.

17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.

18. **NOTE:** THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)

19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, “0+”, Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.

20. **Long Distance (International Calls) and Line Restrictions:** (a) Toll restrictions will block lines to local only or local and “1-800” calling only. All other “1+” or “0+” dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from “976” and “900” dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.

21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.

22. Prices are based upon current rates and are subject to change without notice.

23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City.

25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

<table>
<thead>
<tr>
<th>Print Authorized Name</th>
<th>Authorized Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR SMART CITY USE:</td>
<td>Payment Rec’d (Amount):</td>
<td>Customer No: 2009 - 017 - 566 -</td>
</tr>
<tr>
<td>Mail or Fax Completed Orders with Payment and Floor Plan To Smart City 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City’s network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City’s sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer’s business is important to Smart City and with advanced and timely notification of a Customer’s needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues  ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements  ***

Are You Renting Computers?  ☐ Yes  ☐ No  Rental Company Name:  

Rental Company Contact:  Contact Number:  

Device(s) Operating System:  Total # of Devices:  

Type of Anti-Virus Software Installed:  ☐ Norton  ☐ McAfee  ☐ Other:  

Virus Scan Last Updated:  Date  Security Updates Last Performed:  Date  

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City’s network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature  Date  

Printed Name  Title  

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City’s area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) ________________.

**Scale** = 1 Box is equal to _________ ft.
EXHIBITOR INFORMATION (Please write clearly)

Company Name _________________________________________
Billing Contact ___________________________________________
Address ________________________________________________
City, State, Zip ___________________________________________
Phone _________________________________________________
Email Address ___________________________________________

Please note: after November 27th all orders must be placed onsite on a first-come-first-serve basis.

<table>
<thead>
<tr>
<th>ORDER BY FRIDAY</th>
<th>ORDER BY FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20, 2009</td>
<td>November 27, 2009</td>
</tr>
</tbody>
</table>

**1. EXPO! Ultra Desktop with USB Flash Drive**
The SmartSource Ultra Desktop includes scanner, display, qualifiers, hard copy paper output and USB Flash Drive that saves leads automatically. Electricity REQUIRED at your booth to utilize this system. System is pre-programmed to read and capture attendee’s contact information from their name badge. After scanning the bar-coded badge, the attendee lead immediately outputs to a built-in display and printer. You can “Line Feed” the paper roll if you need to write notes about the lead. At close of show simply take the Hard Copy and USB Flash Drive of saved leads. Information easily imported into Excel or back-end database.

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2. EXPO! Leads2Go Hand Held with SD Card/Reader**
The SmartSource Leads2Go MC50 Hand Held includes built-in scanner, display, and ability to qualify and write notes electronically with a Stylus Pen! Additionally you can take photographs of the attendee, as well as voice notes. You can also have the system customized for “survey” related questions or qualifiers. You’re NOT required to have electricity. System is completely battery operated designed to last the entire event. After scanning, attendee leads information immediately outputs to the display and saves to the SD Card provided as a text file. When the show closes simply take the SD Card/USB Reader with you.

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Optional**

- **Customized Qualifiers/Action Codes**
- **Post-Show Email Back-Up of Exhibitor’s Leads**
- **Booth Delivery & Setup**

**Subtotal**

Tax: 8.25%

**Total**

Submit Order Form To:
SmartSource
Computer & Audio Visual Rentals
2430 Viscount Row
Orlando, FL 32809
800/675-1633 or 407/582-9221
407/855-9510 Fax
GHass@SmartSourceRentals.com

*SmartSource is not responsible for the USB Flash Drive or SD Card/Reader whether lost, damaged, and/or stolen once saved leads are removed from system by client, or given to client by SmartSource at show end.

**All equipment must be picked up from the SmartSource service desk unless delivery option is chosen. Delivered units must be returned to the SmartSource service desk by exhibitor at the end of the event.

