



# National Urgent Care Convention

## April 17-20, 2016



Urgent Care<sup>®</sup>  
Association  
of America



URGENT CARE  
COLLEGE OF PHYSICIANS  
Inspiring Excellence. Advancing the Specialty.

### EXHIBITOR INFORMATION PACKET

**Urgent Care Association of America (UCAOA)  
2016 National Urgent Care Convention  
Gaylord Palms, Kissimmee, Florida**

#### GENERAL INFORMATION

<b>Exhibit Dates:</b>	April 17-19, 2016
<b>Conference Dates:</b>	April 17-20, 2016
<b>Anticipated Attendees:</b>	750-800
<b>Event Property:</b>	Gaylord Palms Resort & Convention Center 6000 Osceola Parkway Kissimmee, FL 34746
<b>Exhibit Hall:</b>	Exhibit Hall F
<b>Booth Fees:</b> (will increase 5% after 2-3-2016)	10' wide by 10' deep space Inline \$3,100 Corner \$3,500 Prime* \$3,500 Prime* Corner \$3,900 Inline 8' x 10' \$2,480 (only those drawn are available) *Available to Sponsors (\$2,500 or greater) and Corporate Support Partners only
<b>Max Booth Spaces Available:</b>	220 approx. (subject to change based on booth selection)
<b>Sr. Manager of Corporate Relations:</b>	Jackie Stasch, <a href="mailto:jstasch@ucaoa.org">jstasch@ucaoa.org</a> , 331-215-6063
<b>Exhibit Services Provider:</b>	<a href="#">Freeman</a>

#### Booth Fees Include

- Most booths, both Prime and Standard, are 10' wide by 10' deep, piped and draped. This event has a few 8' x 10' inline booths on the floor.
- Registration and name badges for two exhibitor representatives per 10' x 10' (or 8' x 10') booth purchased. (each additional rep \$350).
- Listing on interactive floor plan and [conference web page](#).
- Profile and listing on mobile app. Upgraded profile and advertising opportunities available for purchase.
- Listing on the UCAOA web site Virtual Exhibit Hall for one year after the conference.
- NOTE: **Furniture and Carpet are NOT included.** Special booth package pricing (furniture, carpet, wastebasket are available through pre-order only – see Freeman Exhibitor Kit.)

## **Booth Selection**

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

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

## **Exhibit Set-up Dates/Hours**

Sunday, April 17: Exhibitor move-in from 10:00am to 4:00pm  
Tuesday, April 19: Exhibitor move-out from 4:30pm – 8:30pm

## **Exhibit Hall Agenda\***

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

Sunday, April 17  
10:00am - 4:00pm Exhibitor Registration and Set-up  
5:45 – 7:15pm **EXHIBIT HALL OPEN** – Opening Reception in Exhibit Hall – *Heavy Traffic*  
7:15pm **EXHIBIT HALL CLOSED**

Monday, April 18  
6:30am Exhibitor Check-in and Booth Move-in (*\$0 balance required for move-in*)  
10:30am **EXHIBIT HALL OPEN**  
10:30 – 11:30am Coffee Break in Exhibit Hall – *Heavy Traffic*  
11:30am – 2:00pm **EXHIBIT HALL CLOSED** (UCAOA Member Lunch)  
2:00 – 7:30pm **EXHIBIT HALL OPEN**  
3:00 – 3:45pm Coffee Break in Exhibit Hall – *Heavy Traffic*  
6:00 – 7:30pm Networking Reception in Exhibit Hall – *Heavy Traffic*  
7:30pm **EXHIBIT HALL CLOSED**

*NOTE: Based on attendee and exhibitor feedback, the exhibit hall schedule has been adjusted from historical schedules. Please be prepared to staff your booth from OPEN – CLOSE and adjust your staffing needs according to the traffic detailed below.*

Tuesday, April 19  
10:15am **EXHIBIT HALL OPEN**  
10:15 – 11:15am Coffee Break in Exhibit Hall – *Heavy Traffic*  
2:15 – 3:15pm Coffee Break in Exhibit Hall – *Heavy Traffic*  
4:30pm **EXHIBIT HALL CLOSED**

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

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

## **Cancellation Policy**

Cancellation for exhibit space is required in writing to the attention of Jackie Stasch, [jstasch@ucaoa.org](mailto:jstasch@ucaoa.org). Cancellations received on or before February 26, 2016 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after February 26, 2016.

## Hotel Information

**Event Property:** Gaylord Palms Resort & Convention Center  
600 West Osceola Parkway  
Kissimmee, FL 34746  
(407) 586-0000

**Reservations:** <https://aws.passkey.com/g/54237004>

**Deposit of one-night room and tax must be charged to a credit card for reservation to be guaranteed**

**Group Name:** Urgent Care Association of America or UCAOA

**Room Rate:**  
-Single/Double Rooms: \$199 a night, plus 7% sales tax and 6% occupancy tax  
-Triple Rooms: \$219 a night, plus 7% sales tax and 6% occupancy tax  
-Quadruple: \$239 a night, plus 7% sales tax and 6% occupancy tax  
*Includes: Wi-Fi in guest rooms; 24-hour access to fitness center; 10% discount on all spa products; and Scheduled shuttle to Walt Disney Theme Parks*

**Reservation Deadline:** **March 25, 2016 or when the UCAOA block is sold out**

**Travel Discount:** UCAOA has negotiated a 3% discount on air travel booked through United Airlines. To take advantage of this special discount, click [here](#) for the discount code and applicable travel dates.

*NOTE: If you plan to stay before or after the event to go to the parks, please make your reservations as soon as possible for the best possible rate. The UCAOA rate does not extend before or after the convention.*

## Dates to Remember/Deadlines

February 3, 2016	Exhibit booth fee discount ends
February 26, 2016	Booth cancellation on or before this date - receive 50% refund (any cancellation received after this day – no refund)
March 14, 2016	Submit Satellite Event, Educational Symposia or Focus Group proposals
March 15, 2016	Event/item sponsorship commitment (to be included in conference signage)
March 25, 2016	Hotel room reservations close
March 27, 2016	Submit hotel room reservation info via Exhibitor Service Center
April 1, 2016	Deadline to submit "giveaway/raffle" information
March 22, 2016	Attendee List distributed. <i>*Subject to change based on registrations.</i>
April 17-20	\$50 onsite badge fee applies. \$50 badge replacement fee applies.

## ADDITIONAL INFORMATION • A-Z

### Attendee List Usage

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

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

### **Child Care Services**

Please note, UCAOA does not allow anyone under the age of 18 into the exhibit hall or classrooms. If you need to make child care arrangements, the Gaylord Palms does not offer on-site child care services or programs, but does refer its guests to use the services of Kid's Night Out. To make a reservation, or to learn more about Kid's Night Out, click [here](#). UCAOA is not affiliated with Kid's Night Out; please use your own discretion.

### **Exhibitor Reps Attending Educational Sessions**

Exhibitor reps may register and pay to attend courses at a special rate of \$250. This fee does not include food functions or CME.

### **Giveaways**

Exhibitors will be responsible for any giveaways and/or drawings at their booth. Giveaways and drawing dates/times provided to UCAOA prior to Friday, April 1, 2016 will be publicized in the conference app. No announcements will be made for any exhibitor drawings.

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

**Island Booth Schematic Required:** Any booths larger than 10' wide by 10' deep MUST submit a design schematic to Freeman by the deadline indicated in the Exhibitor Service Kit.

### **Lead Retrieval**

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

### **Lunch**

Lunch is on your own. UCAOA recommends the restaurants on site at the Gaylord Palms – check the screens in the hotel and near the restaurants for availability and wait times. You are required to have staff at your booth at all times – so please stagger your lunch breaks.

### **Mobile App**

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

### **Security**

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

### **“Selling” or meeting with attendees outside the Exhibit Hall**

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

### **Special Ticket Offers**

For advance purchase of Florida Resident Tickets and specially priced Disney Meeting/Convention Theme Park tickets, please call 407-566-5600. Please note the cut-off date for advance purchase savings is April 12, 2016.

## **Tasks in EXHIBITOR SERVICE CENTER**

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

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

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

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

## **Virtual Exhibit Hall**

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

## **PRIORITY POINTS**

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

## **CORPORATE SUPPORT PARTNERSHIP**

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

## **CANCELLATION**

Exhibitor cancellation is required in writing to the attention of Jackie Stasch, [jstasch@ucaoa.org](mailto:jstasch@ucaoa.org). Cancellations received on or before February 26, 2016 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after February 26, 2016.

## **About the Urgent Care Association of America (UCAOA)**

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

## **About the National Urgent Care Convention**

The UCAOA National Urgent Care Convention is an interactive, networking experience for the entire urgent care team. During the 2 1/2-day event, our cadre of industry pioneers, center owners, business moguls, and marketing experts offer best practices and real-world knowledge through compelling presentations, high-level debates and hands-on workshops. The Exhibit Hall also showcases the industry’s latest products, services and technology from nearly 200 companies.

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

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

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

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

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

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

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

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

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

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

Meetings or other activities sponsored by exhibitors are allowed but not during the hours of UCAOA scheduled educational or networking events. Invitations for permissible meetings and activities must be distributed from exhibit booths and approved by **UCAOA** prior to the conference or coordinated to include in registrant bags via UCAOA. Gatherings during the days of the convention of over 20 individuals must be registered as a Satellite Event and abide by all Satellite Event guidelines and fees.

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

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

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

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

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

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

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

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

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

**HANGING SIGNS/COMPONENTS:** Hanging signs are only permitted above island booths or with permission from UCAOA. Hanging signs and all expenses related to production, installation and dismantle are the responsibility of the exhibitor. Exhibitor must use the approved rigging company to hang signs. Contact Jackie Stasch, [jstasch@ucaoa.org](mailto:jstasch@ucaoa.org), for the maximum hanging sign height (from the floor).

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

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

UCAOA reserves the right to fix the time for the installation of a booth prior to the event opening and for its removal after the conclusion of the event. Any space not claimed and occupied by three hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the date and time indicated for that exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the show closing.

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

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

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

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

**CANCELLATION:** Exhibitor cancellation is required in writing to the attention of Jackie Stasch, [jstasch@ucaoa.org](mailto:jstasch@ucaoa.org). Cancellations received on or before February 26, 2016 are entitled to refund of 50% of booth fees. There is no refund for booths cancelled after February 26, 2016. There will be a 10% fee assessed for any paid badge cancellation.

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

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

**COURSE PARTICIPATION:** A special reduced fee has been established for those exhibitor reps choosing to attend courses if space is available. Only these registered, **paid** exhibitor reps attending courses may receive access to course materials. Only those registered as a FULL CONFERENCE attendee are eligible for meals and CME.

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

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

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

**BOOTH AND SPACE ASSIGNMENT:** Booth space is assigned by UCAOA based on the Priority Points System (after island booths have been placed), then date received, then any special considerations such as proximity to other exhibitors with similar product offerings, and then on a first-come, first-served basis. Since the Priority Points System is based on exhibit history, prime spaces likely will be assigned to long-term exhibitors. UCAOA reserves the right to place reasonable limitations on the number of booths to be rented to any exhibiting company. UCAOA does not guarantee the location of booths selected, and floor plan revisions may be made at the discretion of UCAOA. All efforts will be made to keep selected booth space in close proximity to original location if this need should arise.



### **MULTIBOOTH AND ISLAND EARLY SELECTION**

- UCAOA does not guarantee exact booth placement.
- UCAOA will place island booths prior to priority point placement
- UCAOA will make every effort to place booths as close to selected locations as possible, based on fire marshal approval and attendee flow.
- UCAOA designs the exhibit booth aisles for maximum traffic flow for the attendees, as well as for equal opportunity of all exhibitors to have traffic at their booths.
- Exhibitor has to pay for space of any booths deleted from the floor plan to create an island.
- UCAOA to design booth and floor space for the exhibit halls and to allow exhibitors to choose from the designed configuration.
- The number of booths a vendor can purchase is limited to a max of eight (8) at a spring convention and four (4) at a fall conference with a total of four (4) PRIME spaces at a spring convention and two (2) PRIME spaces at a fall conference.

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

Points are awarded using the following system:

- 1 point for each year exhibited during all consecutive years at UCAOA events.
- 1 point for each booth purchased during all consecutive years at UCAOA events.
- 1 point **deducted** for early tear-down without the prior consent of UCAOA.
  - Points also awarded for financial support including partnerships, educational grants, and/or sponsorships at UCAOA events. Points are **not** given for advertising.
  - 1 point for under \$999
  - 2 points for \$1,000 - \$4,999
  - 3 points for \$5,000 - \$9,999
  - 4 points for \$10,000 - \$14,999
  - 5 points for \$15,000 - \$19,999
  - 1 additional point for each additional \$5,000 increment

How it Works:

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



## UCAOA National Urgent Care Convention – April 17-20, 2016 – Kissimmee, Florida

### Application and Guidelines for Satellite Events & Educational Symposia

#### **About the Urgent Care Association of America (UCAOA)**

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

#### **About the National Urgent Care Convention**

The UCAOA National Urgent Care Convention is an interactive, networking experience for the entire urgent care team. During the 2 1/2-day event, our cadre of industry pioneers, center owners, business moguls, and marketing experts offer best practices and real-world knowledge through compelling presentations, high-level debates and hands-on workshops. The Exhibit Hall also showcases the industry's latest products, services and technology from nearly 200 companies.

#### **Definition of Satellite Events**

Satellite events are defined as any event held by an organization (either at the host hotel or off property) in which the intended or invited audience are attendees of the Convention. Therefore, all hosted events must be approved by UCAOA through submission of the application and agreement to abide by the guidelines set forth below. Satellite Events include the following types of programs.

- **Industry Symposia Satellite Event**

A non-commercial, educational program for which AMA PRA Category 1 Credit is offered

- **Promotional/Social Satellite Event**

A program for 20 or more people with primary purpose of product/service/company promotion and relationship-building.

CME credit is not offered and the content is completely up to you.

- **Focus Group Satellite Event**

A program with primary purpose of research or to seek feedback on a particular organization, product or service.

All of the programs below are:

- Planned and implemented by an organization external to UCAOA
- Not endorsed by UCAOA
- Not part of UCAOA's official Convention program
- Consistent with the mission and vision of UCAOA

Educational topics may include any and all clinical and practice management-related topics applicable to the delivery of excellent medicine and service in the urgent care environment. All topics should be tailored to an urgent care audience and comply with the guidelines herein.

### **Proposal Submission Deadline**

The deadline to submit a proposal to sponsor a Satellite Event, Industry Symposia or Focus Group is March 14, 2016. However, the sooner you complete your application, the sooner we can help you publicize and organize your event. UCAOA reserves the right to continue the selection process beyond this date if space is still available. Proposals will be reviewed for acceptance and time/space selection on a first-come, first-served basis, and must be completed in their entirety to be considered. The Application Process is detailed in the pages that follow.

