



2011 IEEE GLOBECOM Expo

5-8 December, 2011

George R. Brown Convention Center

Houston, TX USA

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GENERAL INFORMATION

LOCATION: Halls B/C, Grand Ballroom, George R. Brown Convention Center

IEEE GLOBECOM 2011 EXHIBIT SCHEDULE

EXHIBITOR SCHEDULE

Exhibitor Move-In:	Monday, December 5	9:00 a.m. – 5:00 p.m.
SHOW HOURS:		
Monday, December 5	7:30 p.m. – 10:00 p.m.	Reception
Tuesday, December 6	9:30 a.m.-5:00 p.m.	
	9:30 a.m.-10:00 a.m.	Coffee Break in Exhibit Hall
	3:30 p.m.-4:00 p.m.	Coffee Break in Exhibit Hall
Wednesday, December 7	9:30 a.m.-5:00 p.m.	
	10:00 a.m.-10:30 a.m.	Coffee Break in Exhibit Hall
	3:30 p.m.-4:00 p.m.	Coffee Break in Exhibit Hall
Thursday, December 8	9:30 a.m.-5:00 p.m.	
	10:00 a.m.-10:30 a.m.	Coffee Break in Exhibit Hall
	3:30 p.m.-4:00 p.m.	Coffee Break in Exhibit Hall
MOVE-OUT:	Thursday, December 8	4:00 p.m. – 8:00 p.m.

Exhibitor Move-In

It is important that you be in the hall early to check your orders and to correct any problems that might occur with Material Handling, signage, etc. **All set-up must be completed by 5:00 p.m. Monday, December 5. If you have not started set-up on your booth by 3:30 p.m., your booth will either be set for you at your own expense, resold or eliminated.**

ADMISSION TO EXHIBIT:

Exhibitors will be allowed to remain in the hall one (1) hour after the exhibit closes and may enter the hall one (1) hour before the exhibit opens. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

MOVE-OUT:

Dismantling of your booth may not begin before **4:00 p.m., Thursday, December 8.** Exhibits must be removed by **8:00 p.m. Thursday, December 8** from the Exhibit Hall. Please do not leave your booth unattended at any time before your materials are completely packed and ready to ship. Please contact someone at the ICES Service Desk for shipping information and a bill of lading.

BOOTH PACKAGE AND FACILITY INFORMATION

The exhibit will be held in the Grand Ballroom B/C of the George R. Brown Convention Center. Please be mindful that the Grand Ballroom is carpeted.

Booth Package

The following items are included for your space rental fee:

- Display Space
- 8' high draped back wall and 36" high draped side rails
- Carpet (the Grand Ballroom is carpeted)
- Company identification sign—7" x 44"

- General lighting and heating/air conditioning.
- General perimeter security

Please note that table and chairs are not included in the booth package and should be ordered from Freeman.

Each 10'X 10' booth (minimum booth size) will include back and side drape and one 7" X 44" identification sign. The official show colors are royal blue and white for the drape. **No other drape colors will be allowed for the back and side drapes.** The height restriction for all booths is 12 feet.

MATERIAL HANDLING

Please pay close attention to the Shipping and Material Handling forms in the service contractor's order forms section of this manual. Exhibitors are strongly urged to ship all freight to arrive at the warehouse no later than Monday, November 28 by 4:00 p.m. CST. Please use the following address and label format when shipping to the warehouse:

TO: (Name of Exhibiting Company & Booth Number)
IEEE GLOBECOM Expo
c/o Freeman
13101 Almeda Rd
Houston, Texas 77045

The warehouse hours are 8:00 a.m.- 4:30 p.m. CST, Monday – Friday (+1-713-433-2400).

The George R. Brown Convention Center CANNOT accept exhibit freight prior to Monday, December 5.

If you will be shipping your freight to the George R. Brown Convention Center, you must consign the freight to Freeman or delivery will be refused (see shipping instructions). Please use the following address and label format:

TO: (Name of Exhibiting Company and Booth Number)
IEEE GLOBECOM Expo
c/o Freeman
George R. Brown Convention Center
1001 Avenida de Las Americas
Houston, TX 77010

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

IMPORTANT CONTACTS

Show Management/On-Site Contacts

Susan Blevins
 Set Up Success, Inc.
 +1-404-433-7989- Office
sblevins@setupsuccess.com

Exhibit Facility – George R. Brown Convention Center

Tony Rodriguez
 Event Manager
 George R. Brown Convention Center
 1001 Avenida de las Americas
 Houston, Texas 77010
 +1-713-853-8157 - Office
 +1-713-853-8268 – Fax
tony.rodriquez3@houstontx.gov

Service Contractor - Freeman
Freeman Exhibitor Services
13101 Almeda Rd.
Houston, Texas 77045
+1-713-433-2400-Office
+1-469-621-5613-Fax
FreemanHoustonES@freemanco.com

OFFICIAL SERVICE CONTRACTOR

Freeman is the official service contractor for the 2011 IEEE Communications Society GLOBECOM Expo. Freeman must do all on-site Material Handling and material handling.

INSURANCE CLAIMS

All exhibitors are strongly urged to secure their own insurance pursuant to exhibit damage, personal injury, fire, theft, etc. IEEE Communications Society assumes NO responsibility whatsoever pursuant to such insurance claims. If, however, visible damage to an exhibit results from the witnessed negligence by Material Handling or facility personnel, the exhibitor is directed to coordinate subsequent settlement action with the appropriate contacts as listed herein.

LIVE MUSIC/SOUND REPRODUCTION

Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside of the exhibit hall (i.e., hospitality suites, special events sales meetings). For example, if your company hosts an evening event in a hotel ballroom and you hire a harp player to play background music, you are required by law to have a music license agreement, contact both ASCAP 1-800-505-4052 and BMI 1-800-925-8451. If you play music and decide not to enter into a license agreement, you may be liable for copyright infringement. Please consult your legal counsel for advice on your company's liability.

FOOD & BEVERAGE

The George R. Brown Convention Center is the sole provider of food & beverage. No one is allowed to bring food or beverage products onto the premises to be sold, given away, or used without the consent of the George R. Brown Convention Center.

SECURITY

IEEE Communications Society will provide security guard service for the show period, but neither IEEE Communications Society, the contracted security company nor their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times.

HOTEL ACCOMMODATIONS

The Hilton Americas-Houston is the largest convention hotel in the city of Houston, Texas. It is conveniently located in the heart of downtown Houston, Texas, between Toyota Center & Minute Maid Park. It is also directly connected to the George R. Brown Convention Center & across the street from Discovery Green Park & the Pavilions.

Hilton Americas-Houston

1600 Lamar St.
Houston, TX 77010
Tel: 1-713-739-8000
Fax: 1-713-739-8007

Special Hotel Rates*

Room Type Single / Double - \$197.00
Tower Level - \$229.00

* Sleeping room rates include free internet access in the sleeping rooms.

Deadline: Wednesday, 2 November 2011 at 5:00 pm Central time

(After November 2nd, rooms maybe available, but at a higher rate)

To reserve your room visit, www.americashouston.hilton.com.
Please reference IEEE when making online reservations.

IMPORTANT NOTICE

The IEEE Communications Society has a contractual obligation to fill a guaranteed block of rooms at the hotel. Significant financial penalties will be assessed should IEEE GLOBECOM 2011 fall short of the expected number of guest rooms' attendee. By staying at the conference hotel, you will enjoy the convenience of residing at the conference venue and to a far greater extent provide valued assistance in support of IEEE ComSoc's financial obligations.

Please mention the IEEE GLOBECOM 2011 Conference when making reservations.**Ground Transportation**

Houston International Airport is situated just 25 miles, approximately 30 minutes drive from the Hilton Americas-Houston Hotel.

Taxis/Super Shuttle:

Super Shuttle - 23.00 USD

Taxi - 45.00 USD

William P. Hobby Airport is situated just 12 miles, approximately 15 minutes drive from the Hilton Americas-Houston Hotel.

Taxis/Super Shuttle:

Super Shuttle - 18.00 USD

Taxi - 20.00 USD

IEEE Communications Society GLOBECOM Expo 2011 Rules

1. **Sponsor.**

The word "Sponsor" as used herein shall mean IEEE ComSoc ("IEEE COMMUNICATIONS SOCIETY"). In all matters pertaining to the exhibit, the actions of the Sponsor shall be taken by IEEE COMMUNICATIONS SOCIETY Show Management whose decisions shall be final and binding on all parties.

2. **Eligible Exhibits.**

IEEE COMMUNICATIONS SOCIETY Exhibits are by definition educational events. These events are intended to update communications industry personnel with the latest technological developments through exhibits and technical panels. Exhibitors are limited to organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. IEEE has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

3. **Appearance.**

Displaying an unfinished surface to neighboring booths will not be permitted and the offending exhibitor will be responsible for masking off unsightly areas at their own expense.

4. **Booth Location.**

The exhibitor shall accept such modifications in position and area as circumstances may call for. Possible complaints regarding the allocated exhibit booth are to be lodged before the space is occupied.

5. **Cancellation or Change of Venue by Sponsor.**

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause for causes not reasonably within the control of IEEE or its agents, the Exposition may be canceled or moved to another venue, at the sole discretion of IEEE. IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IEEE.

6. **Limitation of Liability.**

The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to exhibitors or exhibitor's employees, agents or invitee while in the exhibition facility. Fire and theft insurance, if so desired, should be taken out by each exhibitor at his own expense.

7. **Defacing of Building.**

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. See the facility rules and regulations.

8. **Removal of Goods.**

Goods on exhibition may not be removed during the exhibition except by special permission of the Sponsor. Hours and dates for dismantling shall be specified by IEEE. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by IEEE.

9. **Display Dimensions.**

Maximum exhibit height for booths is 12 feet (2.44m). All display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram A for a standard booth).

10. **DVD Players/Sound devices.**

Sound of any kind must not be projected outside the confines of the exhibit booth. If sound is determined by Show Management to project into the aisle or another booth, the exhibitor will not be allowed further use of the sound projection device. If DVD players / Monitors are used, all viewers (exhibit attendees) must be within the booth and not in the aisle.

11. **Music Licensing.**

Any exhibitor playing music must have entered into a Music License Agreement with the American Society

Composers, Authors, & Publishers (ASCAP) and Broadcast Music Incorporated (BMI). These two organizations license the performing rights to most of the copyrighted music played in the U.S. today. The Sponsor is not responsible for any licensing fees for music played in exhibitor's booth. Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside the exhibit hall (i.e., hospitality suites, special events, etc.).

12. Congestion of aisle traffic.

Aisles must not be obstructed at any time. Exhibitors may not conduct any activity that leads to congestion or obstruction of aisles.

13. Photography.

An exhibitor may not photograph or videotape the exhibits or products of other exhibitors without that exhibitor's approval.

14. Rejected Displays.

The exhibitor agrees that his exhibit shall be admitted and shall remain during show days solely on strict right of sponsor to reject, eject or prohibit any exhibit in whole or in part. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

15. Use of IEEE COMMUNICATIONS SOCIETY's Logo.

Exhibitors may use the IEEE COMMUNICATIONS SOCIETY show logo to promote their participation in the show.

16. Americans with Disabilities Act.

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold IEEE COMMUNICATIONS SOCIETY harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against IEEE COMMUNICATIONS SOCIETY, its officers, directors, agents or employees on the basis of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

17. Exhibitor Representatives Responsibility.

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. All booths must be manned during stated exhibit hours.

Exhibitor agrees to indemnify IEEE, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitors' agents, employees, or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

18. Character of Displays.

Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Decals or stickers with pressure sensitive adhesives are prohibited. Noise makers or anything not in keeping with the technical character and high standards of the Sponsor may not be distributed or utilized by any exhibitor in the exhibit area. No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs, banners, company or product logos, or placards may be displayed on persons or otherwise outside exhibit spaces.

19. Labor.

Exhibitors must comply with union work rules where applicable.

20. Attendance.

The Sponsor shall have sole control over attendance policies at all times.

21. Sub-Leasing.

Unless otherwise consented to in advance by the Sponsor, exhibitors may not sublet their space without the expressed written consent of the Sponsor, and each sublessor must contract with and be approved by the Sponsor. Exhibitors may not sublet their space for an amount in excess of the square footage amount charged by the Sponsor.

22. Fire & Safety Laws.

Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits may be forbidden. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Smoke alarms and ABC-type fire extinguisher will be required in two-story ("double-decker") booths.