Rental Payment is Due in Advance

Rental Payment: ____Visa/MC  ____AMEX
Card #: __________________________ Exp.Date: ____________
Card Holder Name: __________________________
Authorized Signature: ***
*** I authorize this credit card to be used as payment for this contract. ***
**Lead Retrieval Exhibitor FAQ**

**Why should we have a lead retrieval system in our booth?** Lead Retrieval is the perfect way to quickly and easily capture qualified attendee contact information electronically without relying on business cards or writing information when so many attendees are visiting your booth.

**What types of lead retrieval systems are available?** We have a variety of systems that range from electrical desktop systems to wireless and battery-operated handheld systems. We also provide real-time Internet handheld systems.

**Are lead retrieval systems complicated to use onsite?** Our systems are plug-and-play. Turn it on and all you have to do is simply scan the attendee badges right through the badge holder.

**What if we have problems with the system onsite?** From our customer service desk we provide complete technical assistance on show site from exhibitor set-up through the close of the expo. Just in case, we always provide extra systems onsite to swap if necessary.

**What happens after we scan a badge?** The attendee information reads on the system’s display and prints the information to a paper-roll on our desktop systems. All information saves to system’s internal hard drive as well as inserted SD Card/USB Flash Drive.

**How many leads will print out on a roll of paper?** Approximately 300 leads will print out on a roll of paper. We also provide extra rolls of paper onsite if additional rolls are needed.

**Other than the attendee’s contact information, is there additional information we can capture?** All our systems have built in qualifiers that you can utilize. We can also customize the system to capture attendee demographics, products and/or services specific to the needs of your organization.

**Can we write notes?** Our systems are designed for taking notes from using the stylus pen on our handheld systems, or many times exhibitors like to simply write notes on the roll of paper.

**How do we retrieve the leads at the end of the expo?** All the leads save as a text file to either a USB Flash Drive or SD card that we provide for you take with you, depending on the system you rent. Because the leads are in a text file, they are easy to import into Excel or your database program. We provide you importing instructions, or we can walk you through it over the phone.

**Here’s what Exhibitors are saying about our Lead Retrieval Services:**

“I’m so happy we rented your system. It beats having to write down all the information and then re-type them back at our office. Attendees never carry enough business cards anyway.”

“Your system was the best I ever used. It was so easy to scan the badge, and gave me the necessary time to focus on my sales efforts in the booth.”

“I’m technically challenged, so I really appreciate your onsite tutorial and customer service during the expo.”

“We got so many leads! Your system is great, especially those qualifiers.”

“I loved being able to see the leads printout on the paper. It gave me a chance to write little notes for when I follow-up with them.”

“Thanks for getting me the saved leads so quickly. They were so easy to upload.”

---

For more information, please call Gabe Haas (800) 675-1633 or email ghaas@smartsourcerentals.com

www.smartsourcerentals.com

a Rent-a-PC company

Anaheim • Atlanta • Boston • Chicago • Dallas • Eugene • Ft. Lauderdale • Las Vegas • Long Island • Los Angeles
New York • Orlando • Philadelphia • Phoenix • Portland • San Diego • San Francisco • Seattle • Washington, DC
# SHORT TERM PLANT RENTAL

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 FT. PLANT</td>
<td></td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>4 FT. PLANT</td>
<td></td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>5 FT. PLANT</td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>6 FT. PLANT</td>
<td></td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>7 FT. PLANT</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>LARGE FERNS OR IVY</td>
<td></td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>SMALL FERNS OR IVY</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>MUMS: Y____ W____ BR____ LAV____</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>AZALEAS: RED____ PK____ PK &amp; W____</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>OTHER BLOOMING: Y____ PK____ RED____</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>CUT FLOWER ARRANGEMENTS (MIN. $50)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description:**

---

**BUBBLE BOWL RENTAL:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL CONTAINER RENTAL:**

<table>
<thead>
<tr>
<th>Size</th>
<th>Material</th>
<th>Description</th>
<th>PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6&quot;</td>
<td>Brass</td>
<td>(Blooming, Sm. Ferns and Ivies)</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>10&quot;</td>
<td>Brass</td>
<td>(3'-5' Plants)</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>14&quot;</td>
<td>Brass</td>
<td>(6' and Larger Plants)</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**ALL PRICES INCLUDE WHITE OR BLACK DECORATIVE**

**Sub Total**

**Sales Tax 8.125%**

**Total**

---

A 90% REFUND WILL BE GIVEN ON ANY ORDER (EXCEPT SPECIAL ORDERS) CANCELLED PRIOR TO 11/28/2009.