### **Satellite Event and Symposia Guidelines**

Your ability to access urgent care professionals this April is directly attributable to the investment made by UCAOA to bring together the largest group of multidisciplinary urgent care professionals in the country. By applying to host an event, you agree to adhere to the guidelines set forth by UCAOA below. Any violation of these guidelines may result in the immediate dismissal of your program and removal from the exhibit floor, and UCAOA reserves the right to reject future applications for symposia or events submitted on behalf of any sponsor, credit provider or commercial supporter who has violated these guidelines. UCAOA reserves the right to restrict and/or dismiss at any time any event it deems undesirable, in poor taste, or offensive to attendees.

### **Spring 2016 Available Times for Satellite Events and Educational Symposia**

#### **Sunday, April 17**

\_\_\_ After 7:15pm     Educational Symposia                       Promotional Event                       Focus Group

#### **Monday, April 18**

\_\_\_ 6:15-7:45am     Educational Symposia                       Promotional Event                       Focus Group  
\_\_\_ After 7:30pm     Educational Symposia                       Promotional Event                       Focus Group

#### **Tuesday, April 19**

\_\_\_ 6:15-7:45am     Educational Symposia                       Promotional Event                       Focus Group

### **Satellite Event Guidelines (for any event)**

Although compliance with the [AMA's Ethical Opinion on Gifts to Physicians from Industry](#) is the responsibility of the individual physician, every effort should be made to ensure that UCAOA members and Convention participants are not put in a situation that would be considered a violation of these guidelines. Approval of proposed symposia will be based on these and other regulations outlined below.

Regardless of the location and time of your event, your program (including onsite registration, dinner, etc.) must not begin prior to or end after the times listed above so as not to compete with educational programs or UCAOA-hosted events.

**Application and Administrative Fees** – The fees for hosting events are based on the type of event and whether the applicant is also an exhibitor at the Convention. Please refer to the application form for all fees.

**Use of UCAOA logo** – UCAOA wishes to avoid any implication that a Satellite Event is planned, implemented or sponsored by UCAOA. For that reason, your promotional materials must specifically state that the event is not an official part of the UCAOA National Urgent Care Convention.

**Invitations/Promotion** – All promotional materials for a Satellite Event must be reviewed and approved by UCAOA including but not limited to: flyers, brochures, print or electronic invitations, envelopes, advertisements, web sites, signage, and press releases. UCAOA will approve materials within 5 business days or less. Submit materials to [jstasch@ucaoa.org](mailto:jstasch@ucaoa.org).

Promotional Materials must include (as applicable): Name of Sponsor/Host, Name of Continuing Education Credit Provider, Acknowledgement of Commercial Support, Instructions to attendees for registration for the event.

UCAOA will provide an electronic version of the pre-registrant mailing list (UCAOA provides an option for attendees to “opt out” of e-mails. Historically, this has accounted for up to 50% of registrants). This list is approved for a mailing to registrants one time before and one time after the event only. UCAOA does not restrict promotion of your event exclusively to our meeting attendees. However, coordination will need to occur to ensure those not registered for the meeting have sufficient credentials to access your events.

UCAOA will produce a schedule of Satellite Events in the mobile app, via signage in general attendee areas as well as at your event, and via a listing of events on our Convention web site. Please advise if you do NOT want your Event visible to all.

Exhibit booth representatives may distribute invitations, tickets, etc. from within the confines of the exhibit space assigned to the sponsor or commercial supporter of the Satellite Event. *However, distribution of invitations, etc. promoting a Satellite Event is strictly prohibited in all other public spaces of the event venue unless otherwise approved through UCAOA.*

Program Materials must be submitted to UCAOA for review no later than March 28, 2016. Please allow 5 business days for approval. A final copy of the program materials must be submitted to UCAOA as well.

Enduring Materials – whether credit bearing or not, enduring materials produced based on satellite events held during the Convention must be approved by UCAOA prior to production. Like promotional and program materials for the event, enduring materials may not use the UCAOA logo or name or make mention of the Convention.

### **Event-Specific Guidelines - Industry Symposia**

UCAOA provides continuing medical education to physicians and other providers, so must not be involved in the planning or provision of credit for an event sponsored by a commercial entity. Satellite Event advertisements in the Participant Program must include the sentence “*This event is not a part of the official 2016 UCAOA National Urgent Care Convention*”.

### **CME Credit and Compliance with AMA and ACCME Guidelines**

UCAOA does not provide AMA PRA Category 1 Credit for Industry Symposia. Those wishing to hold a symposium must obtain credit from another accredited CME/CEU provider. A list of accredited providers and medical societies can be obtained at [www.accme.org](http://www.accme.org).

All educational symposia must be held in compliance with the [ACCME Standards for Commercial Support of Continuing Medical Education](#). The CME provider is solely responsible for ensuring compliance with these Standards. Symposia sponsors must submit an evaluation summary report, final program materials and final attendee list by June 3, 2016 to Jackie Stasch ([jstasch@ucaoa.org](mailto:jstasch@ucaoa.org)).

### **Event-Specific Guidelines – Promotional/Social Events**

Promotional/Social Events include any gathering, dinner, reception, or event with the primary purpose of promoting a product or service or furthering a relationship between a commercial entity and potential customers (**20 or more** potential customers is considered a satellite event). This would include any event that is marketed or clearly understood by attendees (prior to, during, or after the event) to be sponsored by a commercial product(s), company(ies) or organization(s).

While not eligible for CME credit, these events must still comply with all of the overall guidelines for Satellite Events and any additional external rules and regulations to which the host organization is subject relative to gifts to industry.

### **Event-Specific Guidelines – Focus Groups**

Focus Groups include any gathering, meal, meeting or other similar function whose primary purpose is to research user or potential user opinion on an organization, product or service. While not eligible for CME credit, these events must still comply with all of the overall guidelines for Satellite Events and any additional external rules and regulations to which the host organization is subject relative to gifts to industry.

Focus Group attendance is limited to 20 participants. *UCAOA will only include a scheduled Focus Group on the Satellite Event signage at the specific request of the hosting organization.*

### **Event Arrangements**

#### **Venue Selection Assistance**

UCAOA, in conjunction with a local destination management company (DMC), has gathered local venue information for your review. *Save time and money and let the local experts find the perfect location for your event.* Pricing includes transportation, meal pricing, event management and can be customized to include décor, custom linens, customer appreciation goodie bags, talent, etc. Upon approval of your event, your contact information will be shared with the DMC and your planning can begin.

#### **Hotel Space Assignment**

Upon approval of your event, our meeting planners will work with you and your team to help you identify the most appropriate hotel space based on your individual event goals. Events may not be held in UCAOA meeting space or at the host hotel without prior permission from UCAOA.

*\*Please do not sign contracts for your event prior to event approval from UCAOA in case the event is not approved.\**

#### **Catering and Logistics**

Arrangements for room setup, food and beverage selections and billing must be made directly with representatives at your event venue; however, our meeting planners will be more than happy to work with you. Menus and floor plans are available upon request after approval. Event hosts are responsible for all expenses incurred related to their program. UCAOA bears no financial obligation for expenses incurred for any Satellite Events.

#### **Production/Audio Visual Equipment Rental**

The application and administrative fee does not include audiovisual equipment rental or labor costs. You must make these arrangements directly with the venue hosting your event. When you are designing your staging and production for your event, please keep in mind that in most cases you may be limited to setup time based on access to the space.

#### **Cancellation Policy**

UCAOA must be notified in writing of the cancellation of an approved Satellite Event (Educational, Promotional or Focus Group). For cancellations received by the close of business on March 14, 2016, UCAOA will issue a refund of 80% of the application and administrative fee. No refunds will be issued for cancellations after this date. UCAOA is not responsible for any venue or vendor cancellation fees associated with your satellite event cancellation.

Because it directs neither the topic nor the marketing efforts, UCAOA is not responsible for final attendance at Satellite Events.

## Tips for a Successful Event

UCAOA would like to see all satellite events well attended. Below is a list of strategies we have provided, based on our past experience with satellite events that may help increase the quality and attendance of your event.

### Meeting Planning tips:

- **Timing of your event** - Hold your event immediately following a UCAOA event in a location as close to the UCAOA event as possible. For example, attendees are more likely to attend a satellite event that is held immediately following a UCAOA reception and within the main hotel property, rather than scheduling an hour between events and expecting them to move to another venue.
- **Exhibit at the UCAOA National Urgent Care Convention** - Companies that exhibit and hold a satellite event typically have a better turnout at their event. Promoting your event at your booth is allowed and encouraged to increase attendance and attendees have a place to follow up when they wish to learn more about you and your products and services.
- **Allow for onsite registration**

### Marketing tips:

- Determine the key benefit for attending your event and emphasize it in all promotions (i.e. speaker, menu, entertainment, venue, product demo, etc.).
- Incorporate a “call to action” in your communications that prompts the attendee’s next step (i.e. register today, visit our web site, RSVP now to win).
- Keep your message consistent across all communications, and during your event.
- Start promoting your event 4-6 weeks before the event. UCAOA may be able to work with you to identify additional opportunities for promotion and awareness.
- Communicate your event information through a variety of channels. Combine direct mail with an e-vite; leverage your social media sites (Facebook, Twitter, YouTube) and web site, and access UCAOA channels including the onsite mobile app and program to get the word out.
- Exhibitors: be sure to “talk up” your event to all booth attendees.

## APPLICATION TO HOLD SATELLITE EVENT

**UCAOA National Urgent Care Convention – April 17-20, 2016 – Kissimmee, Florida**

Providers/Sponsors planning to hold a Satellite Event during the UCAOA National Urgent Care Convention must complete this application and agree to adhere to the UCAOA Guidelines for Satellite Events.

My signature below verifies that I have read and understand the conditions of this application. I have also provided the contact information of all parties involved with this event. By signing below, I am indicating my company's agreement to be bound by any and all such conditions and regulations. I accept responsibility for informing all of our employees, speaker(s), supporter(s) and activity organizer of these conditions and for ensuring that they abide by them also. I understand the penalties which may be assessed if we are in violation of these conditions. I also understand the cancellation policy for cancelling our event.

Signature: \_\_\_\_\_  
(Provider/Sponsor – authorized representative)

Date: \_\_\_\_\_

**EVENT TITLE:** \_\_\_\_\_

**This application should be considered for a:**

Educational Symposia    Promotional/Social    Focus Group

UCAOA has a limited number of events per time slot. Please list **first choice and second choice** options:

Sunday 4/17     after 7:15pm

Monday 4/18     6:15-7:45am  
                     after 7:30pm

Tuesday 4/19     6:15-7:45am

**\*\*UCAOA's program adjourns Wednesday at 11:45 pm\*\***

**Proposed location or description:** \_\_\_\_\_

Once the application is approved for a specific time, providers/sponsors may not change date or time slot without UCAOA approval. When choosing your event date, be aware of UCAOA events taking place.

**Provider/Sponsor:** \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Application Deadlines:**  
March 14 – App. & fees due  
March 14 – Cancellation deadline  
March 28 – Program materials due  
June 3 – CME list due

**Is this event joint sponsored?**    Yes     No

(Use separate page to list joint sponsors and contact info)

**Activity Organizer (if different from provider/sponsor)**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Type	Exhibitor	NonExhibitor
Educational Symposia	\$3,000*	\$4,500
Promo/Social	\$3,000*	\$4,500
Focus Group	\$1,500	\$2,500

\*Platinum Partners receive one 50% discount. Diamond Partners receive one complimentary (no fee) event per year

**Send Application/Fees:**    **Mail Checks To:**

Jackie Stasch  
[jstasch@ucaoa.org](mailto:jstasch@ucaoa.org)

387 Shuman Blvd, Ste 235W  
Naperville, IL 60563

**Payment:** \$ \_\_\_\_\_

Visa     MC     AMEX

Card No: \_\_\_\_\_

Exp. Month/Year: \_\_\_\_\_ / \_\_\_\_\_

CVV (security code): \_\_\_\_\_

Signature: \_\_\_\_\_

## BOOTH EQUIPMENT

Each 8' x 10' and 10' x 10' booth will be set with 8' high BLACK back drape, 3' high BLACK side dividers, and a 7" x 44" identification sign.

## BOOTH PACKAGE

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

Booth Packages are available if ordered by March 28, 2016 and will include (1) 6' BLACK draped table, (2) Limerick side chairs, (1) wastebasket, and 9' x 10' Classic booth carpet. Please see the Booth Package Order Form for color selection and pricing information.

## EXHIBIT HALL CARPET

The exhibit hall is not carpeted; however, all booths are required to have carpet or management approved flooring. Carpet is available through Freeman. Please see the Carpet Brochure and Order Form for more information.

## DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by March 28, 2016.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Sunday            April 17, 2016                    10:00 AM - 4:00 PM

### EXHIBIT HOURS

Sunday	April 17, 2016	5:45 PM - 7:15 PM	Opening Reception
Monday	April 18, 2016	10:30 AM - 7:30 PM	Exhibit Hall Hours
		10:30 AM - 11:30 AM	Coffee Break
		<b>11:30 AM - 2:00 PM</b>	<b>Exhibit Hall Closed</b>
		2:00 PM - 7:30 PM	Coffee Break
		3:00 PM - 3:45 PM	Coffee Break
		6:00 PM - 7:30 PM	Networking Reception
Tuesday	April 19, 2016	10:15 AM - 4:30 PM	Exhibit Hall Hours
		10:15 AM - 11:15 AM	Coffee Break
		2:15 PM - 3:15 PM	Coffee Break

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Tuesday            April 19, 2016                    4:30 PM - 8:30 PM

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, April 19, 2016 at 8:30 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, April 19, 2016 at 6:30 PM.