23. Occupancy/Occupancy Default.

The exhibitor may not occupy the exhibit until the rent is paid in full. The exhibitor must occupy his booth during stated show hours. Any exhibit that is dismantled and/or unoccupied prior to the official closing of the show shall be subject to expulsion from other IEEE COMMUNICATIONS SOCIETY shows.

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by IEEE, and re-allocated or reassigned for such purposes or use IEEE may see fit.

24. Failure to Hold Exhibit.

In the event the exhibit is not held for any reason, the Sponsor may retain such part of exhibitor's rental that is required to recompense the Sponsor for expenses incurred up to the time such contingency shall have occurred. IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes beyond the control of IEEE. Causes for such action shall include, but not be limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment of lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, or act of God. Should IEEE terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom.

25. Exhibit Removal.

Objects that have been left behind in the exhibit space after the last date for removal stated in the contract may be removed by the Sponsor on the responsibility and at the expense of the exhibitor.

26. Flammable Materials.

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

27. Alcoholic Beverages.

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of IEEE.

28. Compliance with Laws.

Exhibitors must comply with all laws, rules, regulations and ordinances in force.

29. Solicitation of Gratuities.

Under no circumstances will the solicitation of gratuities by service personnel for special favors or services be tolerated by the Sponsor. Nor, shall the solicitation by exhibitors of service personnel for special favors or services be tolerated by the Sponsor. All Exhibitors will have all necessary services rendered equally as provided for in the Exhibitor Service Manual. All forms, payments, and procedures must be adhered to at all times.

30. Cancellation of Exhibit Space.

If an exhibitor cancels or reduces space at any time before July 30, 2011, 50% of any payments made on the space canceled or the portion reduced up until that point in time is refundable. A reduction of exhibit space shall be looked upon as a cancellation of existing space and exhibitor will be relocated based on the judgment of Show Management. Notices of such cancellation/reductions of space must be made in writing and received via registered or certified mail. If an exhibitor cancels/reduces space after July 30, 2011, it is mutually agreed that the exhibitor will not be entitled to any refund. In the event of a full or partial cancellation of space by an exhibitor, IEEE reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.

31. Violation of above rules.

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the forgoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by IEEE. If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future IEEE COMMUNICATIONS SOCIETY events.

32. Amendment to Rules.

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

2011 IEEE COMMUNICATIONS EXPO REGISTRATION FORM

Please complete this form for those individuals who are specifically assigned to staff your booth.

Company Name																								
Street Address																								
City										State/Province										ZIP/Postal Code				
Country										Telephone Number										Fax Number				

Each company will receive (2) complimentary conference registrations.

Please designate who should receive these from your company.

Additional conference registration can be purchased by going to [www.http://www.ieee-globecom.org/2009/registration.html](http://www.ieee-globecom.org/2009/registration.html)

BADGES CAN BE PICKED UP AT REGISTRATION

First Name	Last Name	
		Comp Reg
		Comp Reg
		Staffing booth
		Staffing Booth
		Staffing Booth
		Staff Booth
		Staffing Booth
		Staffing Booth

Deadline

Dates:

28-Oct-11

**Fax to: Giorgie Millamena
 +1-212 705-8996**

**IEEE Communications
Society**

Exhibitor badges must be worn at all times. Badges are not transferable and must be used in their original form (for instance, substituting a business card for a badge is not permissible).

2011 IEEE Communications Society GLOBECOM Expo Description Form
Deadline 9/30/2011

Please supply a 100-150 word or less description of WHAT you will exhibit at the 2011 IEEE Communications Society GLOBECOM Expo, along with your logo (if you haven't already provided it). This will be used in the Program Book. The description must be legible and IEEE Communications Society reserves the right to edit. You may send to Susan Blevins at sblevins@setupsuccess.com or fax to +1-678-935-2310.

The following will be used in the 2011 IEEE Communications Society GLOBECOM program guide. Please keep legible.

Company Name:	
Booth Number:	
Web Site Address:	
150 Word or less Description:	

F R E E M A N
 13101 Almeda Rd.
 Houston, Texas 77045
 Ph: +1-713-433-2400 • Fax: +1-469-621-5613
 FreemanHoustonES@freemanco.com

IEEE GLOBECOM 2011
"Energizing Global Communications"
 5 - 8 DECEMBER 2011
 GEORGE R BROWN CONVENTION CENTER
 GRAND BALLROOMS B/C
 HOUSTON, TEXAS

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high back drape, 3' high side drape and a 7" x 44" one-line identification sign. **BY ORDER OF THE FIRE MARSHAL, NOTHING MAY BE ATTACHED TO THIS DRAPE.**

EXHIBIT HALL CARPET

The exhibit area is carpeted.

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 21, 2011.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday December 5, 2011 9:00 a.m. - 5:00 p.m.
 All exhibits must be fully installed by Monday, December 5, 2011 at 5:00 p.m.

*Freight moved into the facility after 4:30 p.m. on Monday, December 5, 2011 will be subject to overtime rates.

EXHIBIT HOURS

Monday	December 5, 2011	7:30 p.m. - 10:00 p.m. (Reception)
Tuesday	December 6, 2011	9:30 a.m. - 5:00 p.m.
Wednesday	December 7, 2011	9:30 a.m. - 5:00 p.m.
Thursday	December 8, 2011	9:30 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

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

Thursday December 8, 2011 4:00 p.m. - 8:00 p.m.

*Freight moved out of the facility after 4:30 p.m. on Thursday, December 8, 2011 will be subject to overtime rates.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Thursday, December 8, 2011 at 8:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Thursday, December 8, 2011 at 5:00 p.m. or freight will be re-routed.

POST SHOW PAPERWORK AND LABELS

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

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

13101 Almeda Rd.
Houston, TX 77045
+1-(713) 433-2400 fax (469) 621-5613

FREEMAN EXHIBIT TRANSPORTATION

+1-(800) 995-3579 fax +1-(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 on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (+1-888-508-5054).

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
IEEE GLOBECOM 2011
C/O Freeman
13101 Almeda Rd.
Houston, TX 77045

Freeman will accept crated, boxed or skidded material beginning Monday, November 7, 2011 at the above address. Material arriving after Tuesday, November 29, 2011 will be received at the warehouse with an additional after deadline charge.

***Please note that the warehouse will be closed for Thanksgiving on November 24 & 25, 2011.**

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
IEEE GLOBECOM 2011
C/O Freeman
George R. Brown Convention Center
1001 Avenida de las Americas (Ballrooms B/C)
Houston, TX 77010

Freeman will receive shipments at the exhibit facility beginning Monday, December 5, 2011 at 9.00 a.m. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at +1-713-433-2400.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Houston Exhibitor Services at 713-433-2400 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 21, 2011

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (713-433-2400) with any questions or needs you may have.

welcome



Welcome to Freeman, the industry's leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to www.freemanco.com/furniturerepairing and visit our Furniture Grouping Ideas section. You'll find everything you need to give your booth a coordinated and professional look.

WELCOME TO Freeman

how do I get started?

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at www.myfreemanonline.com. As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

material handling and exhibit transportation

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to www.freemanco.com/FAQ.

questions?

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to www.myfreemanonline.com.

F R E E M A N

13101 Almeda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

FreemanHoustonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER
Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

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

COMPANY CHECK

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

Please reference (277590) 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

BANK TRANSFER

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

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 121000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

MASTERCARD

VISA

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	EXHIBIT TRANSPORTATION			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.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.

<http://feedback.freemanco.com/?277590>

FREEMAN method of payment

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax: +1-(469) 621-5613
FreemanHoustonES@freemanco.com

IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

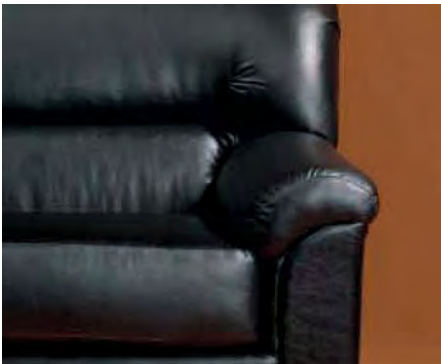
CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (277590)

FREEMAN third party authorization

FURNISHING essentials



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve your show space requirements.

diva series

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

diva counter stool

17"W 16"L 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.



santana armchair

24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.

forestdale chair

21"W 21"L 31"H – N71085
Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



director stool

17"W 24"L 45"H – N710142

director chair

17"W 24"L 32"H – N71042

custom imprinting

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



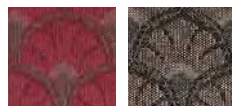
Purple



Bright Blue

cherry barrel chair

Cranberry or Taupe
23"W 22"L 29"H – N71038
Traditional style in a cherry finish with classic fabric pattern options.



diplomat chair

Black Diamond Fabric
25"W 28"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.



gray gaslift stool

24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair

26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

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

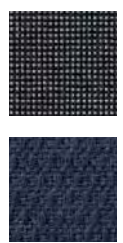


executive chair
Black Tweed
28"W 25"L 45"H – N71044



bugle base chair

Black or Blue Tweed
21"W 20"L 32"H – N71041



Bugle Base Table (page 8)



black diamond side chair

21"W 23"L 32"H – N71089

black diamond stool

22"W 18"L 46"H – N71088

black diamond armchair

20"W 21"L 33"H – N71090



Soho Bistro Table (page 8)

limerick® chair

By Herman Miller

Gray

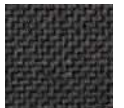
18"W 18"L 33"H – C210108



casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112





lounge seating

Give your exhibit a casual yet practical look with Freeman superior lounge seating. Pick from a large selection of sofas, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35"L 33"H – N71093



kennedy sectional series

Blue or Black Tweed

Flexible sofa-style seating in a variety of configurations.

sofa, three-piece

31"W 87"L 28"H – N730313

loveseat, two-piece

31"W 62"L 28"H – N730213

corner section

31"W 31"L 28"H – N73013

center section

31"W 25"L 28"H – N73014





glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



pedestal tables

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

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

bugle base table

White

36"W 27"H – N72065



office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



Cherry Tables (page 7)
 Cherry Barrel Chairs (page 2)
 Black Table Lamp (page 14)



hemingway writing table

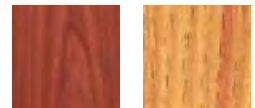
Black
 24"W 49"L 29"H – N720191

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H
Cherry – N74061
Oak – N74071



credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075



display



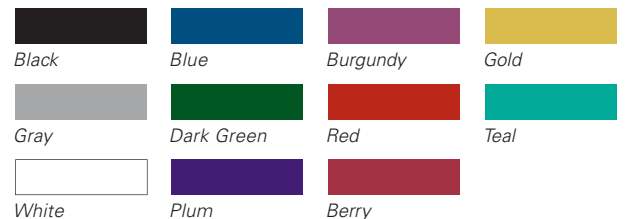
Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.



draped or undraped tables & counters

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

	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

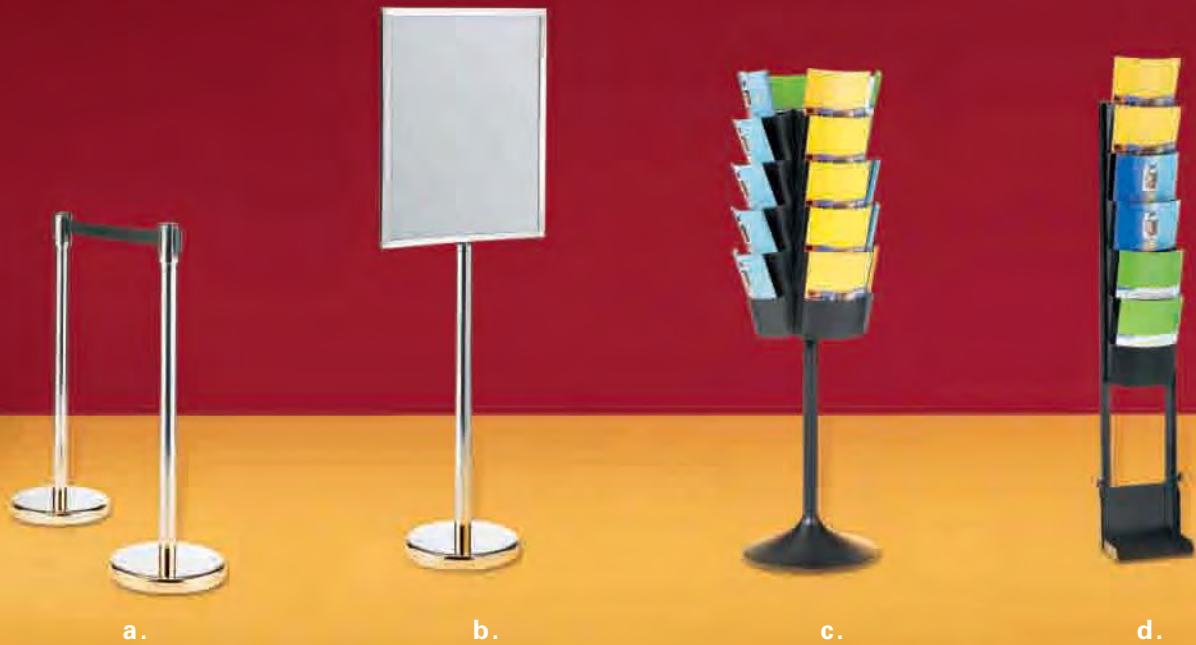
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



accessories

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

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H

Black – N75053

Aluminum – N75054

wastebasket

Wastebasket color may vary.