NO REFUND WILL BE GIVEN FOR CANCELLATIONS RECEIVED ON OR AFTER 11/28/2009.
The RK Group L.L.C.
Exhibitor Service Menu
Policies and Procedures

The RK Group L.L.C. Exhibitor Guiding Principles

1. All food orders are tastefully decorated and include appropriate serviceware and condiments.
2. Please advise if a table for the service is needed along with the show colors so The RK Group L.L.C. can dress the service table properly. This includes exhibitors who plan to use counter space within their booth as well.
3. All prices quoted herein are subject to a **20% Service Charge** and **8.125% state and local sales tax**.
4. Orders must be received and paid in full or secured with a credit card two weeks prior to the start of the show to avoid a late fee of $50.00 or 10% of the total order. The greater amount will be charged.
5. Orders may be paid by: Visa, Master Card, American Express or Check made payable to The RK Group L.L.C.
6. Credit card information and authorization is a must be received to process your order. The card will be charged **72 hours prior** to the start of your service for the total estimated amount plus an additional $200.00 deposit. A final invoice and receipt will then be sent at the conclusion of the Show... Copies of the Credit Card and Driver’s License must accompany any Credit Card Authorization Form.
7. Any Additional orders will be charged to the provided credit card.
8. Please note when requesting specialty items, The RK Group L.L.C. will order and bill exhibitor for the exact amount requested.
9. All electrical needs will need to be arranged through the Show’s electrician.

Henry B. Gonzalez Convention Center Exhibitor Sample and Food Promotion Request Guidelines

1. Serving generic products (i.e. ice cream, popcorn, cookies, coffee, bottled water, ect.) is permitted only when the product being served is purchased through The RK Group L.L.C. However exhibitors are permitted to provide and use their own serving vessels (buckets, cups, bags) displaying their logo.
2. In the event that The RK Group L.L.C. cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. Gonzalez Convention Center must grant permission.
3. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
4. Exhibitors may provide 2 ounce, or less, samples of their individual brand name products.
5. Exhibitors may also provide 4 ounce, or less, samples of non-alcoholic beverages of their individual brand name products.
6. Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show’s management. The off duty police office must be notified. It is up to their discretion whether or not an officer will need to be present. The RK Group L.L.C. and the Event Coordinator for the Henry B. Gonzalez Convention Center need to be notified as well.
7. Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.
Exhibitor Services

Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Delivery</td>
<td>$25.00 per delivery</td>
</tr>
<tr>
<td>Receiving &amp; Storage Fee</td>
<td>$250.00 per day</td>
</tr>
<tr>
<td>China Flatware</td>
<td>$2.50 per person</td>
</tr>
<tr>
<td>Attendant &amp; Bartender fee</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td>*TABC Certified Bartender is required when purchasing Alcohol Beverages.</td>
<td></td>
</tr>
<tr>
<td>Ice</td>
<td>$50.00</td>
</tr>
<tr>
<td>Consists of 10 pounds.</td>
<td></td>
</tr>
<tr>
<td>(Price includes labor and delivery of ice)</td>
<td></td>
</tr>
</tbody>
</table>

Beverages

All beverage services include 8 oz. cups and cocktail napkins. One gallon equals approximately 18 - 20 servings.