### POST SHOW PAPERWORK AND LABELS

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



## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 fax (469) 621-5605  
FreemanOrlandoES@freemanco.com

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

### FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by March 28, 2016.** 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 to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### SHIPPING INFORMATION

**Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.**

#### Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**UCAOA 2016 Spring Convention**  
C/O FREEMAN  
10088 GENERAL DR  
ORLANDO, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Friday, March 18, 2016, at the above address. Material arriving after April 11, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

#### Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**UCAOA 2016 Spring Convention**  
C/O FREEMAN  
GAYLORD PALMS RESORT & CONVENTION CENTER  
3208 GAYLORD WAY  
KISSIMMEE, FL 34746-4414

Freeman will receive shipments at the exhibit facility beginning Sunday, April 17, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

#### LABOR INFORMATION

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

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (407) 816-7900 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by March 28, 2016.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

**UCAOA Policy** states the following: In consideration of your fellow attendees and the faculty, **children under the age of 18 will not be permitted in the classrooms or in the exhibit hall at any time.** To arrange for daytime or evening child care, please refer to **Child Care Services.**

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

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

### EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com)

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

DISCOUNT PRICE  
DEADLINE DATE  
MARCH 28, 2016

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (429226) on your remittance.**

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

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

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

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

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

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

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/?429226>

**FREEMAN method of payment**

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

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

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

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

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

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

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

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

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

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605

## UCAOA 2016 Spring Convention / April 17 - 19, 2016

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS  MASTERCARD  VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (429226)

third party authorization  
FREEMAN



Freeman

# TRANSPORTATION COMPLETE



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

## Double the convenience... zero surprises.

### Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

### Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

**To take advantage, call 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com) for a quote.**

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



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

# EXHIBIT transportation



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

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

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

# EXHIBIT TRANSPORTATION **services**

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

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

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

## **questions?**

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

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

**F R E E M A N**

# F R E E M A N

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

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

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**

**UCAOA 2016 Spring Convention**

C/O: FREEMAN  
10088 GENERAL DR  
ORLANDO, FL 32824

MUST BE DELIVERED BY APRIL 11, 2016

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

**FREEMAN / Exhibiting Company Name / Booth #**

**UCAOA 2016 Spring Convention**

C/O: FREEMAN  
GAYLORD PALMS RESORT & CONVENTION CENTER  
3208 GAYLORD WAY  
KISSIMMEE, FL 34746-4414

CANNOT BE DELIVERED BEFORE APRIL 17, 2016

### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM  
 Second Day Air: Delivery second business day by 5:00 PM  
 3-5 Day Service: Delivery within 3 - 5 business days  
 Declared Value \$ \_\_\_\_\_

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM VIA:

E-mail:

[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

or

Fax: (469) 621-5810

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

SHOW # (429226) \_\_\_\_\_

**FREEMAN exhibit transportation**

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
  - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
  - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; and (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 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. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

**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.

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

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

## What happens to my empty containers during the show?

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

2200 Consulate Drive  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

FREEMAN material handling

NAME OF SHOW: UCAOA 2016 Spring Convention / April 17 - 19, 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.**

Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

### MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation, and shipments that require additional time, equipment or labor to unload.  
(See definitions on back) **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 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	200LB Minimum
-------------	---------------	---------------

**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 80.00	160.00
Special Handling Shipment.....	\$104.00	208.00
Carpet and/or Pad Only Shipment.....	\$120.00	240.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 74.00	148.00
Special Handling Shipment.....	\$ 96.25	192.50
Uncrated or Pad Wrapped Shipment.....	\$111.00	222.00
Carpet and/or Pad Only Shipment.....	\$111.00	222.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 40.00	

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

**Cart Service - Intended for "privately owned vehicles"\***

Per Trip.....\$105.50

\*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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline <b>APRIL 11, 2016</b> .....	\$ 20.00	40.00
Show Site Shipment after Deadline <b>APRIL 17, 2016</b> .....	\$ 18.50	37.00

\*Please note that freight shipped to the advanced warehouse will be delivered to your booth on overtime.

<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 18.50	37.00
Special Handling Shipment.....	\$ 24.25	48.50
Uncrated or Pad Wrapped Shipment.....	\$ 27.75	55.50
Carpet and/or Pad Only Shipment.....	\$ 27.75	55.50

<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 18.50	37.00
Special Handling Shipment.....	\$ 24.25	48.50
Uncrated or Pad Wrapped Shipment .....	\$ 27.75	55.50
Carpet and/or Pad Only Shipment.....	\$ 27.75	55.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Tax(7.0%)</b>	
			<b>Total</b>	



## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

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

### **What is Ground Loading/Unloading?**

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

### **What is Constricted Space Loading/Unloading?**

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

### **What is Designated Piece Loading/Unloading?**

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

### **What is Alternate Delivery Location?**

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

### **What are Mixed Shipments?**

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

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

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

### **What is the difference between Crated and Uncrated Shipments?**

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

### **What about carpet only shipments?**

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

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (407) 816-7900 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

**SHIPPING INFORMATION**

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**METHOD OF SHIPMENT**

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

No need to schedule your outbound shipment.      Carrier Name: \_\_\_\_\_  
Charges will appear on your Freeman invoice.      Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select a Level of Service:**

1 Day: Delivery next business day       Standard Ground  
 2 Day: Delivery by 5:00 P.M. second business day       Specialized: Pad wrapped, uncrated, or truckload  
 Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

Have loading dock       Lift gate required  
 Inside delivery       Air ride required  
 Pad wrap required       Residential  
 Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MARCH 18, 2016**

**RECEIVING DATE BEGINS: MARCH 18, 2016**

**DEADLINE DATE IS: APRIL 11, 2016**

**DEADLINE DATE IS: APRIL 11, 2016**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**  
10088 GENERAL DR  
ORLANDO, FL 32824

**C/O: FREEMAN**  
10088 GENERAL DR  
ORLANDO, FL 32824

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** UCAOA 2016 Spring Convention

**EVENT:** UCAOA 2016 Spring Convention

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE APRIL 17, 2016**

**CANNOT DELIVER BEFORE APRIL 17, 2016**

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
GAYLORD PALMS RESORT &  
CONVENTION CENTER  
3208 GAYLORD WAY  
KISSIMMEE, FL 34746-4414

**C/O: FREEMAN**  
GAYLORD PALMS RESORT &  
CONVENTION CENTER  
3208 GAYLORD WAY  
KISSIMMEE, FL 34746-4414

**SHOW SITE**

**SHOW SITE**

**EVENT:** UCAOA 2016 Spring Convention

**EVENT:** UCAOA 2016 Spring Convention

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

DEADLINE DATE  
MARCH 28, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: UCAOA 2016 Annual Spring Convention / April 17 - 19, 2016  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

UCAOA has secured a discounted Exhibitor Booth Package rate for your added value and convenience. Please see the package items listed below. Please note that the package items cannot be substituted. Additional options are available in the Freeman Product Kit. **Booth Packages must be ordered by MARCH 28, 2016.**

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

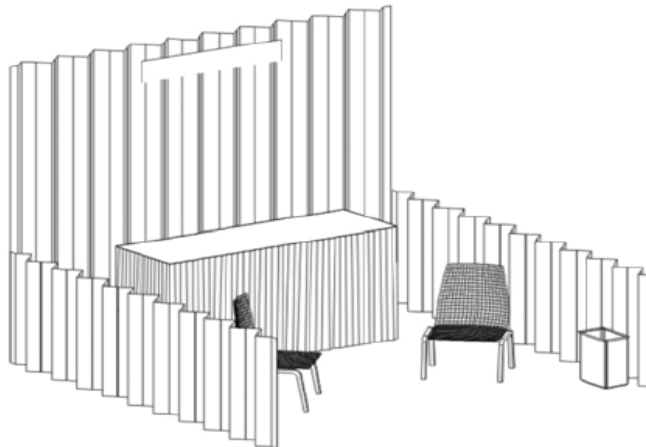
## Furniture Package

Discount Price: \$330.00

- (1) 6' x 24" BLACK Draped Table
- (2) Limerick Side Chairs
- (1) Wastebasket
- 9' x 10' Classic Booth Carpet

Please indicate your carpet color:

- Black     Tuxedo     Gray     Red



### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN booth package options



# FURNISHING essentials

## 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 any exhibitor's show space requirements.

### diva series

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

#### diva counter stool

17"W 16"L 36"H – N71092

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

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, 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





# 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.

## 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



Milano Table (page 7)  
Diplomat Chair (page 3)

## tables

### pedestal tables

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

#### soho series

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



#### chelsea series

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



#### metro series

Black

#### slate end table

20"W 20"L 17"H – N72029

#### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

#### black end table

17"W 17"L 18"H – C115104

#### black cocktail table

36"W 20"L 15"H – C115103



# 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.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## 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



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring 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.



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# 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 table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

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



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

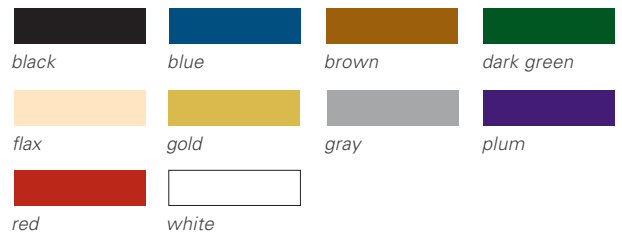


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### 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



### 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 cylinders

Black

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

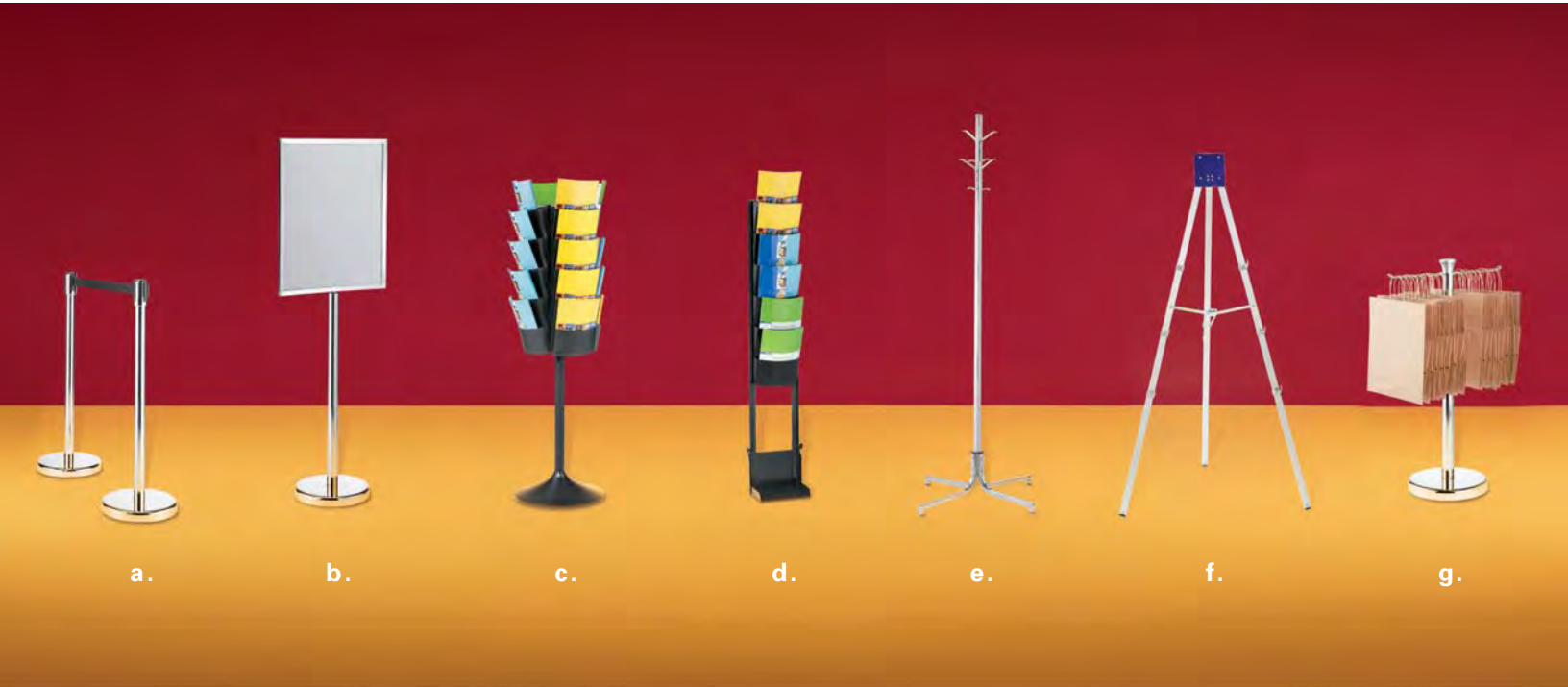
Black

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

**special draping**

*(not pictured)*

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

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

MARCH 28, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b>						
___	N71092	Diva Counter Stool .....	217.25	239.00	304.15	_____
___	N71091	Diva Chair .....	190.00	209.00	266.00	_____
___	N710144	Diplomat Chair .....	247.80	272.60	346.90	_____
___	N71038	Cherry Barrel Chair .....	192.10	211.30	268.95	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	275.90	303.50	386.25	_____
___	N71047	Gray Gaslift Stool .....	244.60	269.05	342.45	_____
___	N71046	Gray Gaslift Chair w/Arms ..	211.70	232.85	296.40	_____
___	N71045	Gray Gaslift Chair .....	216.45	238.10	303.05	_____
___	N71044	Executive Chair .....	289.45	318.40	405.25	_____
___	N71089	Black Diamond Side Chair..	119.60	131.55	167.45	_____
___	N71090	Black Diamond Arm Chair..	139.80	153.80	195.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b>						
___	N71088	Black Diamond Stool .....	167.10	183.80	233.95	_____
___	C210108	Limerick® Chair..... by Herman Miller	63.55	69.90	88.95	_____
___	C210109	Limerick® Stool..... by Herman Miller	111.25	122.40	155.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>LOUNGE SEATING</b>						
___	N73091	Signature Loveseat .....	692.25	761.50	969.15	_____
___	N71093	Signature Chair .....	405.00	445.50	567.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b>						
___	N72026	Cherry Cocktail Table.....	182.60	200.85	255.65	_____
___	N72027	Cherry End Table.....	149.50	164.45	209.30	_____
___	N72015	Glass Conference Table.....	202.85	223.15	284.00	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	168.80	185.70	236.30	_____
___	N72029	Metro Slate End Table.....	153.80	169.20	215.30	_____
___	C115103	Studio Black Cocktail Table.	117.55	129.30	164.55	_____
___	C115104	Studio Black End Table.....	85.40	93.95	119.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b>						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	160.40	176.45	224.55	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	203.60	223.95	285.05	_____
___	N72070	Black-top Bistro 24"W x 42"H	257.35	283.10	360.30	_____
___	N72067	Black-top Café Table 36"x30".	203.60	223.95	285.05	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	267.85	294.65	375.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	185.50	204.05	259.70	_____
___	N72064	Café Table 36"W x 30"H .....	185.50	204.05	259.70	_____
___	N720163	Bistro Table 30"W x 42"H .....	236.55	260.20	331.15	_____
___	N720164	Bistro Table 36"W x 42"H .....	236.55	260.20	331.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>OFFICE FURNITURE</b>						
___	N72093	Milano Table/Blonde Top .....	401.80	442.00	562.50	_____
___	N72092	Milano Table/Black Top .....	401.80	442.00	562.50	_____
___	N72094	Luna Table/Black Top .....	586.40	645.05	820.95	_____
___	N720191	Hemingway Writing Table .....	398.85	438.75	558.40	_____
___	N74061	Cherry Desk 5' .....	519.25	571.20	726.95	_____
___	N74065	Cherry Bookcase .....	204.00	224.40	285.60	_____
___	N74064	Cherry Credenza .....	402.35	442.60	563.30	_____
___	N74071	Oak Desk 5' .....	519.25	571.20	726.95	_____
___	N74075	Oak Bookcase .....	204.00	224.40	285.60	_____
___	N74074	Oak Credenza .....	402.35	442.60	563.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b>						
___	N72056	Display Counter.....	437.35	481.10	612.30	_____
___	N75079	Orion Computer Kiosk.....	394.95	434.45	552.95	_____
___	N75030	Black Display Cube/Small.....	207.65	228.40	290.70	_____
___	N75031	Black Display Cube/Medium....	225.70	248.25	316.00	_____
___	N75032	Black Display Cube/Large.....	268.15	294.95	375.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	181.60	199.75	254.25	_____
___	N75021	Black Display Cylinder/Med.	213.25	234.60	298.55	_____
___	N75022	Black Display Cylinder/Lg....	245.40	269.95	343.55	_____