C220107





e.



f.



g.



h.

small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



table lamp*

Black

25"H – N75052



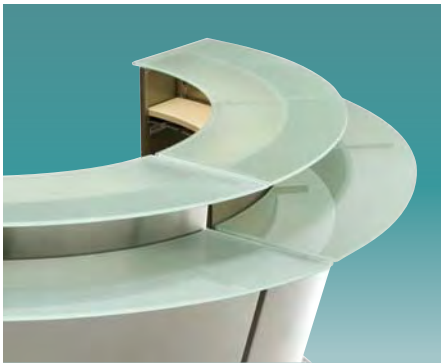
**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484

*Note: Electrical power must be ordered separately.
For ideas on furniture pairings, go to www.freemanco.com/furniturepairing

F R E E M A N

SELECT furnishings



Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you're sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for.

seating

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

lisbon group

Black Leather

sofa

88"L 36"D 34"H – 8302

loveseat

64"L 36"D 34"H – 8303

chair

40"L 36"D 34"H – 81011



barcelona chair

Black Leather

30"L 31"D 35"H – 8102

barcelona chair

White Leather

30"L 31"D 35"H – 810816



newport group

Charcoal Leather

Sectional composed of one loveseat, one armless chair and one corner chair
112"L 34"D 33"

loveseat

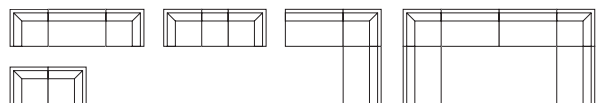
54"L 34"D 33"H – 8308

armless chair

24"L 34"D 33"H – 8109

corner chair

34"L 34"D 33"H – 81010





south beach group

Platinum Suede

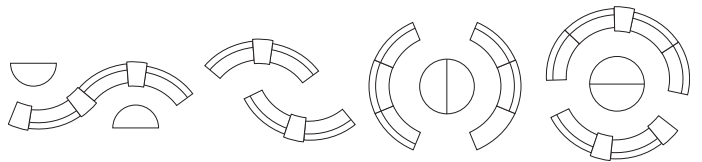
Sectional composed of two sofas and one ottoman
152"L 40"D 33"H

sofa

69"L 29"D 33"H – 8301

ottoman

25"L 31"D 18"H – 8151



key west group

Black

sofa

85"L 35"D 33"H – 8306

loveseat

57"L 35"D 33"H – 8307



astro group

Beige Suede

sofa

83"L 36"D 29"H – 83063

chair

36"L 36"D 29"H – 810809

sydney table

48"L 24"D 18"H – 82052

sydney end table

27"L 23"D 22"H – 82054



rio group

Blue Suede

sofa

76"L 34"D 33"H – 8305

chair

39"L 34"D 33"H – 81014

inspiration table

42"L 28"D 18"H – 82022

inspiration end table

24"L 28"D 22"H – 82023



marrakesh group

Beige

sofa

84"L 37"D 34"H – 83062

chair

34"L 37"D 38"H – 810808



memphis group

Black

sofa (compact)

55"L 31"D 28"H – 83064

chair

27.25"L 31.75"D 27.5"H – 810812



casual seating

For a great variety of informal, modern seating options, look no further. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.



t-vac chair
Translucent/Chrome
25"L 23"D 30"H – 8101

square ottoman

Black Leather – 8154
White Leather – 8152
40"L 40"D 17"H



bench ottoman

Black Leather – 8155
White Leather – 8153
24"L 60"D 17"H



half round ottoman

Black Leather – 81513
White Leather – 81514
6'L 3'D 17"H



circle ottoman

Black/White Leather
6'L 6'D 17"H



cube

Blueberry – 8157
Raspberry – 8159
Lemon – 81510
Natural – 81511
Black Leather – 81512
17"L 17"D 18"H



globus occasional chair

White Vinyl – 810817
28"L 26"D 28"H



cappuccino chair

Chocolate
29"L 29"D 34"H – 8104



tub chair

Black
31"L 31"D 31"H – 8103



berlin stack chair

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



stage chair

Onyx – 8105
Camel – 8106
Beige – 8107
Red – 8108
24"L 26"D 36"H





panton chair
White – 81017
20"L 24"D 33"H

ICE side chair

Transparent/Chrome
17.25"L 20"D 32"H – 810814



new york chair

Onyx Seat/Maple Back/
Chrome Legs
23"L 32"D 33"H – 81090



berlin stack chair

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



iso mesh pull-up chair

Black
26"L 24"D 38"H – 810707



manhattan chair

Oyster
26"L 22"D 34"H – 810110





flex chair
With Wheels
24"L 22"D 31"H – 81018



tilt executive chair
With Arms, Onyx/Black
26"L 25"D 34"H – 81075



**altura conference/
guest chair**
Black Crepe
25"L 20"D 34"H – 81063



luxor executive chair
High Back, Black Leather
27"L 28"D 47"H – 810807
Adjustable



otto highback chair
High Back Exec.
23"L 21"D 43"H – 810813



altura junior executive chair
Mid Back, Black Crepe
25"L 25"D 37"H – 81073
Adjustable



ohio barstool
 Gray/Chrome – 810100
 Red/Chrome – 810101
 Black/Chrome – 810102
 18" Round 31"H Adjustable



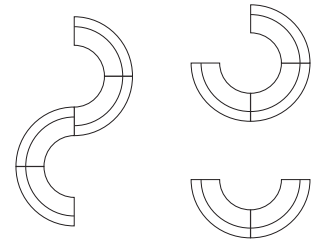
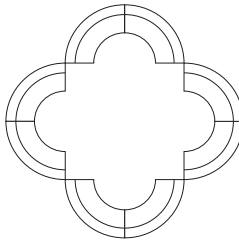
circle martini bar
 Composed of three martini bars
 208.5"L 102"D 139.5"H



banana barstool
 White/Chrome – 810103
 Black/Chrome – 810104
 21"L 22"D 30"H



martini bar
 69.5"L 34"D 46.5"H Radius 50" – 8501



ICE barstool
 Transparent/Chrome
 16.75"L 16"D 37.75"H – 810815



gin barstool
 Maple/Chrome
 16"L 16"D 29"H – 810505



jetson chair
 Black
 19"L 18"D 31"H – 810702

jetson barstool
 Black
 18"L 19"D 29"H – 810706



oslo barstool
 Blue – 810200
 White – 810201
 17"L 20"D 30"H

Tables in coordinating colors are available upon request.

tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops, traditional wood end tables and more.



manhattan table
42" Round 29"H – 82033



geo conference table
Black – 82041
Chrome – 82051
60"L 36"D 29"H



silverado end table
24" Round 22"H – 82015



silverado table
36" Round 17"H – 82014

geo end table
Black – 82025
Chrome – 82035
26"L 26"D 20"H



geo coffee table
Black – 82024
Chrome – 82034
50"L 22"D 16"H



sydney end table
Black – 82054
White – 82055
27"L 23"D 22"H



sydney table
Black – 82052
White – 82053
48"L 24"D 18"H



etagere
Black – 850604
Pewter – 850605
30" L 16" D 70" H



locking door pedestal
Black
24" L 24" D 42" H – 85078



refrigerator*
White
14.0 cubic feet
20" L 30" D 65" H – 8503001

lighting

Make your exhibit shine – literally – with our outstanding selection of lamps. From modern to classic styles, choose the perfect one to light up your environment.



a.

a. floor lamp*
Pewter
58" H – 850704



b.

b. lumalight lamp*
Red – 850701
White – 850702
Orange – 850703
15" L 13" D 90" H



c.

c. parisian lamp*
Pewter
28" H – 850705

*Electrical power must be ordered separately.

F R E E M A N

FREEMAN

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax: +1-(469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

FURNISHINGS

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

___	N71092	Diva Counter Stool	171.00	222.30	___
___	N71091	Diva Chair.....	160.00	208.00	___
___	N710102	Santana Chair	148.00	192.40	___
___	N71085	Forestdale Chair	102.00	132.60	___
___	N710144	Diplomat Chair	207.00	269.10	___
___	N71038	Cherry Barrel Chair	171.00	222.30	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe			

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool	125.00	162.50	___
___	N71042	Director Chair	113.00	146.90	___
___	N710998	Custom Imprinting/Director		Call for Quote	___

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	207.00	269.10	___
___	N71047	Gray Gaslift Stool	194.00	252.20	___
___	N71046	Gray Gaslift Chair w/Arms	194.00	252.20	___
___	N71045	Gray Gaslift Chair	92.50	120.25	___
___	N71044	Executive Chair	218.00	283.40	___
___	N71041	Bugle Base Chair	136.00	176.80	___
		<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed			

___	N71088	Black Diamond Stool	113.00	146.90	___
___	N71089	Black Diamond Side Chair ..	41.50	53.95	___
___	N71090	Black Diamond Arm Chair....	49.50	64.35	___
___	C210108	Limerick® Chair by Herman Miller.....	38.25	49.75	___
___	C210112	Casey Padded Stool.....	52.00	67.60	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray			

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	488.00	634.40	___
___	N71093	Signature Chair	316.00	410.80	___

Kennedy Sectional Series					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		

___	N730313	Kennedy Sofa - 3 piece	550.00	715.00	___
___	N730213	Kennedy Loveseat - 2 piece	380.00	494.00	___
___	N73013	Kennedy Corner Section ...	190.00	247.00	___
___	N73014	Kennedy Center Section ...	190.00	247.00	___

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

___	N72026	Cherry Cocktail Table	145.00	188.50	___
___	N72027	Cherry End Table	122.00	158.60	___
___	N72028	Metro Slate Cocktail Table	129.00	167.70	___
___	N72029	Metro Slate End Table	97.00	126.10	___
___	C115103	Studio Black Cocktail Table	98.00	127.40	___
___	C115104	Studio Black End Table	70.00	91.00	___
___	N72015	Glass Conference Table	185.00	240.50	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome			
___	N72065	Bugle Base Table/White	201.00	261.30	___

Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	91.00	118.30	___
___	N72069	Black-top Cafe 24"W x 30"H ...	148.00	192.40	___
___	N72070	Black-top Bistro 24"W x 42"H	152.00	197.60	___
___	N72067	Black-top Café Table 36"x30"	148.00	192.40	___
___	N72068	Black-top Bistro 36"W x 42"H ..	152.00	197.60	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	59.50	77.35	___
___	N72064	Café Table 36"W x 30"H	71.00	92.30	___
___	N720163	Bistro Table 30"W x 42"H	69.00	89.70	___
___	N720164	Bistro Table 36"W x 42"H	81.50	105.95	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	329.00	427.70	___
___	N72092	Milano Table/Black Top	329.00	427.70	___
___	N72094	Luna Table/Black Top	480.00	624.00	___
___	N720191	Hemingway Writing Table	286.00	371.80	___
___	N74061	Cherry Desk 5'	442.00	574.60	___
___	N74065	Cherry Bookcase	150.00	195.00	___
___	N74064	Cherry Credenza	340.00	442.00	___
___	N74071	Oak Desk 5'	442.00	574.60	___
___	N74075	Oak Bookcase	150.00	195.00	___
___	N74074	Oak Credenza	340.00	442.00	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	286.00	371.80	___
___	N75079	Orion Computer Kiosk	307.00	399.10	___
___	N75030	Black Display Cube/Small	178.00	231.40	___
___	N75031	Black Display Cube/Medium ...	193.00	250.90	___
___	N75032	Black Display/Large	222.00	288.60	___