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>$45.00 per gallon</td>
</tr>
<tr>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Decaf</td>
<td></td>
</tr>
<tr>
<td>Service includes plastic spoons, cream, sugar, sweet n'low &amp; equal.</td>
<td></td>
</tr>
<tr>
<td>Assorted Hot Herbal Tea</td>
<td>$45.00 per gallon</td>
</tr>
<tr>
<td>Service includes plastic spoons, cream, sugar, sweet n'low, equal &amp; cut lemons.</td>
<td></td>
</tr>
<tr>
<td>Iced Tea</td>
<td>$45.00 per gallon</td>
</tr>
<tr>
<td>Service includes sugar, sweet n'low, equal &amp; cut lemons.</td>
<td></td>
</tr>
<tr>
<td>Hot Cocoa</td>
<td>$55.00 per gallon</td>
</tr>
<tr>
<td>Lemonade</td>
<td>$41.00 per gallon</td>
</tr>
<tr>
<td>Fruit Punch</td>
<td></td>
</tr>
<tr>
<td>Agua Frescas</td>
<td></td>
</tr>
<tr>
<td>Service includes chilling dispenser and 5-gallon container. Minimum order of 5 gallons required.</td>
<td></td>
</tr>
<tr>
<td>Bottled Water (16 oz.)</td>
<td>$3.00 per bottle</td>
</tr>
<tr>
<td>Ice provided. Bottled waters can be served chilled if requested.</td>
<td></td>
</tr>
<tr>
<td>Self Serve Water Unit</td>
<td>$75.00 per day</td>
</tr>
<tr>
<td>Service includes chilling dispenser, plastic glasses, trash basket, etc...</td>
<td></td>
</tr>
<tr>
<td>Spring Water - 5 Gallon</td>
<td>$25.00 per bottle</td>
</tr>
<tr>
<td>Ice provided. Soft drinks can be served chilled if requested.</td>
<td></td>
</tr>
</tbody>
</table>
Exhibitor Services

Machine Rental

Electricity requirements will need to be made for all machines through the Show’s Electrician. All machines will need one 120 volts, 2000 watt outlet will be needed unless otherwise noted.

Margarita Machine $325.00 per day - rental
Service includes 9 oz. Plastic glasses, cocktail napkins, margarita salt, stirrers and fresh cut lime.
Dimensions: 12”L x 24”H x 24”W
NOTE: Machine is attached to a rolling cart
Cart Dimensions: 36” L x 34” x 21” W
* Bartender Required
* Minimum of 3 gallons per order

Margarita Flavors
Classic Margarita, Strawberry, Mango, and Watermelon

Margarita Mix (Alcoholic) $100.00 per gallon
Non-Alcoholic Mix $75.00 per gallon

Antique Popcorn Cart $350.00 per day - rental
Service includes 200 servings of all-in-one popcorn, bags and cocktail napkins. Attendant required.

Additional Popcorn $125.00 per case
One case contains 24 packages. Approximately 15 - 18 servings per package.

Additional Popcorn Bags $75.00 per case
One case contains 500 bags.

Smoothie Machine $300.00 per day - rental
Service includes 9 oz. Plastic glasses, cocktail napkins
Dimensions: 29” L x 27” H x 19” W
NOTE: Machine is attached to a rolling cart
Cart Dimensions: 36” L x 34” x 21” W
* Attendant Required
* Minimum of 3 gallons per order

Smoothie Flavors $75.00 per gallon
Peach, Pina Colada, Strawberry, Mango, Cappuccino, or Strawberry-Banana
* Machine hold up to 2 Flavors
* Approx. 20 minutes to freeze each batch

ALL MACHINES REQUIRE AN ATTENDANT or BARTENDER
Cost is as follows per machine:
$25.00 per hour – minimum 5 consecutive hours ++

ALL ALCOHOLIC BEVERAGES MUST BE SERVED BY A TABC CERTIFIED BARTENDER

Frozen Treats

Frozen Ice Cream Novelties $2.75 each
Service includes assorted ice cream sandwiches, nutty buddies, Bars and Popsicles with cocktail napkins.

Premium Ice Cream Bars $3.50 each
Service includes Dove, Klondike, & Snicker’s Ice Cream Bars with cocktail napkins.

Freezer Rental $250.00 one time fee
Freezer requires one 120 volt, 2000 watt outlet. Freezer comes skirted.
If not purchasing product from The RK Group L.L.C., freezer rental is $150.00 per day.
Exhibitor Services

Bakery Items

All bakery services include 6’’ disposable plates and cocktail napkins.

**Assorted Breakfast Breads**  $31.00 per dozen
Consists of croissants, bagels, fruit Danish, sliced breads, cream cheese, sweet butter, and berry preserves.