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

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NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH:: \_\_\_\_\_ BOOTH SIZE: **X**

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**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H....	129.85	142.85	181.80	___
___	C130630	Draped Table 6'L x 30"H....	162.30	178.55	227.20	___
___	C130830	Draped Table 8'L x 30"H....	202.90	223.20	284.05	___
___	C1240463	4th Side Drape 6'L x 30"H...	27.20	29.90	38.10	___
___	C1240483	4th Side Drape 8'L x 30"H...	27.20	29.90	38.10	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	165.60	182.15	231.85	___
___	C130642	Draped Counter 6'L x 42"H.	207.00	227.70	289.80	___
___	C130842	Draped Counter 8'L x 42"H.	258.75	284.65	362.25	___
___	C1240464	4th Side Drape 6'L x 42"H...	27.20	29.90	38.10	___
___	C1240484	4th Side Drape 8'L x 42"H...	27.20	29.90	38.10	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	48.95	53.85	68.55	___
___	C131630	Undraped Table 6'L x 30"H..	61.20	67.30	85.70	___
___	C131830	Undraped Table 8'L x 30"H..	76.50	84.15	107.10	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	80.95	89.05	113.35	___
___	C131642	Undraped Counter 6'Lx42"H	101.20	111.30	141.70	___
___	C131842	Undraped Counter 8'Lx42"H	126.50	139.15	177.10	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	___
___	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	___
___	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	___
___	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	___
___	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	___
___	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	___
___	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	___
___	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	___
___	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	___
___	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	___
___	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	91.65	100.80	128.30	___
___	C220118	Chrome Sign Holder .....	91.65	100.80	128.30	___
___	N750135	Round Literature Rack .....	190.10	209.10	266.15	___
___	N750136	Flat Literature Rack .....	162.40	178.65	227.35	___
___	C220109	Chrome Coat Tree .....	61.00	67.10	85.40	___
___	C220134	Chrome Easel .....	39.00	42.90	54.60	___
___	C220110	Chrome Bag Rack .....	93.40	102.75	130.75	___
___	220107	Wastebasket .....	22.35	24.60	31.30	___
___	220106	Corrugated Wastebasket....	16.70	18.35	23.40	___
___	N75057	Small Refrigerator .....	400.80	440.90	561.10	___
___	N75052	Black Table Lamp .....	107.80	118.60	150.90	___
___	N74082	File Cabinet/2 Drawer .....	119.10	131.00	166.75	___
___	N74081	File Cabinet/4 Drawer .....	153.80	169.20	215.30	___
___	10201484	Bulletin Board .....	223.40	245.75	312.75	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	19.70	21.65	27.60	___
___	12108	Special Drape 8'H (per ft.) ...	24.45	26.90	34.25	___

TOTAL COST		
Sub-Total	+	7% Tax
	=	Total Cost

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

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# SELECT furnishings

## seating

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


### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119


 Powered options available



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120


 Powered options available



#### sofa

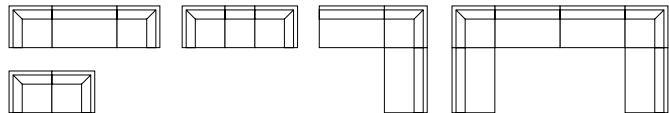
*Black Leather*

87" L 30" D 28" H – 830119

 Powered options available

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*


24" L 24" D 28" H – 810117



#### sofa

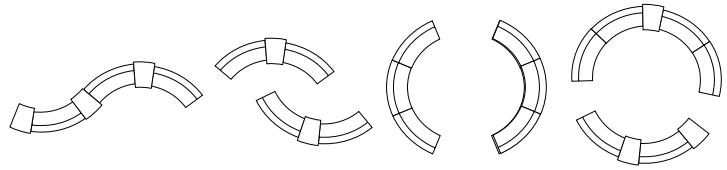
*Black Leather*

48" L 24" D 28" H – 830116

 See pages 17, 18, 19 and 20 for all Powered options.

## south beach

### possible configurations



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



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

## key largo



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



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



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

## seating



### allegro

#### chair

*Blue Fabric*  
36" L 34.5" D 30" H – 81019

#### sofa

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



### fairfax

#### chair

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

#### sofa

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



### tangiers

#### chair

*Beige Fabric*  
34" L 37" D 36" H – 810118

#### sofa

*Beige Fabric*  
78" L 37" D 36" H – 830118



### roma

#### chair

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

#### sofa

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



⚡ See pages 17, 18, 19 and 20 for all Powered options.

# casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## ottomans

### endless square

*Black Leather* – 815123  
*White Leather* – 815122  
 34" L 34" D 15" H



### endless curved ottoman

*White Leather* – 815953  
*Black Leather* – 815952  
 60.5" L 37.5" D 15" H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17" L 17" D 18" H



### edge LED cube ottoman\*

*High Density Plastic*  
 20" L 20" D 20" H – 81526



\*Electrical power must be ordered separately.

## ottomans

### ottoman bench

*Black Leather* – 815121

*White Leather* – 815120

60”L 20”D 18”H



### vibe cube

*Blue Vinyl* – 81518

*Pink Vinyl* – 81520

*Red Vinyl* – 81519

*Yellow Vinyl* – 81517

*Orange Vinyl* – 81525

18”L 18”D 18”H



## occasional chairs

### madrid chair

*Black Leather/Chrome*

30”L 30”D 31”H – 8102



### madrid chair

*White Leather/Chrome*

30”L 30”D 31”H – 810816



## occasional chairs

### meeting chair

*White Vinyl* – 810948

*Espresso Bonded Leather* – 810835

*Taupe Microfiber* – 810836

25.5" L 23.5" D 34" H



### wendy chair

*Clear Acrylic*

15" L 19.7" D 35.8" H – 810847



### swanson chair

*White Vinyl*

28" L 25" D 18" H – 810875



### ICE side chair

*Transparent*

17.25" L 20" D 32" H – 810814



### fusion chair (white/black)

*White/Black High Density Plastic*

19" L 21" D 32" H – 810838



## occasional chairs

### razor armless chair

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



### new york chair

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



### tub chair

*Black Fabric*  
31" L 31" D 31" H – 8103



### madden chair

*Light Gray Vinyl*  
27" L 32" D 33" H – 810843



### christopher chair

*White Vinyl/Chrome*  
17" L 19" D 35" H – 810846



### rustique chair with arms

*Gunmetal*  
20" L 18" D 31" H – 810841





## occasional chairs

---

### berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



## conference chairs

---

### labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



### altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



## conference chairs

### altura conference/ guest chair

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



### luxor executive chair

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



### pro executive mid back chair

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



### pro executive guest chair

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



### pro executive high back chair

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



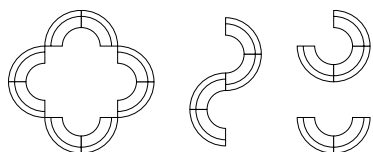
## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*

67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **lift hydraulic barstool**

*Gray Vinyl/Chrome – 810872*

*Red Vinyl/Chrome – 810873*

*Black Vinyl/Chrome – 810871*

*White Vinyl/Chrome – 810870*

15" Round 23-33.5"H Adjustable



### **apex barstool**

*Black Vinyl – 33010*

*Blue Ultra Suede – 3309*

*Red Vinyl – 33042*

*White Vinyl – 33043*

21"L 21"D 33"H



## bars & barstools

### ICE barstool

*Transparent/Chrome Legs*  
16.75"L 16"D 37.75"H – 810815



### rustique barstool

*Gunmetal*  
13"L 13"D 30"H – 810839



### shark swivel barstool

*White Plastic/Chrome*  
22"L 19"D 34-44"H  
Adjustable – 810202



### christopher barstool

*White*  
19"L 15"D 41"H – 810848



### jetson barstool

*Black Vinyl/Black Steel*  
18"L 19"D 29"H – 810706



### gin barstool

*Maple Wood/Chrome*  
16"L 16"D 29"H – 810505



## bars & barstools

---

### oslo barstool

*Blue Plastic/Chrome* – 810200

*White Plastic/Chrome* – 810201

17"L 20"D 30"H



### zoey barstool

*White Vinyl/Chrome* – 810840

*Black Vinyl/Chrome* – 810834

15"L 17"D 31-35"H



### banana barstool

*White Vinyl/Chrome* – 810103

*Black Vinyl/Chrome* – 810104

21"L 22"D 30"H



# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

## occasional end & cocktail tables



### inspiration

#### end table

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

#### table

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



### geo

#### end table

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

#### table

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



### sydney

#### end table

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

#### table

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

⚡ Powered options available



⚡ See pages 17, 18, 19 and 20 for all Powered options.

## occasional end & cocktail tables



### silverado

#### end table

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

#### table

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



### regis

#### end table

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

#### bench/table

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



### candy table

*White Plastic/Black Laminated Top*  
18"L 18"D 18"H – 82056



### aura round table

*White Metal*  
15" Round 22"H – 820844



### edge LED cube table\*

*White Plastic/Clear Acrylic Top*  
20"L 20"D 20"H – 82057



\*Electrical power must be ordered separately.

## occasional end & cocktail tables

### nova white oval table

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



### geo conference table

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



### communal table (maple)

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



### communal table (white)

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



### communal table (maple with grommets)

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





## conference tables

---

### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### 42" round white conference table

*White Laminate*

42" Round – 820708



## computer desk / table

---

### work desk

*White Laminate*

48"L 24"D 30"H – 820706



### merlin table

*Gray Laminate*

46"L 29"D 30"H – 820707



# powered

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

## powered seating

### roma chair, powered\*

*White Vinyl*

37" L 31" D 33" H – 81021



*power panel detail*



### roma sofa, powered\*

*White Vinyl*

78" L 31" D 33" H – 83017



*power panel detail*



*\*Electrical power must be ordered separately.*

## powered seating

### naples chair, powered\*

*Black Vinyl*

36" L 30" D 28" H – 810120



*power panel detail*



### naples loveseat, powered\*

*Black Vinyl*

62" L 30" D 28" H – 830122



*power panel detail*



### naples sofa, powered\*

*Black Vinyl*

87" L 30" D 28" H – 830121



*power panel detail*



*\*Electrical power must be ordered separately.*

## powered tables

### tech desk with 3 drawer file cabinet, powered\*

*Black Metal - 84083*

*Desk Only - 84084*

60" L 30" D 30" H



### G30 cocktail table, powered\*

*White Top*

72" L 26" D 18" H - 82070



### G30 café table, powered\*

*White Top*

72" L 26" D 30" H - 82071



### G30 bar table, powered\*

*White Top*

72" L 26" D 42" H - 82072



### sydney cocktail table, powered\*

*Black Laminate/Brushed Steel - 82076*

*White Laminate/Brushed Steel - 82073*

48" L 26" D 18" H



*\*Electrical power must be ordered separately.*

## powered product pedestals

### powered locking pedestal, 36"

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

### powered locking pedestal, 42"

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



power panel detail



## adapters

### 4-way charging adapter\*

Black – 850800  
 White – 850801  
 36" L

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



*\*Electrical power must be ordered separately.*

## storage

### 3 drawer file cabinet on castors


16" L 20" D 28" H – 84080



### locking door pedestal

Black Laminate

24" L 24" D 42" H – 85078

 Powered options available



## product display

### etagere

Black – 850604

Pewter – 850605

30" L 16" D 70" H



## refrigerator

### refrigerator\*

White

14.0 cubic feet

20" L 30" D 65" H – 8503001



## lighting

### mason table lamp\*

White/Brushed Silver

16" Round 26" H – 850707




### mason floor lamp\*

White/Brushed Silver

18" Round 55" H – 850708



\*Electrical power must be ordered separately.

 See pages 17, 18, 19 and 20 for all Powered options.

## tablet stand

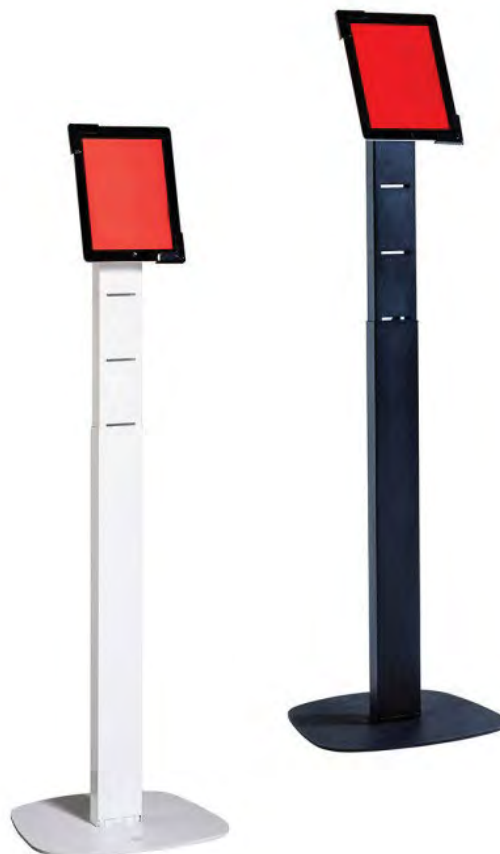
### mobile tablet stand

White – 850714

Black – 850715

14" L 13" D 44.5" H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75" x 9.375" but not larger than 8.5" x 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625" L 1.1" D 11.325" H



### wireless printer holder\*

Black – 850712

3.3" L 1.9" D 5.28" H



### charging shelf\*

Black – 850713

14.85" L 7.17" D 1" H



\*To be ordered with the tablet stand.