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FURNISHINGS

DISPLAY FURNITURE
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
Display Cylinders					
___	N75020	Black Display Cylinder/Low ...	168.00	218.40	___
___	N75021	Black Display Cylinder/Med	194.00	252.20	___
___	N75022	Black Display Cylinder/Lg	228.00	296.40	___

Draped Tables - Tables are 30" wide
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

___	C130330	Draped Table 3'L x 30"H	77.00	100.10	___
___	C130430	Draped Table 4'L x 30"H	72.00	93.60	___
___	C130630	Draped Table 6'L x 30"H	92.50	120.25	___
___	C130830	Draped Table 8'L x 30"H	111.50	144.95	___
___	C12404630	4th Side Drap 6'L x 30"H ..	38.25	49.75	___
___	C12404830	4th Side Drap 8'L x 30"H .	38.25	49.75	___
___	C130342	Draped Counter 3'L x 42"H ...	114.00	148.20	___
___	C130442	Draped Counter 4'L x 42"H ...	92.50	120.25	___
___	C130642	Draped Counter 6'L x 42"H ...	109.50	142.35	___
___	C130842	Draped Counter 8'L x 42"H ...	131.50	170.95	___
___	C12404642	4th Side Drap 6'L x 42"H ..	51.00	66.30	___
___	C12404842	4th Side Drap 8'L x 42"H ..	51.00	66.30	___

Undraped Tables - Tables are 30" wide

___	C131330	Undraped Table 3'L x 30"H .	36.00	46.80	___
___	C131430	Undraped Table 4'L x 30"H .	37.00	48.10	___
___	C131630	Undraped Table 6'L x 30"H.	45.00	58.50	___
___	C131830	Undraped Table 8'L x 30"H .	53.00	68.90	___
___	C131342	Undraped Counter 3'Lx42"H	54.00	70.20	___
___	C131442	Undraped Counter 4'Lx42"H	45.00	58.50	___
___	C131642	Undraped Counter 6'Lx42"H	53.00	68.90	___
___	C131842	Undraped Counter 8'Lx42"H	61.00	79.30	___

Table Top Risers

___	C150410	Single Step Riser 4'L x 7"H	23.50	30.55	___
___	C150610	Single Step Riser 6'L x 7"H	39.00	50.70	___
___	C150810	Single Step Riser 8'L x 7"H	51.00	66.30	___
___	C150414	Single Step Riser 4'L x14"H	44.00	57.20	___
___	C150614	Single Step Riser 6'L x14"H	66.00	85.80	___
___	C150814	Single Step Riser 8'L x14"H	83.00	107.90	___
___	C150420	Double Step Riser 4'L	41.50	53.95	___
___	C150620	Double Step Riser 6'L	47.00	61.10	___
___	C150820	Double Step Riser 8'L	55.25	71.85	___

ACCESSORIES
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt	91.00	118.30	___
___	C220118	Chrome Sign Holder	74.00	96.20	___
___	N750135	Round Literature Rack	167.00	217.10	___
___	N750136	Flat Literature Rack	97.75	127.10	___
___	C220109	Chrome Coat Tree	32.00	41.60	___
___	C220134	Chrome Easel	21.50	27.95	___
___	C220110	Chrome Bag Rack	69.00	89.70	___
___	N75053	Black Trash Receptacle	62.00	80.60	___
___	N75054	Aluminum Trash Receptacle .	62.00	80.60	___
___	220106	Corrugated Wastebasket.....	13.00	16.90	___
___	N75057	Small Refrigerator	344.00	447.20	___
___	N75052	Black Table Lamp	88.00	114.40	___
___	N74082	File Cabinet/2 Drawer	110.00	143.00	___
___	N74081	File Cabinet/4 Drawer	144.00	187.20	___
___	10201484	Bulletin Board	89.00	115.70	___

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

___	12103	Special Drap 3'H (per ft.) ...	8.50	11.05	___
___	12108	Special Drap 8'H (per ft.) ...	13.00	16.90	___

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

FREEMAN furnishing essentials

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Lisbon Group - Black leather

___	8302	Sofa	521.00	677.30	_____
___	8303	Loveseat	470.00	611.00	_____
___	81011	Chair	350.00	455.00	_____

Chairs

___	8102	Barcelona - black leather	573.00	744.90	_____
___	810816	Barcelona - white leather	594.00	772.20	_____

Newport Group - Charcoal leather

___	8308	Loveseat	475.00	617.50	_____
___	8109	Armless Chair	270.00	351.00	_____
___	81010	Corner Chair	315.00	409.50	_____

South Beach Group - Platinum suede

___	8301	Sofa	458.00	595.40	_____
___	8151	Ottoman	200.00	260.00	_____

Key West Group - Black

___	8306	Sofa	412.00	535.60	_____
___	8307	Loveseat	372.00	483.60	_____

Pages 3 & 4

Astro Group - Beige suede

___	83063	Sofa	485.00	630.50	_____
___	810809	Chair	325.00	422.50	_____
___	82052	Sydney Cocktail Table - black.....	206.00	267.80	_____
___	82054	Sydney End Table - black.....	171.00	222.30	_____

Rio Group - Blue suede

___	8305	Sofa	424.00	551.20	_____
___	81014	Chair	306.00	397.80	_____
___	82022	Inspiration Table	223.00	289.90	_____
___	82023	Inspiration End Table	212.00	275.60	_____

Marrakesh Group - Beige

___	83062	Sofa	435.00	565.50	_____
___	810808	Chair.....	309.00	401.70	_____

Memphis Group - Black

___	83064	Sofa	442.00	574.60	_____
___	810812	Chair.....	317.00	412.10	_____

Chairs

___	8101	T-Vac (translucent/chrome)	223.00	289.90	_____
___	810819	Globus Occasional-White	300.00	390.00	_____

Ottomans

___	8154	Square (black leather)	230.00	299.00	_____
___	8152	Square (white leather)	230.00	299.00	_____
___	8155	Bench (black leather)	275.00	357.50	_____
___	8153	Bench (white leather)	275.00	357.50	_____
___	81513	Half Round (black leather)	286.00	371.80	_____
___	81514	Half Round (white leather)	286.00	371.80	_____

Cubes

___	8157	Blueberry	80.00	104.00	_____
___	8159	Raspberry	80.00	104.00	_____
___	81510	Lemon	80.00	104.00	_____
___	81512	Black Leather	80.00	104.00	_____

Pages 5 & 6

Chairs

___	8104	Cappucino Chair	230.00	299.00	_____
___	8105	Stage Chair (onyx)	132.00	171.60	_____
___	8106	Stage Chair (camel)	132.00	171.60	_____
___	8107	Stage Chair (beige)	132.00	171.60	_____
___	8108	Stage Chair (red)	132.00	171.60	_____
___	8103	Tub Chair (black)	286.00	371.80	_____
___	810810	Berlin Stack Chair (black/white).....	77.00	100.10	_____
___	810811	Berlin Stack Chair (red/white)	77.00	100.10	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING (continued) Pages 5 & 6					

Chairs (continued)

___	81017	Panton Chair (white)	137.00	178.10	_____
___	810814	ICE Side Chair (transparent).....	151.00	196.30	_____
___	81090	New York Chair	135.00	175.50	_____
___	810707	ISO Mesh Pull-up Chair	218.00	283.40	_____
___	810110	Manhattan Chair (oyster)	159.00	206.70	_____

Pages 7 & 8

Chairs (continued)

___	81018	Flex Chair w/ wheels	112.00	145.60	_____
___	81075	Tilt Executive Chair	232.00	301.60	_____
___	810807	Luxor Executive Chair	304.00	395.20	_____
___	81063	Altura Conf/Guest Chair	252.00	327.60	_____
___	81073	Altura Jr Exec Chair/mid bac	261.00	339.30	_____
___	810813	Otto Highback Chair.....	317.00	412.10	_____
___	810702	Jetson Chair (black)	135.00	175.50	_____

Barstools & Bar

___	810100	Ohio Barstool (gray)	125.00	162.50	_____
___	810101	Ohio Barstool (red)	125.00	162.50	_____
___	810102	Ohio Barstool (black)	125.00	162.50	_____
___	810103	Banana Barstool (white) ...	136.00	176.80	_____
___	810104	Banana Barstool (black) ...	136.00	176.80	_____
___	810815	ICE Barstool (transparent)	161.00	209.30	_____
___	810505	Gin Barstool (maple)	120.00	156.00	_____
___	810706	Jetson Barstool (black)	189.00	245.70	_____
___	810200	Oslo Barstool (blue)	172.00	223.60	_____
___	810201	Oslo Barstool (white)	172.00	223.60	_____
___	8501	Martini Bar.....	999.00	1,298.70	_____

TABLES, LIGHTING & MORE
Pages 9 & 10

Tables

___	82033	Manhattan Table 29"H	219.00	284.70	_____
___	82015	Silverado End Table 22" H	183.00	237.90	_____
___	82014	Silverado Table 17"H	195.00	253.50	_____
___	82041	Geo Conf Table (black)	309.00	401.70	_____
___	82051	Geo Conf Table (chrome)	309.00	401.70	_____
___	82025	Geo End Table (black)	166.00	215.80	_____
___	82035	Geo End Table (chrome) ..	166.00	215.80	_____
___	82024	Geo Coffee Table (black) .	184.00	239.20	_____
___	82034	Geo Coffee Table (chrome)	183.00	237.90	_____
___	82054	Sydney End Table (black)	171.00	222.30	_____
___	82055	Sydney End Table (white)	171.00	222.30	_____
___	82052	Sydney Cocktail Table (black).....	206.00	267.80	_____
___	82053	Sydney Cocktail Table (white).....	206.00	267.80	_____

Miscellaneous

___	850604	Etagere (black)	227.00	295.10	_____
___	850605	Etagere (pewter)	227.00	295.10	_____
___	85078	Locking Door Pedestal	338.00	439.40	_____
___	8503001	Refrigerator 14 cu. ft. (white).....	568.00	738.40	_____

Lighting

___	850704	Floor Lamp 58"H (pewter) .	112.00	145.60	_____
___	850701	Lumalight Lamp (red)	230.00	299.00	_____
___	850702	Lumalight Lamp (white)	230.00	299.00	_____
___	850703	Lumalight Lamp(orange)...	230.00	299.00	_____
___	850705	Parisian Lamp 28"H (pewter).....	109.00	141.70	_____

TOTAL COST

Sub-Total	+	8.25% Tax	=	Total Cost
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FREEMAN

13101 Alameda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

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DEADLINE DATE
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ACCESSORIES

PERFBOARD - SINGLE SIDED

Straight Hook - 10201 "J" Hook-10206

Single Hook - 10203 Double Hook - 10204

Glass Tower Showcase - 1010200

Comes with two doors that lock and three glass shelves.

10201484 - Bulletin Board
4' x 8' Horizontal
All boards are gray velcro and double sided.

1. Lessee will be responsible for any damages to display fixtures during the event.
2. There will be a replacement charge of \$10.00 on all lost keys.
3. Electrical hookup must be ordered through the Electrical order form included in your service manual.

15905 - Fish Bowl

101063 - 6'

STYLE #A FULL VISION CASE, includes 1-8" and 1-10" glass shelves with adjustable brackets, 26" high front glass display section. 6' Showcase comes with light fixture and locks.

10405 - Garment Rack

PERFBOARD

*Please circle choice of Perfbord

Horizontal Vertical

____ 173519 1M x 8'H Perfbord Panel*.... 89.00 115.75 _____
 ____ 173524 1/2Mx8'H Perfbord Panel*... 89.00 115.75 _____

SHOWCASES

____ 101063 Full Vision Case - 6'.....800.00 1004.00 _____
 ____ 1010200 Glass Tower Case 330.00 429.00 _____

MISCELLANEOUS

____ 10405	Garment Rack	56.50	73.50	_____
____ 15905	Fish Bowl.....	15.00	19.50	_____
____ 10201	2" Straight Hook (each)30	.40	_____
____ 10206	"J" Loop Hook (each).....	.30	.40	_____
____ 10203	6 "Single Hook (each).....	.30	.40	_____
____ 10204	6" Double Hook (each).....	1.50	1.95	_____
____ 10201484	Bulletin Board	89.00	115.75	_____

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

FREEMAN accessories

carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs, Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet service:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

prestige CARPET

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight.

Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

custom options

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



*white**



*sea breeze**



*gray pearl**



*charcoal**



*black**



*navy**



wedgewood



toast



cream



baywater



pine



cabernet



raspberry



peach



cardinal

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

classic CARPET

custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

standard cut

Our Classic Carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



gray



tuxedo



blue



black



red



plum



green



teal



burgundy

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.myfreemanonline.com.

Actual colors may vary slightly.

F R E E M A N

F R E E M A N

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Houston, TX 77045
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FreemanHoustonES@freemanco.com

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- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Sales Department at +1-713-433-2400.
- **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 date 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.

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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.

<input type="checkbox"/> Black	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Gray Pearl	<input type="checkbox"/> Navy	<input type="checkbox"/> Sea Breeze	<input type="checkbox"/> White
40 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)					
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		Discount	Standard	
			\$3.35	\$ 4.35	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 3.10	\$ 4.05	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

<input type="checkbox"/> Baywater	<input type="checkbox"/> Cardinal	<input type="checkbox"/> Gray Pearl	<input type="checkbox"/> Pine	<input type="checkbox"/> Toast	
<input type="checkbox"/> Black	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Navy	<input type="checkbox"/> Raspberry	<input type="checkbox"/> Wedgewood	
<input type="checkbox"/> Cabernet	<input type="checkbox"/> Cream	<input type="checkbox"/> Peach	<input type="checkbox"/> Sea Breeze	<input type="checkbox"/> White	
28 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)					
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		Discount	Standard	
			\$ 3.05	\$ 3.95	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 2.65	\$ 3.45	\$ _____

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 colors.

CHOOSE YOUR CARPET COLOR:

<input type="checkbox"/> Black	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Green
Rental - Price per sq. ft. (100 sq. ft. minimum)								
16 oz. Carpet Rental								
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		Discount	Standard				
			\$ 2.65	\$3.45	\$ _____			

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

CHOOSE YOUR CARPET COLOR:

- Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.

<input type="checkbox"/> Black	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Green
Qty	Description	Discount	Standard	Total				
_____	9' x 10' Classic Carpet	119.00	155.00	\$ _____				
_____	9' x 20' Classic Carpet	238.00	310.00	\$ _____				
_____	9' x 30' Classic Carpet	357.00	465.00	\$ _____				
_____	9' x 40' Classic Carpet	476.00	620.00	\$ _____				

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq ft)72	.94	\$ _____
_____	Carpet Pdding - 1/2" (Over 700 sq ft)	0.70	0.90	\$ _____
_____	Plastic Covering (per sq. ft)	0.22	0.32	\$ _____

TOTAL COST

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

FREEMAN carpet



RENTAL exhibits

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating custom exhibits for our clients, so it's no wonder we're the premier exposition services experts. We offer five contemporary exhibit systems, plus a vast array of surface options, custom enhancements, graphic design panels and endless available accessories. Our all-inclusive exhibits also cover local delivery, storage, installation, dismantling, needed repairs and carpet cleaning.

Please see the enclosed order form to place your order or contact our Freeman exhibit experts to see what display is right for you.

system 1

version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company's name or logo.

10' x 10'

#1000

10' x 20' (not shown)

#1010



version b

This professional model features sleek powder-coated metal with matching panels, plus a display table, three panels and digital graphics-ready space* for your company's name or logo.

10' x 10'

#1020

10' x 20' (not shown)

#1030



version c (pictured above)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#1040

10' x 20' (not shown)

#1050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

Call customer service at the number listed on Quick Facts.

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

system 2

version a

This basic professional model features our standard metal and comprises two display panels plus a digital graphics-ready space* for your company's name or logo.

10' x 10' (not shown)

#2000

10' x 20'

#2010



version b

This model features powder-coated metal with matching displays, a free-standing counter plus a digital graphics-ready space* for your company's name or logo.

10' x 10' (not shown)

#2020

10' x 20'

#2030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10 (not shown)

#2040

10' x 20'

#2050



c.

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

system 3

version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space* for your company's name or logo.

10' x 10'

#3000

10' x 20' (not shown)

#3010



version b

This model features powder-coated metal and includes matching panels, one free-standing counter plus a digital graphics-ready space* for your company's name, logo, or key visuals.

10' x 10'

#3020

10' x 20' (not shown)

#3030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#3040

10' x 20' (not shown)

#3050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



system 4

version a

This basic professional model features our standard metal and comprises three display panels plus a digital graphics-ready space* for your company's name or logo.

- 10' x 10'
- #4000
- 10' x 20' (not shown)
- #4010



version b

This model features powder-coated metal with three matching panels, one free-standing counter, one display table and a digital graphics-ready space* for your company's name or logo.

- 10' x 10'
- #4020
- 10' x 20' (not shown)
- #4030



version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

- 10' x 10'
- #4040
- 10' x 20' (not shown)
- #4050

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



color OPTIONS

Bring your rental exhibit to life with our eye-catching color options shown below. Version A systems include your choice of Blue, Gray, or Black Fabric or White Hardwall. Versions B and C systems offer a selection of five colors, also shown below. Call the number listed on Quick Facts for samples.

version a options



version b & c options



CUSTOM designs

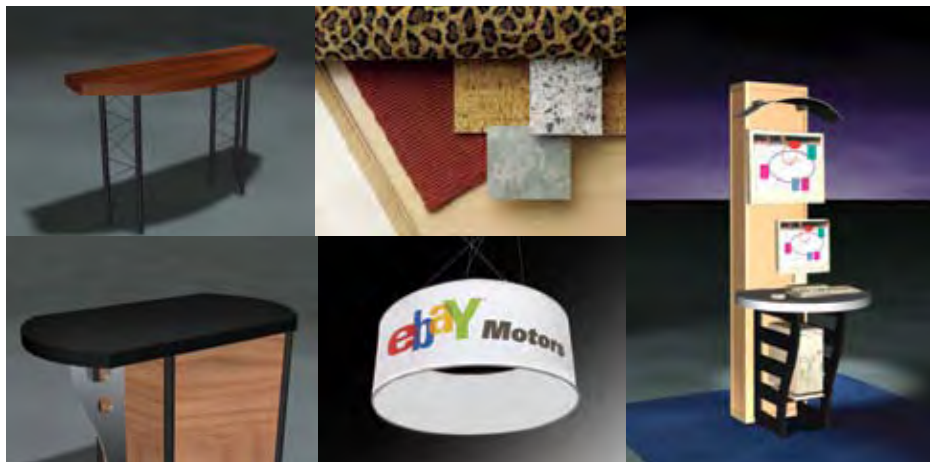
When it comes to planning your exhibit, no one does it better than Freeman. We give you the flexibility to create a custom exhibit with the convenience and affordability of a rental program. Our team of experts will help you bring your exhibit design to life, from the initial concept through final production.



ENHANCEMENTS & ACCESSORIES

We want your exhibit to be perfect, right down to the last detail. That's why we offer you a wide array of accessories to make your display stand out. Attract attention and communicate important marketing messages with vivid signs, banners and graphics. Graphic resources available to you include four-color, high-resolution digital printing in virtually any size.

Impress your clients and customers with custom flooring, furniture and lighting that gives your exhibit extra depth and utility. You may also choose to add carpet, tile, hardwood, counters, bars, stools, chairs and computer kiosks for that perfect finishing touch.



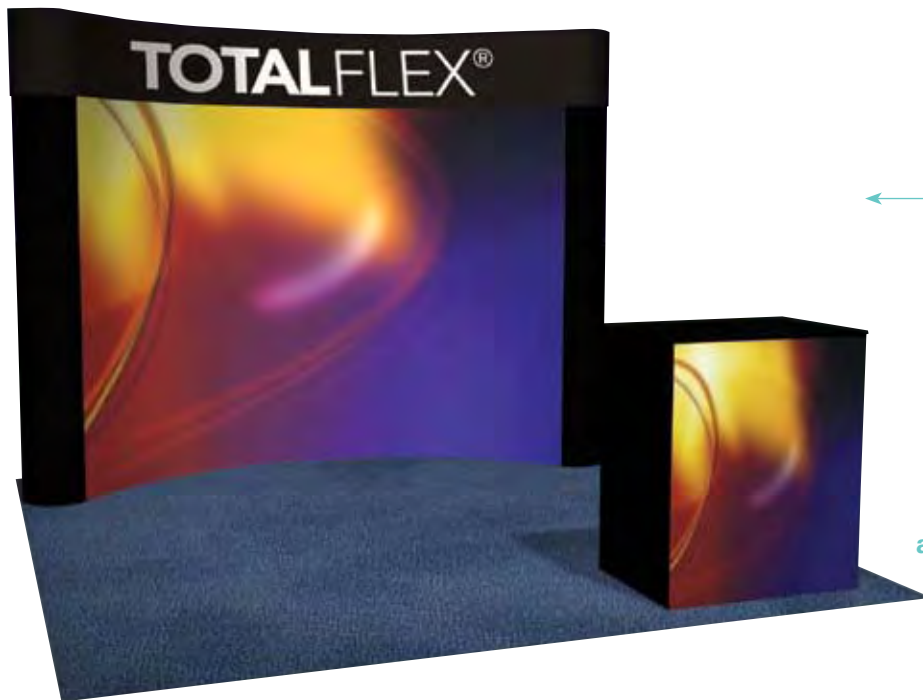
All systems can be customized or modified depending on your specific requirements.



TOTALFLEX[®] BY FREEMAN

Now available to rent or purchase, TotalFlex[®] display provides more options for configuring exhibits to fit your space, budget and vision. It's versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro[®] compatible fabric panels available in wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Custom graphics*, available through Freeman, can dramatically enhance your exhibit's appearance.
- A wide array of sizes and configurations, including tabletops and towers, are available.



a.

version a

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

version b

- 40"h x 6'w Tabletop Unit
- 40"h x 8'w Tabletop Unit



b.

*For versions A and B, graphic design elements are priced separately and not included with exhibit order.



exhibit PACKAGES

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating exhibits for our clients, so it's no wonder we're the premier exposition services experts. All our premium packages include choice of standard panel colors and materials, Classic Carpet in a variety of colors, daily cleaning, local delivery, installation and dismantling labor, light fixtures and the option to order designer panel colors and materials.

TOTALFLEX® by Freeman

Now available to rent or purchase, the TOTALFLEX system is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

8'h x 8'w Floor Standing Unit

8'h x 10'w Floor Standing Unit (shown)

40"h x 6'w Tabletop Unit

40"h x 8'w Tabletop Unit

- Cases easily convert into a podium.
- Velcro® compatible fabric panels available in wide selection of colors.
- Custom graphics*, available through Freeman, can dramatically enhance your exhibit's appearance.

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





a.

package a

Our basic, professional free-standing counter exhibit allows you to display all your show materials in a convenient fashion.

10' x 10'

#1710201



b.

package b

This package includes even more display space with a curved back wall, as well as space for digital graphics.*

10' x 10'

#1710300



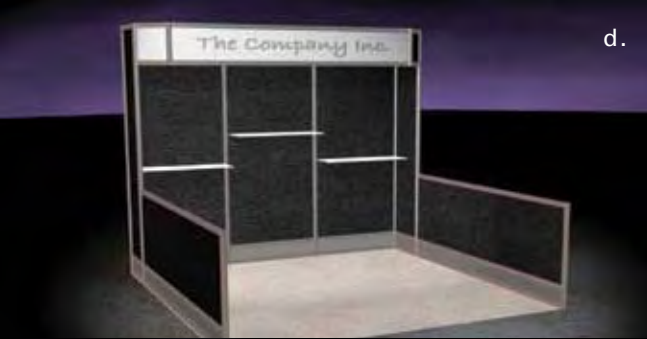
c.

package c

This package includes a back wall counter exhibit with plenty of display space and room for digital graphics.*

10' x 10'

#1710400



d.

package d

This package includes a three-shelf exhibit with extra display room and an open, inviting look and feel.

10' x 10'

#1710500



e.

package e

This package includes an angled exhibit with built-in display counters, space for graphics* and impressive room for presentation.

10' x 20'

#1710600



f.

package f

This premium package features a striking island display, with room for graphics* and an open, walk-through area for traffic.

20' x 20'

#1710800

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

Call the number listed on Quick Facts for details on custom graphics and logo headers to upgrade your exhibit.