**Assorted Pick-Up Sweets**  $28.00 per dozen
Consists of Petite Fours, lemon squares, pecan squares, brownies, and blondies.

**Assorted Donuts**  $24.00 per dozen
Consists of powdered, cream and jelly filled, and cake donuts.

**Assorted Fresh Baked Cookies**  $26.00 per dozen
Consists of chocolate chip, oatmeal raisin, peanut butter, sugar gourmet, and white chocolate macadamia nut.

Sandwiches

**Texas Carryout Box Lunches**  $17.00 each
Includes service ware, sandwich, condiments, one piece of fruit, cookie, pasta salad and a beverage. Choice of honey ham & cheddar, smoked turkey & swiss, and roast beef & provolone.

**Pre-made Sandwich Tray**  $155.00 per tray (Serves 12ppl)
Includes 6” disposable plates, service ware, cocktail napkins, 1 dozen assorted sandwiches, condiments, and relishes.

Hors D’oeuvres

*Other items are available... Ask us!!!!*

All services include 6” disposable plates, service ware, and cocktail napkins.

**Chili con Queso**  $2.25 per serving
Served with tostada chips and homemade salsa. Minimum of 100 servings.

**Quesadillas**  $2.50 per serving
Filled with smoked chicken and pepper jack cheese. Minimum of 100 servings.

**Grilled & Fresh Vegetables**  $6.00 per serving
Served with creamy dips. Minimum of 35 servings.

**Spicy Buffalo Wings**  $2.25 per serving
Served with bleu cheese dip and celery sticks. Minimum of 100 servings.

**Cheese Display**  $6.50 per serving
Consists of domestic and imported cheeses, and garnished with whole fresh fruit, old world breads, and gourmet crackers. Minimum of 35 servings.

Miscellaneous Items

**Candy Bars**  $2.25 each
Assorted full size candy bars. May request specific type. Minimum order of 2 dozen.

**Dry Snacks**  $16.00 per pound
Includes and assortment of nuts, chips, and pretzels.
**Exhibitor Order Form & Credit Card Authorization**

**Please Return This Page Only To:**
210/225-4535 (Fax) 210/224-5120

<table>
<thead>
<tr>
<th>Trade Show Name:</th>
<th>Show Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Exhibits:</td>
<td>Booth Number:</td>
</tr>
<tr>
<td>Booth Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>On-site Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Authorized signee)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone #:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell #:</td>
<td>Cell #:</td>
</tr>
<tr>
<td>Fax #:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

**Contact Email:**

**Name on Card:**

**Address:**

**Card Number:**

**Exp Date:**

**Security Code:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Quantity</th>
<th>Item</th>
<th>Table Needed</th>
<th>Attendant Required</th>
<th>Price Per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sign for authorization:** _____________________________________________________

**Sub Total:**
20% Service Charge:
8.125% Sales Tax:

**Deposit** $200.00

**Grand Total:**

*** PLEASE REMEMBER - TO SEND COPIES OF YOUR CREDIT CARD AND DRIVER’S LICENSE ALONG WITH YOUR SIGNED CREDIT CARD AUTHORIZATION ***

IF WE DO NOT RECEIVE - WE CANNOT PROCESS YOUR ORDER ANY ADDITIONAL ORDERS TO BE BILLED TO CREDIT CARD ABOVE
### Photography

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Each</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Special Photo Package</strong>&lt;br&gt;One View Taken with (4) 8 X 10 Color Prints</td>
<td>$130</td>
</tr>
<tr>
<td><strong>Show Special Package w/ Digital Image File</strong>&lt;br&gt;All Copyrights Transferred</td>
<td>$155</td>
</tr>
<tr>
<td><strong>Color Original 8 X 10 Print</strong></td>
<td>$100</td>
</tr>
<tr>
<td><strong>Color Original 8X10 Reprint</strong></td>
<td>$20</td>
</tr>
<tr>
<td><strong>Color Original w/ Digital Image File</strong>&lt;br&gt;All Copyrights Transferred</td>
<td>$140</td>
</tr>
<tr>
<td><strong>Wall Size 16 X 20 Color Original</strong></td>
<td>$120</td>
</tr>
<tr>
<td><strong>Wall Size 20 X 30 Color Original</strong></td>
<td>$195</td>
</tr>
<tr>
<td><strong>Wall Size 24 X 36 Color Original</strong></td>
<td>$240</td>
</tr>
</tbody>
</table>