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Orlando, FL 32837  
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FreemanOrlandoES@freemanco.com

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119	Chair.....	456.10	501.70	638.55	_____
_____	830120	Loveseat.....	611.75	672.95	856.45	_____
_____	830119	Sofa.....	678.70	746.55	950.20	_____
<b>Heathrow Group -Black Leather</b>						
_____	810116	Armless Chair.....	345.40	379.95	483.55	_____
_____	810117	Corner Chair.....	402.60	442.85	563.65	_____
_____	830116	Sofa.....	584.90	643.40	818.85	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301	Sofa.....	584.90	643.40	818.85	_____
_____	8151	Ottoman.....	256.40	282.05	358.95	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	481.05	529.15	673.45	_____
_____	830951	Sofa.....	531.95	585.15	744.75	_____
_____	810950	Chair.....	379.30	417.25	531.00	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	462.00	508.20	646.80	_____
_____	83015	Sofa.....	737.45	811.20	1,032.45	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	320.00	352.00	448.00	_____
_____	830949	Sofa.....	510.70	561.75	715.00	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118	Chair.....	404.20	444.60	565.90	_____
_____	830118	Sofa.....	566.35	623.00	792.90	_____
<b>Roma Group - White Vinyl</b>						
_____	81020	Chair.....	517.05	568.75	723.85	_____
_____	83016	Sofa.....	792.60	871.85	1,109.65	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815952	Endless Curved - Black Leather.....	396.25	435.90	554.75	_____
_____	815953	Endless Curved - White Leather.....	396.25	435.90	554.75	_____
_____	815123	Endless Square - Black Leather.....	292.45	321.70	409.45	_____
_____	815122	Endless Square - White Leather.....	292.45	321.70	409.45	_____
_____	815121	Bench - Black Leather.....	351.80	387.00	492.50	_____
_____	815120	Bench - White Leather.....	351.80	387.00	492.50	_____
<b>Cubes</b>						
_____	81512	Leather Cube - Black Leather.....	101.75	111.95	142.45	_____
_____	81511	Leather Cube - White Leather.....	101.75	111.95	142.45	_____
_____	81526	Edge LED Cube - High Density Plastic.....	186.50	205.15	261.10	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						

**Cubes**

_____	81518	Vibe - Blue Vinyl.....	131.40	144.55	183.95	_____
_____	81520	Vibe - Pink Vinyl.....	131.40	144.55	183.95	_____
_____	81519	Vibe - Red Vinyl.....	131.40	144.55	183.95	_____
_____	81517	Vibe - Yellow Vinyl.....	131.40	144.55	183.95	_____
_____	81525	Vibe - Orange Vinyl.....	131.40	144.55	183.95	_____

**Occasional Chairs**

_____	8102	Madrid Chair - Black Leather.....	731.10	804.20	1,023.55	_____
_____	810816	Madrid Chair - White Leather.....	731.10	804.20	1,023.55	_____
_____	810948	Meeting Chair (White Vinyl).....	262.75	289.05	367.85	_____
_____	810835	Meeting Chair (Espresso).....	197.10	216.80	275.95	_____
_____	810836	Meeting Chair (Taupe).....	258.55	284.40	361.95	_____
_____	810847	Wendy Chair - Clear Acrylic.....	111.60	122.75	156.25	_____
_____	810875	Swanson Chair - White Vinyl.....	248.60	273.45	348.05	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	192.85	212.15	270.00	_____
_____	810838	Fusion Chair Black/White.....	135.60	149.15	189.85	_____
_____	810837	Razor Armless Chair.....	52.95	58.25	74.15	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	173.80	191.20	243.30	_____
_____	8103	Tub Chair - Black Fabric.....	367.05	403.75	513.85	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	418.85	460.75	586.40	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	113.40	124.75	158.75	_____
_____	810841	Rustique Chair with Arms.....	113.40	124.75	158.75	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	99.60	109.55	139.45	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	99.60	109.55	139.45	_____

**Conference Chairs**

_____	810874	Labrea Chair - Charcoal Gray Fabric.....	291.85	321.05	408.60	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	322.10	354.30	450.95	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	292.45	321.70	409.45	_____
_____	810807	Luxor Executive Chair - Black Leather.....	387.80	426.60	542.90	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	326.35	359.00	456.90	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	341.20	375.30	477.70	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	258.40	284.25	361.75	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	262.75	289.05	367.85	_____

**Bars & Bar Stools**

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,282.10	1,410.30	1,794.95	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	150.45	165.50	210.65	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	150.45	165.50	210.65	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	150.45	165.50	210.65	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	150.45	165.50	210.65	_____
_____	33010	Apex Barstool - Black Vinyl.....	113.40	124.75	158.75	_____
_____	3309	Apex Barstool - Blue Ultra Suede.....	113.40	124.75	158.75	_____
_____	33042	Apex Barstool - Red Vinyl.....	113.40	124.75	158.75	_____
_____	33043	Apex Barstool - White Vinyl.....	113.40	124.75	158.75	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**TABLES**

**Bars & Bar Stools**

	810815	ICE Barstool - Transparent/Chrome.....	205.55	226.10	287.75	
	810839	Rustique Barstool - Gunmetal.....	113.40	124.75	158.75	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	309.40	340.35	433.15	
	810848	Christopher Barstool - White.....	195.00	214.50	273.00	
	810706	Jetson Barstool - Black Vinyl/Black Steel.....	241.60	265.75	338.25	
	810505	Gin Barstool - Maple Wood/Chrome.....	154.70	170.15	216.60	
	810200	Oslo Barstool - Blue Plastic/Chrome.....	220.40	242.45	308.55	
	810201	Oslo Barstool - White Plastic/Chrome.....	220.40	242.45	308.55	
	810840	Zoey Barstool - White Vinyl/Chrome.....	281.85	310.05	394.60	
	810834	Zoey Barstool - Black Vinyl/Chrome.....	281.85	310.05	394.60	
	810103	Banana Barstool - White Vinyl/Chrome.....	173.80	191.20	243.30	
	810104	Banana Barstool - Black Vinyl/Chrome.....	173.80	191.20	243.30	

**Occasional End & Cocktail Tables**

	82022	Inspiration Table - Tempered Glass/Painted Steel....	286.05	314.65	400.45	
	82025	Geo End Table - Glass/Black Steel.....	211.90	233.10	296.65	
	82035	Geo End Table - Glass/Chrome.....	180.15	198.15	252.20	
	82024	Geo Table - Glass/Black Steel.....	235.25	258.80	329.35	
	82034	Geo Table - Glass/Chrome .....	199.20	219.10	278.90	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	218.30	240.15	305.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	218.30	240.15	305.60	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	264.90	291.40	370.85	
	82053	Sydney Table - White Laminate/Brushed Steel.....	264.90	291.40	370.85	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	271.25	298.40	379.75	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	286.05	314.65	400.45	
	82015	Silverado End Table-Tempered Glass/Painted Steel	235.25	258.80	329.35	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	250.05	275.05	350.05	
	82075	Regis End Table - Brushed Metal.....	222.50	244.75	311.50	
	82074	Regis Bench Table - Brushed Metal.....	313.65	345.00	439.10	
	82056	Candy Table - White Plastic/Black Laminated.....	161.05	177.15	225.45	
	820844	Aura Round Table - White Metal.....	120.85	132.95	169.20	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	186.50	205.15	261.10	

**Conference Tables**

	82060	Nova White Oval Table - White Laminate/Chrome....	529.80	582.80	741.70	
	82041	Geo Conference Table - Glass/Black Steel.....	396.25	435.90	554.75	
	82051	Geo Conference Table - Glass/Chrome.....	353.90	389.30	495.45	
	82058	Communal Table 30"H (Maple with Grommets).....	464.10	510.50	649.75	
	82059	Communal Table 42"H (Maple with Grommets).....	650.60	715.65	910.85	
	82067	Communal Table 30"H Maple.....	464.10	510.50	649.75	
	82068	Communal Table 42"H Maple.....	650.60	715.65	910.85	
	82063	Communal Table 30"H White.....	464.10	510.50	649.75	
	82066	Communal Table 42"H White.....	650.60	715.65	910.85	
	820708	42" Round White Conference Table-White Laminate	379.80	417.80	531.70	
	82033	Manhattan Table - Glass/Black Steel.....	279.70	307.65	391.60	

**Computer Desk/Tables**

	820706	Work Desk - White Powder Coat.....	327.20	359.90	458.10	
	820707	Merlin Table - Gray Laminate.....	340.30	374.35	476.40	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**POWERED**

**Powered Seating**

_____	81021	Roma Chair, Powered - White Vinyl.....	646.35	711.00	904.90	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	1,000.25	1,100.30	1,400.35	_____
_____	810120	Naples Chair, Powered - Black Vinyl.....	646.35	711.00	904.90	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	868.90	955.80	1,216.45	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	1,000.25	1,100.30	1,400.35	_____

**Powered Tables**

_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	576.40	634.05	806.95	_____
_____	84084	Tech Desk, Powered - Black Metal.....	506.45	557.10	709.05	_____
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	425.95	468.55	596.35	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	589.10	648.00	824.75	_____
_____	82072	G30 Cafe Table 42" H, Powered - White Top.....	769.25	846.20	1,076.95	_____
_____	82076	Sydney Cocktail Table, Powered Black.....	392.05	431.25	548.85	_____
_____	82077	Sydney Cocktail Table, Powered White.....	392.05	431.25	548.85	_____

**Powered Products Display**

_____	85060	Powered Locking Pedestal 36" H, Black.....	472.55	519.80	661.55	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	472.55	519.80	661.55	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	563.70	620.05	789.20	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	563.70	620.05	789.20	_____

**Adapters**

_____	850800	Charging Adapters Four - Black.....	21.20	23.30	29.70	_____
_____	850801	Charging Adapters Four - White.....	21.20	23.30	29.70	_____

**PRODUCT DISPLAYS, TABLET STANDS & MORE**

**Product Storage**

_____	85078	Locking Door Pedestal - Black Laminate.....	432.30	475.55	605.20	_____
_____	84080	3 Door File Cabinet on Castors - Black .....	175.90	193.50	246.25	_____

**Product Display**

_____	850604	Etagere - Black.....	290.30	319.35	406.40	_____
_____	850605	Etagere - Pewter.....	290.30	319.35	406.40	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	724.75	797.25	1,014.65	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	144.10	158.50	201.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	214.05	235.45	299.65	_____

**Tablet Stand**

_____	850714	Mobile Tablet Stand - White.....	277.60	305.35	388.65	_____
_____	850715	Mobile Tablet Stand - Black.....	277.60	305.35	388.65	_____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	27.55	30.30	38.55	_____
_____	850712	Wireless Printer Holder - Black.....	27.55	30.30	38.55	_____
_____	850713	Charging Shelf - Black.....	27.55	30.30	38.55	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		7% Tax		Total Cost

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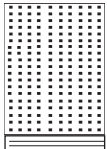

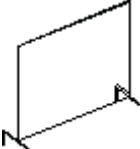



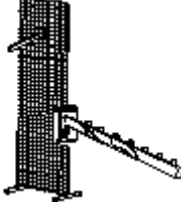
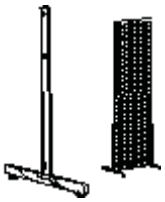

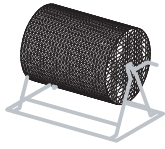
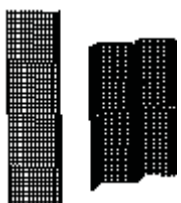

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## ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD - SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD - SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>BULLETIN BOARD</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Special Price	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>						
___	10201180	1M x 8'H Single Side-Vert....	\$223.40	245.75	312.75	___
___	10201182	1/2M x 8'H Single Side-Vert...	\$132.10	145.30	184.95	___
___	10201482	4' x 8' Double Sided-Horz...	\$223.40	245.75	312.75	___
___	10201484	Bulletin Board.....	\$223.40	245.75	312.75	___
___	10202	Loop Hook per dozen.....	\$9.10	10.00	12.75	___
___	10203	Single Hook per dozen.....	\$19.65	21.60	27.50	___
___	10204	Double Hook per dozen.....	\$9.10	10.00	12.75	___

<b>GRIDS</b>						
___	103028	Chrome Grid.....	\$104.15	114.55	145.80	___
___	103010	Black Grid.....	\$104.15	114.55	145.80	___
___	103029	Grid Legs - Chrome.....	\$40.10	44.10	56.15	___
___	103029	Grid Legs - Black.....	\$40.10	44.10	56.15	___
___	103030	Grid Connectors.....	\$13.05	14.35	18.25	___

Qty	Part #	Description	Online Special Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10307	7-Ball Waterfall.....	\$18.80	20.70	26.30	___
___	10403	2-way Straight Arm.....	\$132.75	146.05	185.85	___
___	10402	2-way Slant Arm.....	\$132.75	146.05	185.85	___
___	10404	4-way Slant Arm.....	\$171.15	188.25	239.60	___

<b>ACCESSORIES</b>						
___	10405	Garment Rack.....	\$68.45	75.30	95.85	___
___	15905	Fish Bowl.....	\$38.15	41.95	53.40	___
___	6605	40 Gallon Trash Receptacle	\$149.40	164.35	209.15	___
___	159011	Ticket Tumbler - Small.....	\$86.40	95.05	120.95	___
___	159020	Ballot Box 12"x12" square....	\$67.05	73.75	93.85	___
___	159021	Ballot Box 18"x18" square....	\$84.95	93.45	118.95	___
___	15104	Pad Lock.....	\$55.30	60.85	77.40	___

<b>TOTAL COST</b>		
Sub-Total	+ Tax (7.0%)	= TOTAL

Don't see what you need?  
Please call an Exhibitor Services Representative @ 407-816-7900.

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**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MARCH 28, 2016**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

DESCRIPTION	SIZE	QTY.	PART#	ONLINE SPECIAL	DISCOUNT	STANDARD	TOTAL
<b>FULL VISION CASE</b>							
Includes 1-8" & 1-10" glass shelves	4 FT.	_____	101043	\$485.20	\$533.70	\$679.30	\$ _____
with adjustable brackets, 26" high	5 FT.	_____	101051	\$485.20	\$533.70	\$679.30	\$ _____
front glass display section	6 FT.	_____	101061	\$485.20	\$533.70	\$679.30	\$ _____
<b>HALF VISION CASE</b>							
Includes a glass shelf with	4 FT.	_____	101042	\$485.20	\$533.70	\$679.30	\$ _____
adjustable brackets, 17" high front	5 FT.	_____	101050	\$485.20	\$533.70	\$679.30	\$ _____
glass display section	6 FT.	_____	101060	\$485.20	\$533.70	\$679.30	\$ _____
<b>QUARTER VISION CASE</b>							
With 9 5/16" H front glass display	4 FT.	_____	101044	\$485.20	\$533.70	\$679.30	\$ _____
section	5 FT.	_____	101052	\$485.20	\$533.70	\$679.30	\$ _____
	6 FT.	_____	101062	\$485.20	\$533.70	\$679.30	\$ _____
<b>CORNER VISION CASE</b>							
Rear access and glass shelves	HALF	_____	101090	\$485.20	\$533.70	\$679.30	\$ _____
are the same as the above cases							
<b>TOWER CASE</b>							
Dimensions are 20"Lx20"Dx80"H,	20 X 20	_____	1010200	\$472.50	\$519.75	\$661.50	\$ _____
with 3-glass shelves, lights and locks							
<b>SUBTOTAL</b>					\$ _____		
<b>TAX (7.0%)</b>					\$ _____		
<b>TOTAL COST</b>					\$ _____		

- Include the Freeman Method of Payment form with your order.
- All showcases are 20"Dx38"H, have lights, locks, sliding mirror doors, white exterior, and white interior frames.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- Please order electrical hook-up service from the electrical contractor.