Note: Electrical service must be ordered separately.

color options

Bring your exhibit to life with our eye-catching color options shown below. Choose from our standard panel colors & materials in Black, Blue, or Gray Fabric, as well as White Hardwall and Perfboard. You may also order designer panel colors and materials if need be. Call the number on Quick Facts for samples.

standard panel colors/materials



Black Fabric



Blue Fabric



Gray Fabric



White Hardwall



White Perfboard*

*Perfboard only available in straight panels and not available in curved walls.

questions?

All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts.

F R E E M A N

FREEMAN

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax: +1-(469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS :

For Assistance please call +1-(713) 433-2400 to speak with one of our experts.

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

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

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

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 2,950.00 10x10 - Part# 1000 1,472.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 4,673.00 10x10 - Part# 1020 2,334.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 7,892.00 10x10 - Part# 1040 3,934.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,072.00 10x10 - Part# 2000 1,508.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 4,771.00 10x10 - Part# 2020 2,370.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 8,034.00 10x10 - Part# 2040 4,057.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,110.00 10x10 - Part# 3000 1,539.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 4,796.00 10x10 - Part# 3020 2,396.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 8,120.00 10x10 - Part# 3040 4,057.00
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,195.00 10x10 - Part# 4000 1,595.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 4,895.00 10x10 - Part# 4020 2,444.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 8,157.00 10x10 - Part# 4040 4,094.00

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

FREEMAN rental exhibits

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

CHOOSE YOUR PANELS

VERSION A

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

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

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

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

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

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

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

Other _____

Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

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

VERSION C

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

CONTACT FOR PRICING

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

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

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

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax: +1-(469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME: _____ PHONE #: _____

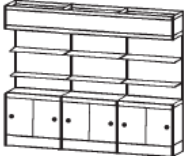

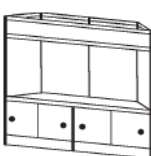

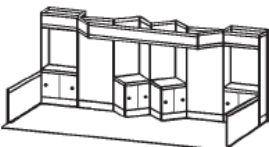

E-MAIL ADDRESS: _____

For Assistance please call +1-(713) 433-2400 to speak with one of our experts.

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

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

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

PACKAGES	A. FREE STANDING COUNTER Discount Price 2,180.00 Standard Price 2,834.00 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price 1,755.00 Standard Price 2,281.50 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price 1,468.00 Standard Price 1,908.40 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' X 10' EXHIBIT Discount Price 1,795.00 Standard Price 2,333.50 <input type="checkbox"/> Part# 1710500 	E. 10' X 20' ANGLED EXHIBIT Discount Price 4,293.00 Standard Price 5,580.90 <input type="checkbox"/> Part# 1710600 	F. 20' X 20' ISLAND EXHIBIT Discount Price 9,788.00 Standard Price 12,724.40 <input type="checkbox"/> Part# 1710800 

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

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBORD

CARPET

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

- Black Gray Red
 Blue Green Teal
 Burgundy Plum Tuxedo

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

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

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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F R E E M A N

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DISCOUNT PRICE
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NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

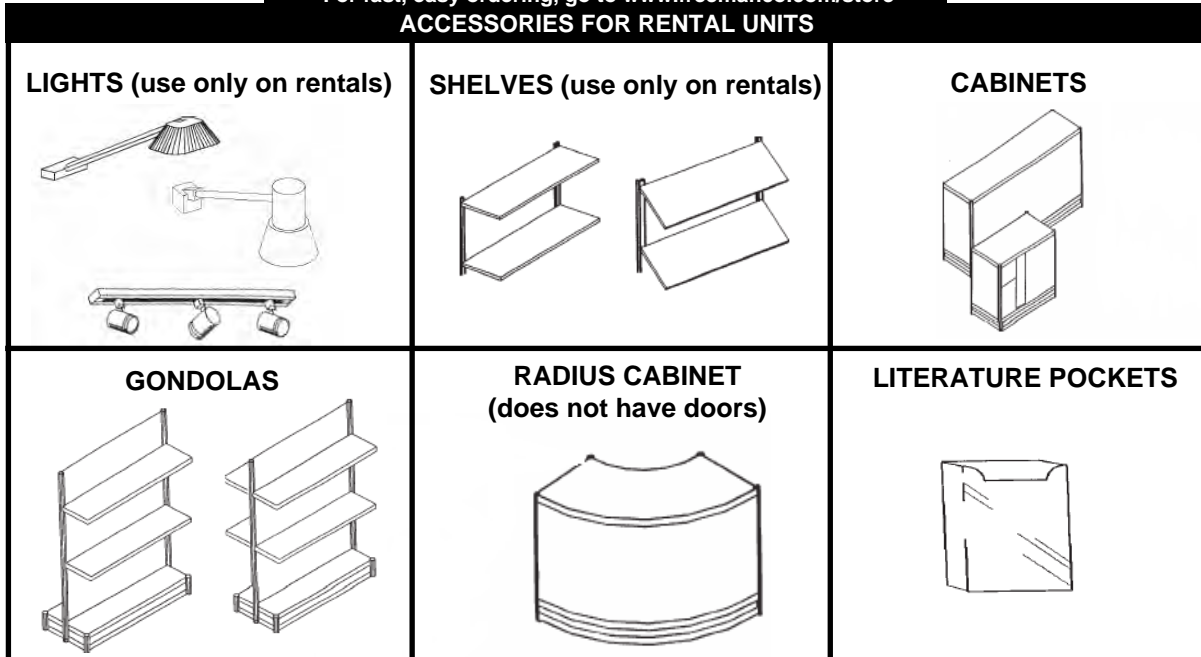
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call +1-(713) 433-2400 to speak with one of our experts.

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



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (electrical service & labor to install lights not included)					
___	17251	Arm Light (200w)	62.00	80.60	_____
___	172514	4' Tracklight (3 lights)	215.00	279.50	_____
___	17252	Halogen Light	100.00	130.00	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	365.00	474.50	_____
___	17306	1M x ½M x 42" High.....	425.00	552.50	_____
___	17308	2M x ½M x 36" High.....	605.00	786.50	_____
___	17309	2M x ½M x 42" High.....	665.00	864.50	_____
___	173010	1M Radius x ½M x 36" High.	605.00	786.50	_____
___	173011	1M Radius x ½M x 42" High..	499.00	648.70	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	7.00	9.10	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	365.00	474.50	_____
___	174542	Double Sided 1M x 4' High..	440.00	572.00	_____
___	174581	Single Sided 1M x 8' High...	322.00	418.60	_____
___	174582	Double Sided 1M x 8' High..	428.00	556.40	_____

SHELVES					
___	17201	1M Straight (37" x 12")	50.00	65.00	_____
___	17206	1M Angled (37" x 12")	50.00	65.00	_____

LITERATURE POCKETS					
___	174015	For 8½ x 11 Literature	28.00	36.40	_____

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

Don't see what you need?
Please call an Exhibitor Sales Specialist at (713) 433-2400.

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

F R E E M A N

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Houston, TX 77045
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FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

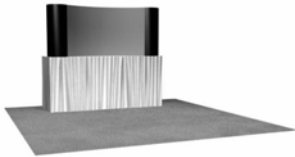
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call +1-(713) 433-2400 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	764.00	_____	_____
40"H x 8"W	888.00	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	893.00	_____	_____
40"H x 8"W	1,012.00	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Burgundy

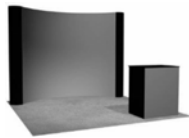
Green Gray Plum Red Teal Tuxedo

Table Drape:

Black Blue Burgundy Dark Green Gold

Gray Plum Red Teal White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,242.00	_____	_____
8'H x 10'W	1,479.00	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,025.00	_____	_____
8'H x 10'W	4,105.00	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10;W unit only
2-200 Watt Halogen Lights (Electrical service & labor not included)

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Burgundy

Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES

Part #	Description	RENTAL		PURCHASE	
		Qty	Price	Qty	Price
1715800	2-200 Watt Halogen Light Kit	_____	144.00	_____	599.00
1715801	1-200 Watt Halogen Light Kit	_____	76.00	_____	150.00
1715802	Straight Shelf	_____	57.00	_____	104.00
1715803	Angled Shelf	_____	57.00	_____	104.00

QUICK TIPS

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

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

Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST

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

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



digital graphics



creating visual excitement

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

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax: +1-(469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call +1-(713) 433-2400 to speak with one of our experts.

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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 18.00 per sq. ft. discount price
x or = \$ _____
\$ 23.40 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	50.00	65.00 =	_____
7" x 22"	_____ @	45.00	58.50 =	_____
7" x 44"	_____ @	70.00	91.00 =	_____
9" x 44"	_____ @	50.00	65.00 =	_____
11" x 14"	_____ @	61.50	80.00 =	_____
14" x 22"	_____ @	70.00	91.00 =	_____
14" x 44"	_____ @	93.50	121.50 =	_____
22" x 28"	_____ @	93.50	121.50 =	_____
28" x 44"	_____ @	151.65	197.00 =	_____
20" x 60"	_____ @	155.00	201.50 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 8.25 % Tax = Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (713) 433-2400 for assistance.

FREEMAN

13101 Alameda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

FreemanHoustonES@freemanco.com

FLORAL RENTAL ORDER FORM

DEADLINE
For Discount Prices

Monday, Nov. 21, 2011

CANCELLATION: Cancellation after deadline will be charged at 100% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

COLOR/SIZE: Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.



POTTED PLANTS - Indicate Color Selection

		DISCOUNT	STANDARD	COST
Qty. _____	(1502) Bromeliads - Red / Orange / Pink	\$ 52.00	\$ 68.00	_____
Qty. _____	(1503) Chrysanthemums - White / Yellow / Lavender.....	\$ 31.00	\$ 41.00	_____
Qty. _____	(1505) Ferns - Floor / Hanging	\$ 32.00	\$ 41.50	_____
Qty. _____	(1549) Ivys	\$ 32.00	\$ 41.50	_____

TROPICAL GREEN PLANTS

		DISCOUNT	STANDARD	COST
Qty. _____	(1508) 2 Ft. - Slim / Full	\$ 37.00	\$ 48.00	_____
Qty. _____	(1507) 3 Ft. - Slim / Full	\$ 52.00	\$ 68.00	_____
Qty. _____	(1509) 4 Ft. - Slim / Full	\$ 60.00	\$ 78.00	_____
Qty. _____	(1511) 5 Ft. - Slim / Full	\$ 67.00	\$ 87.00	_____
Qty. _____	(1513) 6 Ft. - Slim / Full	\$ 80.00	\$104.00	_____
Qty. _____	(1515) 7 Ft. - Slim / Full	\$107.00	\$139.00	_____

ALL CONTAINERS FOR TROPICAL GREEN PLANTS WILL BE PROVIDED IN WHITE OR BLACK

FLOWER ARRANGEMENTS - Indicate Color Selection

		DISCOUNT	STANDARD	COST
Qty. _____	Fresh Cut Flower Arrangements.....Please indicate size below & circle colors you would prefer			
	White Yellow Rust Blue Pastels Other:.....			
	(1545) Small.....	\$ 75.00	\$ 98.00	_____
	(1546) Medium.....	\$ 90.00	\$117.00	_____
	(1548) Large.....	\$110.00	\$143.00	_____

Please submit requests for specialized arrangements at least 2 weeks in advance.

FLORAL PACKAGES - Show Specials!

		DISCOUNT	STANDARD	COST
Qty. _____	(1521) Floral Package A - 15% Discount!	\$132.50	\$172.25	_____
	Two 3' Green Plants and One Flowering Plant			
Qty. _____	(1523) Floral Package B - 15% Discount!	\$183.50	\$238.50	_____
	Two 3' Green Plants, One 4' Green Plant & 1 Flowering Plant			

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see Fern Service Personnel at the event site prior to opening.

Sub Total: \$ _____
8.25% Tax: \$ _____
TOTAL: \$ _____

Name of Event **IEEE GLOBECOM 2011** **5 - 8 December 2011** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

Call customer service at the number listed on Quick Facts.

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

UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS

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

CARPENTERS LOCAL 551

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Display Labor section in the THE FREEMAN order form, or on showsite, at THE FREEMAN Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all THE FREEMAN COMPANIES employees. Any request for such should be brought to the attention of a Freeman representative at THE FREEMAN Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

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

NOTE:

- 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 the Show Manager at 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.