**Digital Imaging**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Each</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibit Booth Digital Image—3.4 MB File</strong>&lt;br&gt;Hi Res. 300 DPI Makes 5 x7 Prints</td>
<td>$ 90</td>
</tr>
<tr>
<td><strong>Exhibit Booth Digital Image—6 MB File</strong>&lt;br&gt;Hi Res. 300 DPI Makes 8 x10 Prints</td>
<td>$110</td>
</tr>
<tr>
<td><strong>Exhibit Booth Digital Image – 30 MB File</strong>&lt;br&gt;On CD w/All Copyrights Transferred</td>
<td>$130</td>
</tr>
<tr>
<td><strong>Exhibit Booth Digital Image – 60 MB File</strong>&lt;br&gt;On CD w/All Copyrights Transferred</td>
<td>$160</td>
</tr>
<tr>
<td><strong>8 X 10 Print</strong> from above</td>
<td>$ 25</td>
</tr>
</tbody>
</table>

†Photographer by the Hour for News/Editorial Event<br>Digital Flash Camera<br>$85/½ Hr. $140/Hr. (off site add’l)<br>**Digital Images on CD @ $2eac (min. of 50)**<br>**8 x 10 Prints from above $ 25**

*Want something else? Just call.*

We photograph special events, as green screen, portraits, and sponsored parties.

---

**Photographer by the Hour for News/Editorial Event**

Digital Flash Camera

**$85/½ Hr. $140/Hr. (off site add’l)**

**Digital Images on CD @ $2eac (min. of 50)**

**8 x 10 Prints from above $ 25**

---

**Convention Photography**

by Lennie Sirmopoulos

---

All Orders Payable in Advance  
Purchase Order # _____________________

Booth Number  
Size

Cash  
Check  
V/MC  
AE  
□Hard Copy Must Be Attached

Credit Card Number ___________________________  
Exp. ___________________________

Your Name ____________________________________

Company Exhibited __________________________

Street ______Lloyd’s One Lime Street________

City ___________________________  
State ___________________________  
Zip ___________________________

Phone ___________________________  
Fax ___________________________  
E-mail ___________________________

□Available Only After Purchase of Original Print—Add $10 Shipping in USA – CA & NV Residents Add State Taxes

**Booth Photographed Empty After Hours Unless Checked Above – Allow 2-3 Weeks for Delivery.**

Show Days—(714) 469-4670  
Web/Contact: www.conventionphotographybyls.com

---

CONVENTION PHOTOGRAPHY

12685 Prescott Avenue – Tustin, CA 92782 – Phone (714) 505-4600 – Fax (714) 505-4606
NATIONWIDE CONVENTION SERVICES
(800) 553-8855 • www.judyvenn.com
- Hostesses/Hosts - Narrators - Demonstrators
- Crowd Gatherers - Interpreters - Special Talent
- Chair Massage Therapists - Shoe Shine Services

IN-STORE DEMOS
FOOD SERVERS DIVISION

ORDER FORM/CONTRACT
PLEASE PRINT OR TYPE
(Signature required on page 2.)

Date ______________________
Company ____________________________
Address ________________________________________
City __________________ State ______ Zip ________
Phone __________________ Fax ____________
Email ____________________________
Contact ____________________________

Name of Event _______________________
City ______________________________
Facility ____________________________ Booth # ____________
On-Site Contact Person ________________
On-Site Phone ________________________

Dates Services Required:
________________ From __________ am to ___________ pm
________________ From __________ am to ___________ pm
________________ From __________ am to ___________ pm

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

“EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER.”
1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").

2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.

3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.

4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.

5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.

6. Client Authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.

7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.

8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supersedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived by the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.