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. Save time and money - Order before the Discount/Online Special deadline date.

# carpet



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

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

# prestige CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## custom options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

# classic CARPET

## custom cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly.*

# FREEMAN

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NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (407) 816-7900 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 275.00	\$ 302.50	\$ 385.00	_____
_____	10' x 20' Classic Carpet .....	\$ 550.00	\$ 605.00	\$ 770.00	_____
_____	10' x 30' Classic Carpet .....	\$ 825.00	\$ 907.50	\$ 1,155.00	_____
_____	10' x 40' Classic Carpet .....	\$ 1,100.00	\$ 1,210.00	\$ 1,540.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 110.00	\$ 120.00	\$ 155.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 220.00	\$ 240.00	\$ 310.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 330.00	\$ 360.00	\$ 465.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 440.00	\$ 480.00	\$ 620.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 220.00	\$ 240.00	\$ 310.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 440.00	\$ 480.00	\$ 620.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 660.00	\$ 720.00	\$ 930.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 880.00	\$ 960.00	\$ 1,240.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .58	\$ .65	\$ .80	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 186.90	\$ 205.60	\$ 261.65	_____
_____	9' x 20' Classic Carpet .....	\$ 373.80	\$ 411.20	\$ 523.30	_____
_____	9' x 30' Classic Carpet .....	\$ 560.70	\$ 616.75	\$ 785.00	_____
_____	9' x 40' Classic Carpet .....	\$ 747.60	\$ 822.35	\$ 1,046.65	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 99.00	\$ 108.00	\$ 139.50	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 198.00	\$ 216.00	\$ 279.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 297.00	\$ 324.00	\$ 418.50	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 396.00	\$ 432.00	\$ 558.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 198.00	\$ 216.00	\$ 279.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 396.00	\$ 432.00	\$ 558.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 594.00	\$ 648.00	\$ 837.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 792.00	\$ 864.00	\$ 1,116.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .58	\$ .65	\$ .80	_____

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

TOTAL COST		
Sub- Total	+	7% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before MARCH 28, 2016



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ONLINE PRICE  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (407) 816-7900 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

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

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.90**

### CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>2.90</b>	\$ <b>3.20</b>	\$ <b>4.05</b>	_____

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

### CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>3.60</b>	\$ <b>3.95</b>	\$ <b>5.05</b>	_____
Over 700 sq. ft.		\$ <b>3.25</b>	\$ <b>3.60</b>	\$ <b>4.55</b>	_____

### CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black  Charcoal  Gray Pearl  Navy  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>4.10</b>	\$ <b>4.50</b>	\$ <b>5.75</b>	_____
Over 700 sq. ft.		\$ <b>3.70</b>	\$ <b>4.05</b>	\$ <b>5.20</b>	_____

## CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.10**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>1.10</b>	\$ <b>1.20</b>	\$ <b>1.55</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>.99</b>	\$ <b>1.10</b>	\$ <b>1.40</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>2.20</b>	\$ <b>2.40</b>	\$ <b>3.10</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>1.98</b>	\$ <b>2.20</b>	\$ <b>2.75</b>	_____

TOTAL COST		
_____	+	_____
Sub- Total		7% Tax
	=	_____
		Total Cost

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## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.53	.75	_____
_____	610200	Booth Vacuuming - 2 Days .....	.86	1.20	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.29	1.80	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	129.15	180.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	140.70	197.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	185.15	259.20	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		7 %Tax		Total Cost

# FREEMAN cleaning



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

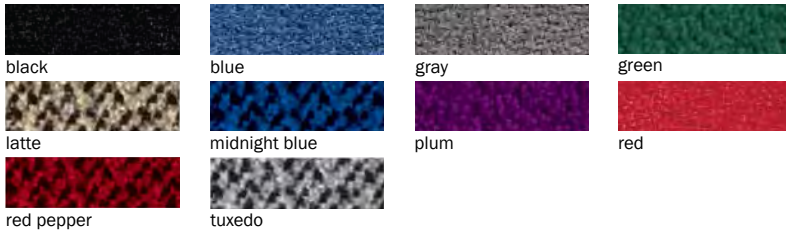


Package 6 upgraded with graphics and cabinet

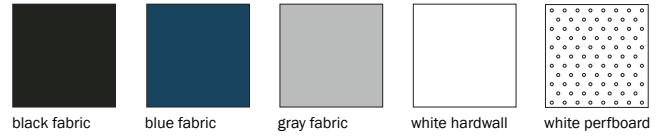
\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

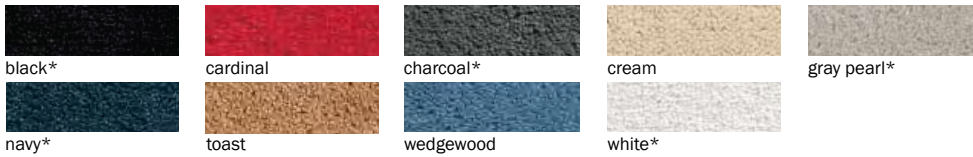
### Color Options - Classic Carpet



### Color Options - Fabric and Hardwall Panels



### Upgraded Color Options - Prestige Carpet



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

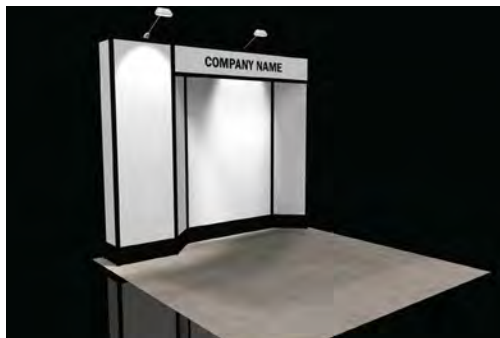
### Questions?

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

Upgrade options available. Sample upgrades shown below.



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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For fast, easy ordering, go to [www.freemanco.com/store](http://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), power (500 watts) for lights ONLY and labor to hang arm lights.

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	3,787.05	5,301.85	<input type="checkbox"/> 10' x 20'	7,376.50	10,327.10	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,696.45	3,775.05	<input type="checkbox"/> 10' x 20'	5,195.30	7,273.40	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,814.95	5,340.95	<input type="checkbox"/> 10' x 20'	7,432.35	10,405.30	_____
Package 4	<input type="checkbox"/> 10' x 10'	4,817.80	6,744.90	<input type="checkbox"/> 10' x 20'	9,438.10	13,213.35	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,907.70	4,070.80	<input type="checkbox"/> 10' x 20'	5,628.75	7,880.25	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,032.10	4,244.95	<input type="checkbox"/> 10' x 20'	5,923.10	8,292.35	_____

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

## CHOOSE YOUR PANEL

Blue Fabric     Gray Fabric     Black Fabric     White Hardwall     White Perfboard

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. The following colors are available:

### Check color choice

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

You may want to add padding or upgrade your carpet to one of our designer colors in our PRESTIGE carpet line, now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts.

\*Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

Black     Blue     Brown     Burgundy     PMS Color \_\_\_\_\_  
 Red     Teal     White     Dark Green     Font Type \_\_\_\_\_

\*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

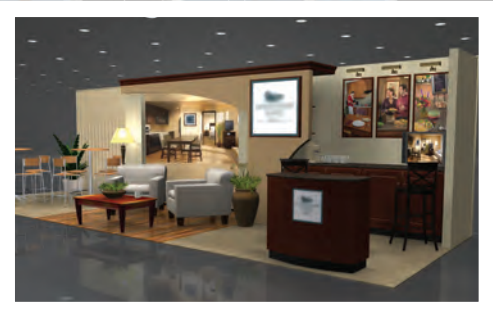
## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

Slatwall & Shelves     Cabinets & Counters     Specialty Colored Metal     Recyclable Graphics  
 Colored Panels     Creating a Custom Exhibit     Graphics & Custom Logo     White Eco-Board

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7.0%) \_\_\_\_\_ = TOTAL \_\_\_\_\_



## Custom Exhibit Services

Make a lasting impression with turnkey solutions that provide convenience and affordability.

- Cost-effective, innovative, turnkey exhibit solutions
- Rental or purchase
- Award winning exhibit design
- Complete installation and dismantle services included
- Single point of contact from beginning to end

**The right exhibit design can invite interaction & engagement.**

For further information, please contact:

\_\_\_\_\_ at \_\_\_\_\_ or email \_\_\_\_\_

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

# F R E E M A N

2200 Consulate Dr  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
MARCH 28, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**


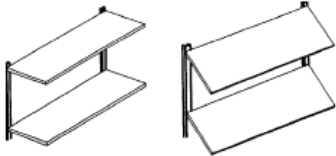
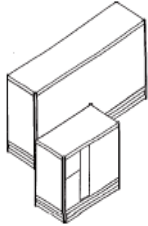
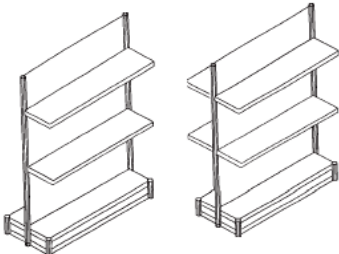

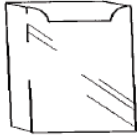
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (407) 816-7900 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)  
**ACCESSORIES FOR RENTAL UNITS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	111.25	155.75	_____
___	172514	4' Tracklight (3 lights)	358.50	501.90	_____
___	17252	Halogen Light .....	120.20	168.30	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<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.....	440.15	616.20	_____
___	17306	1M x ½M x 42" High.....	474.55	664.35	_____
___	17308	2M x ½M x 36" High.....	668.35	935.70	_____
___	17309	2M x ½M x 42" High.....	703.40	984.75	_____
___	173010	1M Radius x ½M x 36" High.	N/A	N/A	_____
___	173011	1M Radius x ½M x 42" High..	448.55	627.95	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	17.90	25.05	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<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...	377.30	528.20	_____
___	174542	Double Sided 1M x 4' High..	501.60	702.25	_____
___	174581	Single Sided 1M x 8' High...	589.90	825.85	_____
___	174582	Double Sided 1M x 8' High..	783.95	1,097.55	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x12") .....	99.00	138.60	_____
___	17206	1M Angled (37" x 12") .....	112.05	156.85	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	35.35	49.50	_____

<b>TOTAL COST</b>					
_____	Sub-Total	+	_____	7% Tax	= _____
			_____	Total Cost	_____

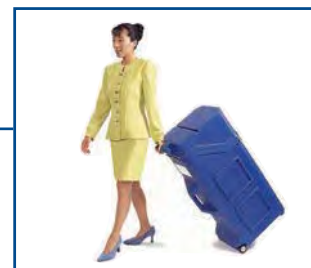
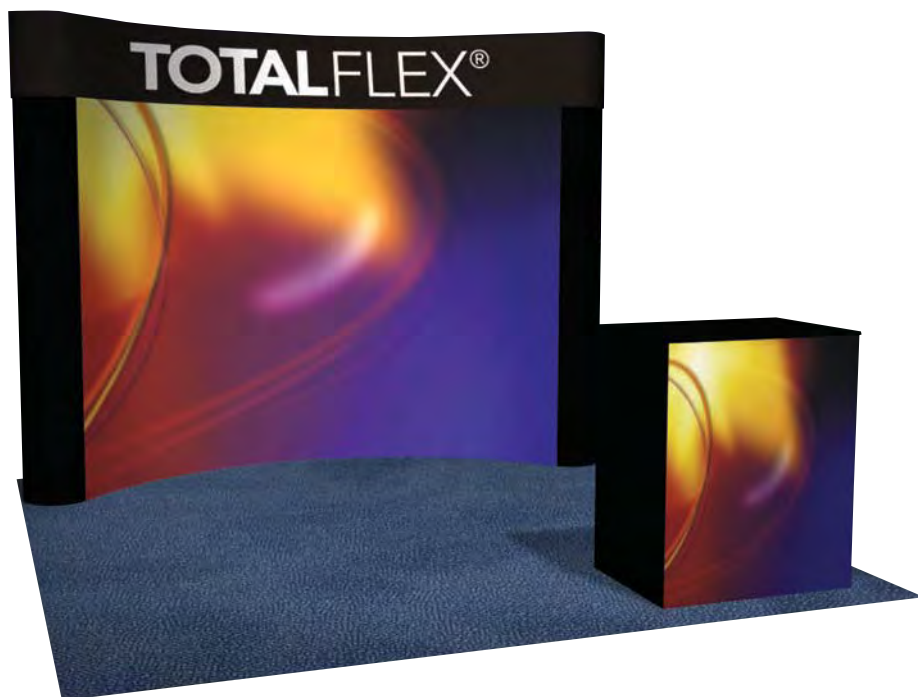
Don't see what you need?  
Please call an Exhibitor Sales Specialist at (407) 816-7900.

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



# TOTALFLEX®

By Freeman



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

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

## floor units

8'H x 8'W Floor Standing Unit

8'H x 10'W Floor Standing Unit

## table top units

40"H x 6'W Table Top Unit

40"H x 8'W Table Top Unit



# FREEMAN

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**DISCOUNT PRICE  
DEADLINE DATE  
MARCH 18, 2016**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

FREEMAN totalflex

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

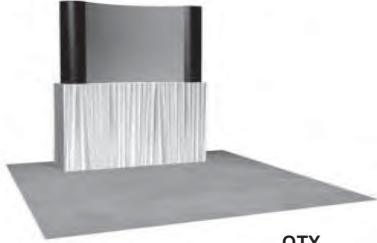
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## TABLE TOP UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,156.50	\$1,619.10	_____	_____
40" H x 8' W	\$1,324.35	\$1,854.10	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,408.05	\$1,971.25	_____	_____
40" H x 8' W	\$1,576.00	\$2,206.40	_____	_____

\*Shipping Not Included

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

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

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

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver  
*\*Other Colors Also Available for Purchase Units\**

**9'x10' Classic Carpet:**  Black  Blue  Gray  Green  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**Table Drape:**  
 Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$1,597.90	\$2,237.05	_____	_____
8' H x 10' W	\$2,156.40	\$3,018.95	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$1,827.65	\$2,558.70	_____	_____
8' H x 10' W	\$3,498.15	\$4,897.40	_____	_____

\*Shipping Not Included

All Classic carpets contain recycled content and are recyclable.