F R E E M A N

13101 Alameda Rd.
Houston, Texas 77045
Ph: +1-713-433-2400 • Fax: +1-469-621-5613
FreemanHoustonES@freemanco.com

DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call +1-713-433-2400 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$ 60.00
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday	
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 90.00
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 120.00

- 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 \$60.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$60.00)						= \$ _____
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 \$60.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$60.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

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

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

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

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

FREEMAN installation & dismantle

Please return to:
Susan Blevins
Set Up Success, Inc.
Ph: +1-404-433-7989
Fax: +1-678-935-2310
sblevins@setupsuccess.com

NOTIFICATION OF INTENT
TO USE A
NON-OFFICIAL CONTRACTOR

RETURN BY:
NOVEMBER 3, 2011

NON-OFFICIAL contractor

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

(CITY) (STATE) (ZIP)

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

PHONE: _____ (EXT.): _____ FAX: _____
AREA CODE AREA CODE

E-MAIL: _____

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

Company Name _____ Booth Number _____

Contact at Show _____ Phone Number w/ area code _____

"Non-Official" Service Contractor _____

Address of Service Contractor _____

Type of Service to be Performed _____

Inform your "Non-Official" Service Contractor that they must send a copy of a General Liability Insurance Certificate no later than November 3, 2011 or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

Please copy Freeman
13101 Almeda Rd. / Houston, TX 77045
Fax: +1-469 / 621-5613

Policy Regarding Official Service Contractor And Regulations For Exhibitor Appointed Independent Display House Contractors To Install and Dismantle Displays

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirement:

1. The Exhibitor, in writing, must notify Show Management and Freeman of their intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters such as from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and Freeman with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management, if required.
4. The independent contractor must have all business licences, permits and Workman's Compensation insurance required by the State and City governments and the Convention Center Management prior to commencing work, and shall provide Show Management and Freeman with evidence of compliance.
5. The independent contractor must carry a minimum insurance coverage of \$1,000,000.00 in bodily injury insurance, \$500,000.00 in property damage, and \$1,000,000.00 in liability and worker's compensation, and shall provide Show Management and Freeman with a certificate of insurance showing coverages and amounts **30 days prior** to the first day of move-in.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may NOT SOLICIT business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, services and storage areas will be under the control of Freeman.
11. For services such as electrical, plumbing, telephone floral, booth cleaning and drainage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

F R E E M A N

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Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

FreemanHoustonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 21, 2011**

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

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call +1-713-433-2400 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

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. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING at the GRBCC, please contact David Egan at Freeman (713) 433-2400, 21 days prior to exhibitor move-in.

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 _____

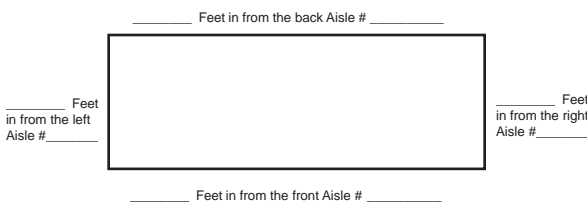
Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

11/06 (277590)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

Double Time

12:00 A.M. to 6:00 A.M. and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor			
Advance Price	\$311.00	\$491.00	\$569.00
Additional Crew	Assembly Labor (Per person / Per hour)		
Advance Price	\$60.00	\$90.00	\$120.00

Installation Estimate

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

Dismantle Estimate

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

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.

FREEMAN hanging sign labor

F R E E M A N

13101 Alameda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613
FreemanHoustonES@freemanco.com

DEADLINE DATE
NOVEMBER 21, 2011

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at
IEEE GLOBECOM 2011 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 **ASSOCIATION, THE
GEORGE R. BROWN 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 exhibitor's expense.

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.**

FREEMAN structural integrity statement

- This form required for:
- rigging of objects over 250 lbs.
 - points requiring motors
 - rigging of audio, video, or lighting
 - rigging of any moving objects
 - rigging of any signs requiring an electrical connection



F R E E M A N

Audio Visual
 1001 Avenida de las Americas
 Houston, Texas 77010
 Phone: +1-713-853-8180
 Fax: +1-713-853-8264

Structural Rigging Authorization Request Form

SEE NEXT PAGE FOR TERMS AND CONDITIONS

NAME OF EVENT IEEE GLOBECOM 2011		DATES OF EVENT DECEMBER 5 - 8, 2011	
COMPANY		CONTACT	
ADDRESS		OFFICE PHONE	OFFICE FAX
E-MAIL		ON SITE CONTACT	ON-SITE PHONE
INSTALLATION COMPANY FREEMAN AV, HOUSTON		CONTACT Steve Schoenberger	
ADDRESS 1001 AVE DE LAS AMERICAS, HOUSTON, TX 77010		PHONE 713-853-8184	FAX 713-853-8264

FACILITY LOCATION WHERE RIGGING IS TO BE DONE (GIVE SPECIFICS - HALL, BOOTH, ROOM #)

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BEGIN:

DAY: _____ DATE: _____ TIME: _____

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BE REMOVED:

DAY: _____ DATE: _____ TIME: _____

DESCRIPTION AND DIMENSIONS OF MATERIAL AND/OR EQUIPMENT TO BE RIGGED: (SEE REVERSE FOR DRAWINGS REQUIRED)

NOTE: Charge per Rigger is: \$65/hr / 6hrs min., OT after 8 hours / Saturday, Sundays, and Holidays \$97.50/hr

TOTAL WEIGHT OF RIGGING:	NUMBER OF HANGING POINTS:	MAX WEIGHT OF EACH HANGING POINT
--------------------------	---------------------------	----------------------------------

	Steel package per point	\$25 per @ show rate
	Chain Hoist	\$125 per @ show rate
	Motor Controller	\$75 per @ show rate
	Point Charge	\$50 per point

Note: Any unreturned material will be billed to Credit Card at Rack Rate

REQUESTED BY:

PRINT NAME	SIGNATURE	DATE
------------	-----------	------

Note: I have read and will comply with all terms and conditions listed on next page.

Billing to (This MUST be completely filled out)	CHECK ONE	Contact Name:
Contact Name:	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Company Check	
Company Name:	Credit Card charges are for services, equipment, labor, and handling fees at the GRBCC listed on this order form and for any additional amount incurred as a result of show site orders placed by your representative.	
Address:	Credit Card #:	Plus #:
City/State/Zip:	Exp.Date:	Date of Order:
Phone #'s	Auth. Sign.:	
Fax #'s:	We have read, understand and agree to all terms as described and have advised our show site representative accordingly.	



STRUCTURAL RIGGING TERMS AND CONDITIONS

1. **FREEMAN AV** is the exclusive structural rigger for the facility. During the initial design stages, please contact the **FREEMAN AV** rigging coordinator regarding specific rigging requirements for your event. The **FREEMAN AV** rigging coordinator will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representative may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or damage to the building. The facility's manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at published rates.
2. The rigging order form must be received by **FREEMAN AV** a minimum of 30 days prior to the first day of load-in to qualify for Incentive Rates. Base Rates for Rigging Approval apply to all forms/payments received after the 30 day deadline and require a deposit. Revisions and/or changes received after the 30 day deadline are subject to the base rates.
3. Rigging installations that exceed the stated load capabilities within any **GRBCC** area require prior written authorization. This form must be completed for ALL rigging installations in the **GRBCC** facility. **FREEMAN AV** must handle all rigging in all areas.
4. Contractor must submit this completed form and plans for authorization at least 30-days prior to move-in.
5. Plans must include detailed scale drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit two (2) copies of all plans.
6. The **GRBCC** reserves the right to utilize independent consultants, at Licensee's expense, for weight verifications and field inspections.
7. This is not a labor order form; you must schedule specific dates and times for any required labor.
8. All charges for **FREEMAN AV** labor and materials will be billed to party entered in payment section unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
9. Authorization by the **GRBCC** to provide rigging installations neither suggests nor implies that the **GRBCC** or **FREEMAN AV** has certified or approved the design or safety of the proposed rigging installation.
10. **Authorized personnel must conduct all work in a safe manner.**

F R E E M A N F R E E M A N

R U S H

R U S H

**DO NOT DELAY
WAREHOUSE**

**DO NOT DELAY
WAREHOUSE**

TO: _____
Exhibitor Name

TO: _____
Exhibitor Name

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

HANGING SIGN

HANGING SIGN

EVENT: _____
IEEE GLOBECOM 2011

EVENT: _____
IEEE GLOBECOM 2011

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

CARRIER: _____

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

F R E E M A N F R E E M A N

R U S H

**DO NOT DELAY
SHOW SITE**

TO: _____
Exhibitor Name

**C/O: FREEMAN
GEORGE R BROWN CONVENTION CTR
1001 AVENIDA DE LAS AMERICAS
GRAND BALLROOMS B/C
HOUSTON, TX 77010**

HANGING SIGN

EVENT: _____ *IEEE GLOBECOM 2011*

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

R U S H

**DO NOT DELAY
SHOW SITE**

TO: _____
Exhibitor Name

**C/O: FREEMAN
GEORGE R BROWN CONVENTION CTR
1001 AVENIDA DE LAS AMERICAS
GRAND BALLROOMS B/C
HOUSTON, TX 77010**

HANGING SIGN

EVENT: _____ *IEEE GLOBECOM 2011*

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

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.



EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

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

questions?

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to www.myfreemanonline.com.

F R E E M A N

+1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call +1-800-995-3579 to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: +1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

IEEE GLOBECOM 2011

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

MUST BE DELIVERED BY NOVEMBER 29, 2011

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

FREEMAN / Exhibiting Company Name / Booth #

IEEE GLOBECOM 2011

C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS, GRAND BALLROOMS
B/C
HOUSTON, TX 77010

CANNOT BE DELIVERED BEFORE DECEMBER 05, 2011

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
+1-(469) 621-5810

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

SHOW # (277590)

FREEMAN exhibit transportation

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

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

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

13101 Almeda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call +1-713-433-2400 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.

MATERIAL HANDLING SERVICES

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

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

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

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 55.00	110.00
Special Handling Shipment.....	\$ 65.00	130.00
Show Site Shipment (200 lb. minimum).....		
Crated or Skidded Shipment.....	\$ 51.00	102.00
Special Handling Shipment.....	\$ 61.00	122.00
Uncrated or Pad Wrapped Shipment.....	\$ 78.00	156.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 40.50	

*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.

Cart Service - Intended for "privately owned vehicles"*
 Per Trip.....\$ 70.00

*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 7.00	14.00
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.....	\$ 15.25	30.50
Uncrated or Pad Wrapped Shipment	\$ 19.50	39.00

Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 12.75	25.50
Special Handling Shipment.....	\$ 15.25	30.50
Uncrated or Pad Wrapped Shipment	\$ 19.50	39.00

Mobile Spotting Fee..... \$250.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			

Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
 3 Separate Shipments
 60 lbs. charged @ 200 lbs. \$ 97.00
 52 lbs. charged @ 200 lbs. \$ 97.00
 65 lbs. charged @ 200 lbs. \$ 97.00 = \$291.00

- 1 Consolidated Shipment
 3 pieces (1 shipment)
 177 lbs. charged @ 200 lbs = \$97.00

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

Tax	n/a
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

13101 Almeda Rd.

Houston, Texas 77045

Ph: +1-713-433-2400 • Fax: +1-469-621-5613

FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE: _____ X

PHONE #: _____ EXT.: _____ FAX #: _____

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL: _____

For Assistance, please call +1-713-433-2400 to speak with one of our experts

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

PRIVATELY OWNED VEHICLE CART SERVICE

Privately Owned Vehicle Cart Service Rates and Procedures

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

Cart Rate: \$70.00 per trip

Service to include:

Unloading and delivery of exhibit materials from the dock to booth.

Storage of empty containers during show hours and return of crates and containers at end of show.

Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle.

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

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

EXHIBITOR MOVE-IN

Monday December 5, 2011 9:00 a.m. - 5:00 p.m.

All exhibits must be fully installed by Monday, December 5, 2011 at 5:00 p.m.