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

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

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

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver  
*\*Other Colors Also Available for Purchase Units\**

**9'x10' Classic Carpet:**  Black  Blue  Gray  Green  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL			PURCHASE				
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$209.90	\$293.85	_____	_____	\$298.90	\$418.45	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$109.05	\$152.65	_____	_____	\$218.30	\$305.60	_____
1715802	Straight Shelf	_____	\$83.80	\$117.30	_____	_____	\$151.15	\$211.60	_____
1715803	Angled Shelf	_____	\$83.80	\$117.30	_____	_____	\$151.15	\$211.60	_____

## QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + 7.0%= TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + 7.0%= TOTAL \_\_\_\_\_



# digital graphics



## creating visual excitement

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

## state-of-the-art capabilities

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

## superior quality control

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

## depth of resources

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

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

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DISCOUNT PRICE  
DEADLINE DATE  
MARCH 28, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 21.25 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 31.90 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 61.00	91.50 =	_____
7" x 22"	@ 62.55	93.85 =	_____
7" x 44"	@ 67.35	101.05 =	_____
9" x 44"	@ 75.10	112.65 =	_____
11" x 14"	@ 79.80	119.70 =	_____
14" x 22"	@ 87.65	131.50 =	_____
14" x 44"	@ 114.05	171.10 =	_____
22" x 28"	@ 124.30	186.45 =	_____
28" x 44"	@ 176.15	264.25 =	_____
20" x 60"	@ 252.10	378.15 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total + 7 % Tax = Total Cost

FREEMAN graphics

## 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 (407) 816-7900 for assistance.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

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

## **installation and dismantling services available**

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

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

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

## **if you use Freeman staff**

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

## **if you supervise yourself**

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

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

## **questions?**

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

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

# Union Jurisdictions for Orlando, Florida

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

## **EXHIBIT INSTALLATION AND DISMANTLING**

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the 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/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

## **TIPPING**

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the 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 furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

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 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$ 99.50	\$139.50
<b>Overtime-</b> 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.....	\$ 149.25	\$209.00
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 199.00	\$278.75

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

## INSTALLATION LABOR

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (7.0%)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (7.0%)						= \$ _____
Total Dismantle						= \$ _____

# FREEMAN installation & dismantle



NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached Drawing With Exhibit Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

- Freeman Exhibit Transportation:**
- 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**

# F R E E M A N

2200 Consulate Drive  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
MARCH 28, 2016**

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

FREEMAN forklift / rigging labor

NAME OF SHOW: **UCAOA 2016 Spring Convention / April 17 - 19, 2016**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**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**

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$207.00	\$290.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$257.25	\$360.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$280.75	\$393.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$331.00	\$463.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$310.25	\$434.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$360.50	\$504.75
304040	Forklift w/operator - 4-Stage - ST.....	\$220.75	\$309.25
304041	Forklift w/operator - 4-Stage - OT.....	\$271.00	\$379.50
<b>RIGGING LABOR</b>			
5020200	Rigger - ST.....	\$100.50	\$140.75
5020201	Rigger - OT.....	\$150.75	\$211.25
3020100	Rigger Foreman - ST.....	\$130.75	\$183.25
3020101	Rigger Foreman - OT.....	\$196.25	\$274.75
<b>RIGGING MATERIALS</b>			
3090600	Forklift Cage.....	\$46.50	\$65.25
3090700	Forklift Boom.....	\$48.00	\$67.25
3090800	Pallet Jack.....	\$97.25	\$136.25

### 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: _____							Tax(7.0%)	
							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: _____							Tax(7.0%)	
							Total	



Greetings Exhibitors,

We're proud to have been selected by Urgent Care Association of America as the host facility for your upcoming trade show, held April 17-20, 2016.

In 2007, Gaylord Palms Resort was named a **Certified Green Lodging facility** by the state of Florida. In addition, we have launched a new ongoing initiative, called "GET Green" to identify and spearhead ways to lessen our environmental impact.

As part of this program, we measure energy consumption, water use and waste, setting targets for continuous reductions in these areas. We invite you to join us in protecting the environment by utilizing the programs in place.

**During your trade show, you will have opportunities to help with the following:**

- ♻️ Cardboard recycling
- ♻️ Paper recycling
- ♻️ Plastic recycling
- ♻️ Towel & linen reuse program in guest rooms
- ♻️ Surplus "show floor" donations to local charities

For more information about these exhibitor-specific programs, please contact your Gaylord Palms Exhibit Hall Floor Manager, by calling 407-586-2234. For details about Gaylord Palms' "Eco-Logical" programs, please visit [www.gaylordhotels.com/getgreen](http://www.gaylordhotels.com/getgreen).

Conveniently stay connected to the dining options and amenities available during your trade show at Gaylord Palms with our iPhone app, available for download at [www.gaylordhotels.com](http://www.gaylordhotels.com).

Sincerely,

Suzette Cruz  
Exhibit Hall Floor Manager  
Gaylord Palms Resort & Convention Center



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407- 586-2279  
GPE Exhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE – March 28, 2016**

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Twenty-One (21) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit: <http://www.osceola.org/index.cfm?lsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact FED EX. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ FED EX provides Executive Shipping Solutions and can be contacted at 407.586.2599.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and concrete floors.



**CREDIT CARD AUTHORIZATION FORM**  
Fax or Mail to: Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407-586-2279  
GPE Exhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE - March 28, 2016**

Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Gaylord Palms Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS/CB, JCB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RATE INFORMATION AND APPROVED CHARGES - Required**

All Charges  Network/Telecommunications  Electrical/Utility Services (labor and materials)  Food and Beverage  Security Services  Floral

**CARDHOLDER INFORMATION - Required**

Amex  Visa  MasterCard  Discover  Diners/CB  JCB

Name as it appears on the credit/debit card: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address (statement): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternative Number: \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

Cardholders Name (printed): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ELECTRICAL/UTILITY SERVICES**

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
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Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.**
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 21 days of show will bear Standard Price. Showsite price will take effect on the first day of Exhibitor Move in.
- All equipment and services are subject to a 7% sales tax.

**SCALED FLOOR PLANS** - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. All power provided is 24 hour. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

**WATER AND DRAINAGE - Water** – Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** – Depending on location of exhibit, a pump may be required at an additional cost.

**EQUIPMENT** - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted. Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

**ELECTRICAL LABOR**

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

**LABOR RATES:**

Mon – Fri: 8:00a.m. To 5:00p.m. \$103.00  
 Mon – Fri: 5:00p.m. To 8:00a.m. \$160.00  
 Sat, Sun and all recognized holidays \$160.00

Labor will be billed at the end of the show.

**ELECTRICAL CONNECTIONS**

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

**\* All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

**NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.**

Charges: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	SHOWSITE PRICE	QTY	AMOUNT
120	500	4	Single	\$180.00	\$259.00	\$285.00		\$
120	1,000	8	Single	\$211.00	\$302.00	\$332.00		\$
120	1,500	12	Single	\$248.00	\$355.00	\$355.00		\$
120	2,000	20	Single	\$294.00	\$420.00	\$433.00		\$
*208	3,300	20	Single	\$338.00	\$481.00	\$529.00		\$
*208	5,700	20	Three	\$482.00	\$689.00	\$758.00		\$
*208	5,000	30	Single	\$456.00	\$652.00	\$717.00		\$
*208	8,600	30	Three	\$678.00	\$968.00	\$1,065.00		\$
*208	9,900	60	Single	\$963.00	\$1,374.00	\$1,511.00		\$
*208	17,000	60	Three	\$1,389.00	\$1,984.00	\$2,182.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)						\$185.00		\$
Water (Per hook-up. Labor included. Not available in Ballrooms)						\$185.00		\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)						\$185.00		\$
One-Time Fill & Drain (up to 100 gallons, labor included)						\$125.00		\$
Cable Television (Labor included)						\$210.00		\$
1 Outlet Extension-cord (Power not included)						\$25.00		\$
6 Outlet Multi-strip (Power not included)						\$15.00		\$

Office Use Only

ELO: \_\_\_\_\_

AUTH: \_\_\_\_\_

## Gaylord Palms Resort and Convention Center Information Technology Terms, Conditions and Regulations

### GENERAL:

- ❖ Installation of telephone, telecommunications, network and cabling services within the Gaylord Palms Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- ❖ All prices are for rental of services only. Material and equipment furnished by the Gaylord Palms Resort and Convention Center for telecommunication services shall remain the property of the Gaylord Palms Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Palms Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$600.00 charge for lost or damaged Polycom device, a \$150.00 charge for lost or damaged telephone sets and a \$500.00 charge for lost or damaged network equipment. The Gaylord Palms Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- ❖ Under no circumstances shall anyone other than the Gaylord Palms Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Palms Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- ❖ Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord Palms Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- ❖ All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- ❖ Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Palms Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- ❖ Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is indicated on the order form.
- ❖ Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Palms Resort and Convention Center will resolve disputes in a timely manner.

### NETWORK | INTERNET | WIRELESS:

- ❖ The network connections provided by Gaylord Palms Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Palms Resort and Convention Center will facilitate communications between the Gaylord Palms Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Palms Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- ❖ Users of Gaylord Palms Resort and Convention Center services shall not disrupt any of the Gaylord Palms Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Palms Resort and Convention Center or other associated networks. Gaylord Palms Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- ❖ Gaylord Palms Resort and Convention Center reserves the right to troubleshoot with tools such as Wireshark, Sniffer Pro, FLUKE network analyzers, etc. Gaylord Palms Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities is observed. After disconnection, isolation and quarantine assistance will be given.
- ❖ All devices for which the Gaylord Palms Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Palms Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Palms Resort and Convention Center network, will the customer use or run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- ❖ The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as an On Site Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- ❖ Wireless Specific (802.11a,b,g): The Gaylord Palms Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is discouraged because of interference in the hall. To be considered for authorization to use an 802.11a/b/g/n wireless device, please contact the Gaylord Palms IT department via e-mail to dcrawford@GaylordHotels.com and provide your access point SSID and the total number of devices you plan on connecting to your access point.
- ❖ Internet Performance Disclaimer: Gaylord Palms Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Palms Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a 100Mbps and a DS3 (45Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to almost any location on property.
- ❖ Internet Security Disclaimer: Gaylord Palms Resort and Convention Center does not provide security, such as but not limited to intrusion detection and suppression, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Palms Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
- ❖ All bandwidth in this document refers to bits, never bytes. Example: Mbps is megabits-per-second.



**NETWORK & TELECOMMUNICATION SERVICES**  
 Fax or Mail to: Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax (407) 586-2279  
[GPExhibits@gaylordhotels.com](mailto:GPExhibits@gaylordhotels.com)

**ADVANCE PRICE DEADLINE - March 28, 2016**

Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016  
 Booth Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 21 days of show will bear Standard Price. Showsite price will take effect on the first day of Exhibitor Move in.
- All equipment and services are subject to a taxable 24% Facilities Charge plus 7% sales tax.**

**NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

**Telephone Usage Rates:**

	QTY	Advance Rate	Standard Rate	Showsite Rate	Total
<b>Wireless Shared Internet Access</b>					
Wireless Shared Device (PER DEVICE)	_____	\$196.00	\$238.00	\$280.00	_____
Please choose a User ID (Minimum 4 characters) : _____					
Please choose a Password (Case sensitive) : _____					
<b>Wired Shared Internet Access</b>					
Wired Shared Internet Access (1st Device)	_____	\$770.00	\$935.00	\$1,100.00	_____
Additional Wired Shared Connection	_____	\$294.00	\$357.00	\$420.00	_____
Additional Device (customer provided hub/switch)	_____	\$259.00	\$314.50	\$370.00	_____
Private Static IP Address	_____	\$66.50	\$80.75	\$95.00	_____
<b>Wired Dedicated Lite Internet Access – Dedicated</b>					
1.0 Mb/sec (One Device Only, Routers/Switches Prohibited)	_____	\$1,029.00	\$1,249.50	\$1,470.00	_____
<b>Wired Dedicated Internet Access – Dedicated Private VLAN</b>					
3.0 Mb/sec	_____	\$6,300.00	\$7,650.00	\$9,000.00	_____
6.0 Mb/sec	_____	\$9,450.00	\$11,475.00	\$13,500.00	_____
12.0 Mb/sec	_____	\$16,100.00	\$19,550.00	\$23,000.00	_____
Public IP Address	_____	\$28.00	\$34.00	\$40.00	_____
Additional Dedicated Wired Connection to VLAN	_____	\$259.00	\$314.50	\$370.00	_____
<b>Telecommunication (Telephone) Services</b>					
Standard DID telephone/fax/modem line	_____	\$266.00	\$323.00	\$380.00	_____
ISDN BRI service	_____	\$742.00	\$901.00	\$1,060.00	_____
Standard Desk Telephone	_____	\$35.00	\$42.50	\$50.00	_____
Labor - Troubleshooting / Move / Change	_____	\$140.00	\$170.00	\$200.00	_____

**Local**  
 9 + Number (There is no access charge for the first 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Direct Long Distance (Gaylord Palms Resort's Long Distance Carrier is AT&T)**  
 9 + 1 + Area code + number - Gaylord Palms Resort long distance calls are billed at AT&T operator assisted day rates plus \$2.25 access charge plus 65% surcharge.  
**Toll-Free Calls**  
 9 + 1 + Toll number (There is no access charge for toll-free calls (including 800 modems) under 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Credit Cards**  
 To access carrier of choice for calling card calls: For Example: For AT&T: Dial 9 - 1010 - 2880. Wait for instructions.  
**International**  
 9 + 011 + Country code + City code + number - Gaylord Palms Resort international calls are billed at AT&T operator assisted day rates plus \$.45 access charge plus 65% surcharge.  
**For Operator Assistance, Credit Card or Collect Calls**  
 Dial 9 + 0 and follow the automated instructions. Auto Collect, Operator Assisted and Calling Card calls will be billed through your local serving telephone company, or AT&T, or through Integretel, 2540 Fortune Way, Vista, CA 92083.  
**Directory Assistance**  
 Local/Long Distance 9 + 411 \$1.00 access fee AT&T Operator 9 + 00 \$1.00 access fee  
**Applicable taxes will be added. \*Rates subject to change.**  
 The first (20) minutes of all local, 800 number, credit card and third party billed calls are included in the \$10.00 Resort Service fee.  
**Each additional minute after the first (20) minutes will be billed at a rate of ten (10) cents per minute.**

Consumer complaints may be directed to:  
 F.C.C. Common Carrier Bureau Enforcement  
 Division Informal Complaints Suite 6202  
 Washington D.C. 20554. For Customer inquiries and rate information, dial 1-800-777-2522.