PLEASE CHECK DESIRED SERVICE:

Inbound

Approximate number of pieces: _____

Move-In day you will require this service: _____

Outbound

Approximate number of pieces: _____

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

F R E E M A N

13101 Almeda Rd.
Houston, Texas 77045
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FreemanHoustonES@freemanco.com

DEADLINE DATE
NOVEMBER 21, 2011

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call +1-713-433-2400 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
 6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

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

Part#	Description	Advance Price
FORKLIFT LABOR		
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 110.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 165.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 120.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 157.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 126.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 163.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 148.00
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 185.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 133.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 170.00
3090600	Man cage for Forklift	\$ 27.00
3090700	Boom for Forklift	\$ 27.00
RIGGING LABOR		
3020200	Rigger Foreman - ST.....	\$ 75.00
3020201	Rigger Foreman - OT.....	\$ 112.00
3020202	Rigger Foreman - DT.....	\$ 149.00
3020100	Rigger - ST.....	\$ 74.00
3020101	Rigger - OT.....	\$ 111.00
3020102	Rigger - DT.....	\$ 148.00

INSTALLATION

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

DISMANTLE

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

FREEMAN forklift / rigging labor

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
+1-(713) 433-2400 Fax:+1- (469) 621-5613
FreemanHoustonES@freemanco.com

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

NAME OF SHOW: **IEEE GLOBECOM 2011 / DECEMBER 5 - 8, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call +1-(713) 433-2400 to speak with one of our experts

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

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

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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

PAYMENT & LABOR

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

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY NOVEMBER 29, 2011

MUST DELIVER BY NOVEMBER 29, 2011

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
13101 ALMEDA RD

HOUSTON, TX 77045

C/O: FREEMAN
13101 ALMEDA RD

HOUSTON, TX 77045

WAREHOUSE

WAREHOUSE

EVENT: _____ *IEEE GLOBECOM 2011*

EVENT: _____ *IEEE GLOBECOM 2011*

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 05, 2011

CANNOT DELIVER BEFORE DECEMBER 05, 2011

TO:

EXHIBITOR NAME

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GEORGE R BROWN CONVENTION CTR
1001 AVENIDA DE LAS AMERICAS
GRAND BALLROOMS B/C
HOUSTON, TX 77010**

C/O: FREEMAN

**GEORGE R BROWN CONVENTION CTR
1001 AVENIDA DE LAS AMERICAS
GRAND BALLROOMS B/C
HOUSTON, TX 77010**

SHOW SITE

SHOW SITE

EVENT: IEEE GLOBECOM 2011

EVENT: IEEE GLOBECOM 2011

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

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

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

FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@

FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

- 1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)**
- 2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.**
- 3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.**
- 4. All sawdust and shavings shall be kept damp at all times.**
- 5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.**
- 6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.**
- 7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.**
- 8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.**
- 9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.**
- 10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.**
- 11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.**
- 12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.**

(over)

FIRE REGULATIONS – CITY OF HOUSTON
PAGE 2

- 13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.**
- 14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.**
- 15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.**
- 16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.**
- 17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.**
- 18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.**
- 19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.**
- 20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.**
- 21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.**
- 22. No vehicles shall be parked in fire lanes outside of buildings.**
- 23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.**
- 24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.**
- 25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.**

audio visual



Freeman Audio Visual offers a wide array of products in our expansive network throughout North America. Our exhibit specialists will assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any space or budget. Our resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Audio Visual creates the right fusion of equipment and services that will command attention while communicating your company's message. Whatever your needs are, our highly trained support teams will be on-site to ensure your program is a success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always depend on Freeman Audio Visual to recommend the perfect combination of solutions to enhance your company's brand.

AUDIO VISUAL

- Pre-show consultation regarding equipment specifications and budgeting
- Complete range of audio visual equipment and installation services
- Intelligent lighting design, installation and operation
- Scheduled deliveries with advance confirmation to meet your timelines
- State-of-the-art technology



Intelligent Lighting Systems



High-Performance Professional Sound Systems



Flat-Screen Technologies



Custom-Designed Trusses

questions?

Please call an Audio Visual Specialist at 800-225-5289.

F R E E M A N

FREEMAN

PROUD TO SERVE AS YOUR OFFICIAL
AUDIO VISUAL PROVIDER:



2011 IEEE GLOBECOM Expo
December 5-8, 2011
George R. Brown Convention Center
Houston, Texas

Exhibiting Company Name _____ Third Party if Applicable _____
Booth Number _____
Company Address _____
City _____ State _____ Zip Code _____
Print Name _____ Signature _____
Phone _____ Fax _____
E-mail _____
On-site Contact _____ On-site Contact Cell _____



Method of Payment:

- MasterCard Check (Must be in U.S. funds)
 Visa Bank Transfer (Call for information)
 American Express Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # _____ Exp. Date _____
Card Holder Name (Print) _____ Signature _____

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on 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 the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening 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 minimum one day charge on equipment will be applied.

Quick Tips:

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
24" LCD (1080P, 16:9, High Def.), Single Post Stand and DVD Player.		\$498.00	
42" Flat Screen (16:9, High Def.), Dual Post Stand and DVD Player.		\$998.00	
Large High Performance P.A. System (2 Lg. Speakers, 1 Mixer/Amp), Wired Mic. with stand.		\$567.00	
Special Show Package! 50" Plasma with Speakers, Dual Post Stand, Blu-Ray or DVD Player, Large High Performance P.A. System and Wired Mic. with stand.		\$1,750.00	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
20" LCD (4:3, Data Monitor)		\$240.00	
24" LCD with Speakers (1080P, 16:9, High Definition, DVI or HDMI input)		\$375.00	
32" LCD with Speakers (720P, 16:9, High Definition, DVI input)		\$675.00	
42" Flat Screen Display with Speakers (720P, 16:9, High Definition)		\$795.00	
46" LCD with Speakers (1080P, 16:9, High Definition, HDMI input)		\$1,260.00	
50" Plasma with Speakers (720P, 16:9, High Definition, DVI input)		\$1,185.00	
60" Flat Screen Display with Speakers (720P, 16:9, High Definition, DVI input)		\$1,680.00	
65" Flat Screen Display with Speakers (1080P, 16:9, High Definition, DVI or HDMI inputs)		\$2,700.00	
Single Post Stand with Shelf (Accommodates Flat Screens 30" and Smaller)		\$150.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		\$225.00	
DVD Player with auto repeat (Consumer Grade)		\$120.00	
Blu-ray DVD Player with auto repeat		\$150.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		\$330.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		\$240.00	
Anchor AN1000 Powered Speaker with Stand		\$75.00	
Desktop Computer with Monitor (3.2GHz or faster)		\$275.00	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		\$325.00	
HP Laser Printer (40 PPM)		\$195.00	
Quoted Additional Equipment			

Additional equipment/accessories available upon request. Contact us at: **+1-702-491-9504** for a quote or additional labor needed.

**CONTACT YOUR FREEMAN REPRESENTATIVE:
SHELBY KINNEY**

13101 Alameda Road
Houston, Texas 77045
Phone: +1-702-491-9504
Fax: +1-469-621-5613
Visit us at: www.freemanco.com
E-mail: john.abrego@freemanco.com



*Show rate subject to a **30% increase** when ordering equipment on site.

Equipment Subtotal:

Handling Charge Includes: Delivery, set-up, dismantle and on-site tech. support.

Only 25% of equipment subtotal for orders **under \$3,000**. (\$90.00 Min.).....

Additional labor required for wall/truss mounted flat screen monitors. **(\$75)**

State Sales Tax (8.25%).....

TOTAL CHARGES:

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

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



SMART CITY ELECTRIC, INC.
 5795 W. BADURA AVE, SUITE 110
 LAS VEGAS, NEVADA 89118
 888-446-6911
 702-943-6001 (FAX)

GEORGE R. BROWN CONVENTION CENTER ELECTRICAL SERVICE CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Discount Order Deadline: (see Discount Rate information below)	
City, State/Country, Zip		E-mail	
Contact	Telephone () -	Fax Number () -	
Credit Card No.	Expiration /	Cardholder Signature(*)	Print / Type Cardholder Name

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** Mail order with check to address listed above or you may fax your credit card order. Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)					Flood Lights on Stand (Includes power)						
----- Rate -----					----- Rate -----						
Watts	Discount	Standard	Qty	Total	Internal	Configuration	Discount	Standard	Qty	Total	Internal
500	\$ 53.00	\$ 71.00	_____	= \$ _____	0500-WATT	150 Watt, 1spot	\$ 53.00	\$ 72.00	_____	= \$ _____	FLOOD-1
1000	\$ 81.00	\$ 110.00	_____	= \$ _____	1000-WATT	150 Watt, 2spot	\$ 58.00	\$ 78.00	_____	= \$ _____	FLOOD-2
2000	\$ 92.00	\$ 122.00	_____	= \$ _____	2000-WATT	300 Watt, 1spot	\$ 70.00	\$ 87.50	_____	= \$ _____	FLOOD-3
						300 Watt, 2spot	\$ 75.00	\$ 93.75	_____	= \$ _____	FLOOD-4

A separate outlet must be ordered for each location.
120/208/480 Volt Service (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt		Qty	208 Volt 1phase		Qty	208 Volt 3phase		Qty	480 Volt 3phase		Qty	Total
	Discount	Standard		Discount	Standard		Discount	Standard		Discount	Standard		
15	\$ 92	\$ 122	_____	\$ 131	\$ 177	_____	\$ 168	\$ 227	_____	\$ 325	\$ 420	_____	\$ _____
20	\$ 105	\$ 142	_____	\$ 150	\$ 202	_____	\$ 203	\$ 274	_____	\$ 347	\$ 468	_____	\$ _____
30	\$ 131	\$ 177	_____	\$ 190	\$ 256	_____	\$ 247	\$ 333	_____	\$ 483	\$ 652	_____	\$ _____
40	\$ 170	\$ 220	_____	\$ 226	\$ 305	_____	\$ 315	\$ 425	_____	\$ 641	\$ 800	_____	\$ _____
60				\$ 289	\$ 391	_____	\$ 420	\$ 567	_____	\$ 914	\$ 1254	_____	\$ _____
80				\$ 357	\$ 482	_____	\$ 557	\$ 752	_____	\$ 1181	\$ 1594	_____	\$ _____
100				\$ 433	\$ 585	_____	\$ 893	\$ 935	_____	\$ 1470	\$ 1984	_____	\$ _____
150				\$ 630	\$ 850	_____	\$ 1008	\$ 1360	_____	\$ 2205	\$ 2976	_____	\$ _____
200				\$ 840	\$ 1134	_____	\$ 1355	\$ 1829	_____	\$ 2930	\$ 3955	_____	\$ _____
120/208/480 Power Total												\$ _____	

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.
24 Hour Power (Total of all Electrical Power Charges needing 24 hr service, clean or dedicated lines X 25%) **Total:** \$ _____
Electrical Labor (Contact Smart City Electric, Inc.) _____ Hours @ \$ _____, _____ Hours @ \$ _____ **Total:** \$ _____
 Monday – Friday 8am – 4:30pm.....\$52.00/Hr. All other times Sat., Sun., Holidays.....\$ 99.00/Hr (1/2 hour Increments)

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.	a. Subtotal Of Charges [all of the above] : \$ _____
	b. 2.50% Tax Surcharge [on Subtotal (a)] : \$ _____
	c. 15.82% Tax [on Tax Surcharge(b)] : \$ _____
	d. 8.42% Tax [on Labor & Flood Lights] : \$ _____
	e. Grand Total Of Order Due (a + b + c + d) : \$ _____

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Indicate location in Booth with an X. Island <input type="checkbox"/> Aisle # _____ Standard <input type="checkbox"/> Aisle # _____ Important! - Rates include bringing service to rear of standard booth or to nearest floor port inside an island booth. Specific location requests will incur additional charges. See item #2 Terms & Cond.	For Smart City Electric, Inc. Use	Type of Service:	Customer No. 2011 - 001 -	
	Special Instructions:		Payment Rec'd:	
	Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No		CSR:	Date:

Smart City - 01E 8/18/09

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. ****** Credit Card authorization must be on file ******
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is \$52.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a \$50.00 minimum 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 services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1Ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1Ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3Ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3Ø	15	15	15	15	15	20	30	30	45	60	60	85	100

Complete and Return To

*** ORDERING SERVICES ***

MAIL CHECK OR FAX PAYMENT W/ORDER TO:



SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

*** FLOOR PLANS ***

MAIL OR FAX FLOOR PLANS TO:

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp



Smart City
George R. Brown CC
Houston, TX
888-446-6911 (Phone)
713-853-8949 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

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	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,100	\$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 900	\$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
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)					
					SUBTOTAL
Unused portions of deposits returned with final billing.					ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001					GRAND TOTAL

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 001 -
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ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

- | | |
|---|--|
| <ol style="list-style-type: none"> 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 RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the 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). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 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 information 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 restriction 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. |
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

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| <ol style="list-style-type: none"> 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. | 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 |
|---|--|

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.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 001 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: George R Brown CC (001) - TX

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 001 -

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



Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 001 -

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).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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.