Office Use Only  
 ELO: \_\_\_\_\_  
 AUTH: \_\_\_\_\_

Charges:	\$
24% Facilities Charge:	\$
Subtotal:	\$
7% Tax:	\$
<b>TOTAL:</b>	<b>\$</b>



**FOOD & BEVERAGE**

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
6000 W. Osceola Parkway  
Kissimmee, Florida 34746  
407-586-2234 Fax (407) 586-2279

**Ordering Instructions:**

1. Fill out this form completely, including Credit Card Authorization Form, and fax to 407-586-2279.
2. Gaylord Palms Resort & Convention Center hold exclusive rights to all food and beverage. No outside food or beverage is allowed in the exhibit hall without prior permission from a hotel representative. A "Corkage Fee" will apply for any external food/beverage. Vendor product samples are permitted in 2-3 ounce sample serving sizes. Fees for necessary storage, ice, and set-up will apply.
3. All Food and Beverage items listed are subject to a 24% taxable service charge and 7% sales tax. All non-food items are subject to 7% sales tax.
4. Prices subject to change without notice.
5. Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.
6. If you don't see exactly what you are looking for, please call to discuss custom menu options.

**Reception Displays****Cheese Display**

Local and Imported Cheeses  
Housemade Jams and Honeycomb  
Gourmet Crackers, Sliced French Breads  
(Serves 25) \$475

**Antipasto Display**

Assorted Italian Meats & Cheeses  
Grilled Italian Vegetable Platter  
Buffalo Mozzarella, Basil & Olive Oil  
Marinated Sun-Dried Plum Tomatoes  
Artichoke Hearts, Kalamata Olives, Celery Hearts  
Sliced Italian & Bread Sticks  
(Serves 25) \$700

**Calzone Display**

Vegetable Calzones  
Pepperoni Calzones  
Marinara & Alfredo Sauces  
Crushed Red Pepper, Parmesan Cheeses  
(Serves 25) \$450

**Chilled Fresh Vegetable Display**

Fresh Seasonal Vegetables  
Peppercorn Cream, Roasted Red Pepper Aioli  
Hummus  
(Serves 25) \$425

**Mediterranean Display**

Roasted Red Pepper Hummus  
Marinated Olives & Marinated Feta  
Turkish Tomato Salad, Baba Ghanoush  
Quinoa & Cucumber Salad, Tabbouleh Stuffed  
Grape Leaves Lavosh, Toasted Pita Chips  
(Serves 25) \$600

**Artisanal Cheese & Guinness Fondue Display**

Pumpnickel, Sour Dough & Pretzel Breads  
Grilled Chorizo & Button Mushrooms  
(Serves 25) \$425

**Steamed Dim Sum Display**

Chicken Shumai, Chili Flake Scallion Sauce  
Pork Dumpling with Wasabi, Seasoned Garlic Sauce  
Steamed Shrimp Shumai, Sesame Ginger Sauce  
(Serves 25) \$550

**Spanish Quarter Display**

Arepas con Salsa, Sour Cream  
Tri-Color Corn Chips  
Guacamole, Tangy Salsa & Queso Dip  
Cinnamon Sugar Tortillas, Caramel Sauce  
(Serves 25) \$425.00

**Signature Displays – Based on 30 minutes of Service****The Magic**

Smart Food Cheddar Popcorn & Cracker Jacks  
Tri-Color Tortilla Chips, Chili Con Queso  
Coney Island Franks en Croute  
Roasted Peanuts\*  
Assorted Bags of Chips & Pretzels  
Natural Lemonade & Iced Tea  
(Serves 25) \$475

**Comfort Break**

Un crustables  
Peanut Butter\* & Strawberry Jam  
Peanut Butter\* & Grape Jelly  
Crunchy Apples, Whole Bananas  
Oreos and Nutter Butter Cookies\*  
Milk & Chocolate Milk  
(Serves 25) \$450

**Cookie Jar**

Chocolate Chip, White Chocolate Macadamia\*,  
Peanut Butter Chunk\*, Oatmeal Raisin\*,  
Butterscotch, M&M & Cinnamon Sugar Cookies  
Chocolate & Low Fat Milks  
(Serves 25) \$4

**Gourmet Cupcakes**

Assorted Gourmet Cupcakes to include:  
Pineapple Rum, German Chocolate\*, Red  
Velvet & White Chocolate Raspberry  
(Serves 25) \$425

**From the Pastry Kitchen**

Pistachio, Raspberry, Blackberry & Lemon  
Macarons\*  
Pain Au Chocolate, Mini Eclairs, Madeleines  
Whole Strawberries with Nutella\*  
(Serves 25) \$450

**Dessert Display**

Chocolate Cream Puffs  
Banana Meringue Mini Pie  
Red Velvet Whoopee Sandwich  
Strawberry Key Lime Shooters  
Rocky Road Brownies\*  
(Serves 25) \$325



## FOOD & BEVERAGE

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
6000 W. Osceola Parkway  
Kissimmee, Florida 34746  
407-586-2234 Fax (407) 586-2279

### Booth Enhancements

**Old Fashioned Popcorn Machine**  
Freshly Popped, Buttered Popcorn  
Minimum Order: 100 Bags  
\$4.50 per Bag  
\$175 Attendant Fee (1<sup>st</sup> 3 hours)  
\$50 Attendant Fee (each additional hour)

**Cookie Oven**  
Freshly Baked Cookies-Chocolate Chip or  
Oatmeal Raisin\*  
Minimum Order: 10 Dozen Cookies  
\$63 per Dozen  
\$150 Machine Rental  
\$175 Attendant Fee (1<sup>st</sup> 3 hours)  
\$50 Attendant Fee (each additional hour)

**Haagen Daz Ice Cream Cooler**  
Assorted Frozen Ice Cream & Fruit Bars  
Minimum Order: 100 Bars  
\$6.25 per Bar  
No Attendant Needed

**Island Oasis Machine**  
Frozen Non-Alcoholic or Alcoholic Beverages  
Strawberry, Mango, Pina Colada & Ice Cream  
Flavors  
Minimum Order: 100 Beverages  
Alcoholic \$9.00 per Beverage  
Non-Alcoholic \$6.00 per Beverage  
\$175 Attendant Fee (1<sup>st</sup> 3 hours)  
\$50 Attendant Fee (each additional hour)

**Espresso Coffee Cart or Nitrogen Bar**  
Full Service *Coffee/Espresso Bar* including:  
Made to Order Espresso, Cappuccino, Café Latte  
Café Mocha, Macchiato and more  
For *Nitrogen Bar*, choose from Ice Cream, Gelato,  
Smoothies, Frozen Cappuccinos, Gourmet  
Shaved Ice & More  
Please Call for Pricing (Pricing is Based on  
Tradeshow Volume & Hours of Service)  
Attendant Included

**Hot Roasted Glazed Nut Cart \***  
Unlimited Fresh Roasted Glazed Pecans,  
Cashews & Almonds in sample sized packs  
Roasted in your booth  
Please Call for Pricing (Pricing is Based on  
Tradeshow Volume & Hours of Service)  
Peanuts available on request  
Attendant Included

### A La Carte Options

**Coffee Service**  
Freshly Brewed Regular & Decaffeinated  
Coffee  
Flavored Shots of French Vanilla, Hazelnut  
Irish Cream & Amaretto  
\$91 per Gallon

**Hot Tea Service**  
Assorted White Lions Teas to Include; Ginger  
Peach, Organic Earl Grey, Organic Classic  
English, Organic Green Passion, Organic  
Masala Chai & Cranberry Hibiscus  
\$91 per Gallon

**Chilled Fruit Juices**  
Cranberry, Grapefruit, Apple & Tomato  
\$90 per Gallon

**Freshly Squeezed Orange Juice**  
\$91 per Gallon

**Iced Tea, Natural Lemonade or Tropical  
Fruit Punch**  
\$81 per Gallon

**Bottled Water**  
Chilled, Sparkling or Non-Carbonated  
Mineral Waters  
\$6.25 each

**Bottled Fruit Juices**  
\$6 each

**Assorted Soft Drinks**  
\$6 each

**Rockstar Energy Drinks**  
\$6.25 each

**Redbull**  
\$6.75 each

**V8 Juice**  
\$6 each

**Assorted Bottled Gatorade**  
\$6.25 each

**Assorted SoBe Waters**  
\$6.25 each

**Homemade Cookies\***  
\$63 per Dozen

**Freshly Baked Brownies & Blondies\***  
\$63 per Dozen

**Raspberry, Coconut & Lemon Bars\***  
\$63 per Dozen

**Rice Krispy Treats**  
\$63 per Dozen

**Granola Bars & Popular Candy Bars**  
\$5 each

**Low Carb Protein Bars**  
\$5 each

**Individual Bags of Pretzels, Chips, Vegetable  
Chips & Popcorn**  
\$5 each

**Individual Bags of Hummus & Pretzel Chips**  
\$5.50 each

**Gaylord Palms' Muffins\* & Danish Pastries**  
Served with Preserves & Butter  
\$63 per Dozen

**Sliced Bagels with Regular & Flavored  
Cream Cheese**  
\$63 per Dozen

**A Selection of Plain & Flavored Flaky Croissants**  
Served with Preserves & Butter  
\$63 per Dozen

**Fresh Seasonal Whole Fruit**  
\$4.50 each

**Freshly Baked Fruit & Nut Breads\***  
\$63 per Dozen

**Assorted Donuts**  
\$60 per Dozen

\* Contains Nuts



**FOOD & BEVERAGE**

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 6000 W. Osceola Parkway  
 Kissimmee, Florida 34746  
 407-586-2234 Fax (407) 586-2279

**Alcoholic Beverages**

**Domestic Beer**  
 Miller Lite, Michelob Ultra  
 \$7 each  
 \$175 Bartender Fee

**Craft Beer**  
 Sierra Nevada Pale Ale, Milk Stout  
 \$8 each  
 \$175 Bartender Fee

**Sangria Bar**  
 Traditional Blend of Red Wine, Fresh Fruits &  
 Brandy  
 Served with Fresh Fruit Garnish  
 \$10 each  
 \$175 Bartender Fee

**Imported Beer**  
 Corona Light, Stella Artois  
 \$7.75 each  
 \$175 Bartender Fee

**Wine**  
 Choose from Cabernet Sauvignon, Merlot,  
 Chardonnay & White Zinfandel  
 \$48 per Bottle  
 \$175 Bartender Fee

**Special Order Beer**  
 Please call for pricing & availability  
 Must be ordered in full case quantities  
 \$175 Bartender Fee

**Specialty Cocktails**  
 Choose from a wide selection of specialty drinks  
 That can be made to order at your booth  
 Please call for pricing & availability  
 \$175 Bartender Fee

**PLEASE PLACE YOUR ORDER BELOW**

Event Name:	Urgent Care Association of America	Event Dates:	April 17-20, 2016
Company Name:		Booth Number:	
On-Site Contact Name:		Cell Phone Number:	
E-mail Address:			

Please list the items that you wish to order below. For each item, please include a quantity and start/end time FOR EACH DAY that you would like service. We will create an order and submit to you for your approval.

ITEM:	QUANTITY:	SERVICE DATE:	SERVICE START TIME:	SERVICE END TIME:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____



**SECURITY SERVICES**  
**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 GPE Exhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - March 28, 2016**

Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Ordering Instructions**

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
2. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
3. All pricing is subject to change without notice.

Gaylord Palms Resort & Convention Center will provide Security Services exclusively. Security labor rates are subject to change. A 4-hour minimum is required on all security labor.

Advance Rate: \$35.00 per Man-hour  
 Standard Rate: \$45.00 per Man-hour

Advance Fire Watch: \$50.00 per Man-hour  
 Standard Fire Watch: \$60.00 per Man-hour

- A worker may be released if they are no longer needed after they have worked the minimum 4 hours.
- Any changes or elimination of a worker will require 24-hour notice. Without 24-hour notice, the event will be required to pay the original charges for the worker that is canceled.
- All worker hours over 40 will be considered overtime and charged at the rate of time and ½.
- In the event Gaylord Palms Security cannot fill the required shifts with Gaylord Palms Personnel, the Security Department will be required to hire staff from an outside agency. The staffing fees will be at the standard rate.
- Subject to 7% Sales Tax.

**Security Personnel**

Date	Begin Time	End Time	# Security Personnel	Hourly Rate

Office Use Only

ELO: \_\_\_\_\_

AUTH: \_\_\_\_\_

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_



**FLORAL ARRANGEMENTS**  
 Fax or Mail to: Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 (407) 586-2219 Fax (407) 586-2279  
 GPExhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - March 28, 2016**

Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
- Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.

Standard Arrangements*	Advance Price	Standard Rate	Quantity	Total
Small Seasonal Vase - 12" high	\$35.00	\$44.00		
Large Seasonal Vase - 18" high	\$55.00	\$69.00		
Small Tropical Arrangement - 16" high	\$65.00	\$82.00		
Large Tropical Arrangement - 24" high	\$85.00	\$107.00		
Flower selection and colors may change based on season and market availability*				
<b>Greens &amp; Blooming Plants &amp; Trees</b>				
3-4' Green Plant in basket _____ White _____ Natural	\$40.00	\$50.00		
5-6' Palm in basket _____ White _____ Natural	\$60.00	\$70.00		
5-6' Top-dressed Palm: _____ White _____ Lavender _____ Bronze	\$110.00	\$120.00		
Large Fern (18" - 24" spread)	\$30.00	\$35.00		
Specialty Plants (Orchid Plant, Bromeliads or Call of Additional Availability)	\$65.00	\$75.00		
Dish Garden	\$55.00	\$65.00		
Seasonal flowering potted plant in 6" foil container (Mums, Kalanchoe)	\$20.00	\$25.00		
Rectangular Window Box (Foliage and flowering plants, call for availability)	\$150.00	\$165.00		
<b>SPECIAL MONEY SAVING PACKAGE</b>				
Three 3-4' Green Plant and One Seasonal flowering potted plant (\$140.00 - \$175.00 value)	\$133.00	\$166.00		
<b>Custom Services</b>				
Choose and guarantee up to 3 colors; available on pre-ordered Arrangements only per color	\$10.00	\$15.00		
Colors: _____				
Specialty floral arrangements require a minimum of \$150.00. Please call for pricing				

Orders cancelled less than 5 business days prior to show shall be subject to a 50% cancellation fee.

Date of Delivery: \_\_\_\_\_

AM Deliveries will be made between 9:00am-10:45am and PM Deliveries will be made between 1:30pm-3:30pm.

Please check one: AM Delivery \_\_\_\_\_ PM Delivery \_\_\_\_\_

Any requests received within 2 business days of the show will be charged at market price and will consist of the Floral Designers' choice of flowers and colors.

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_



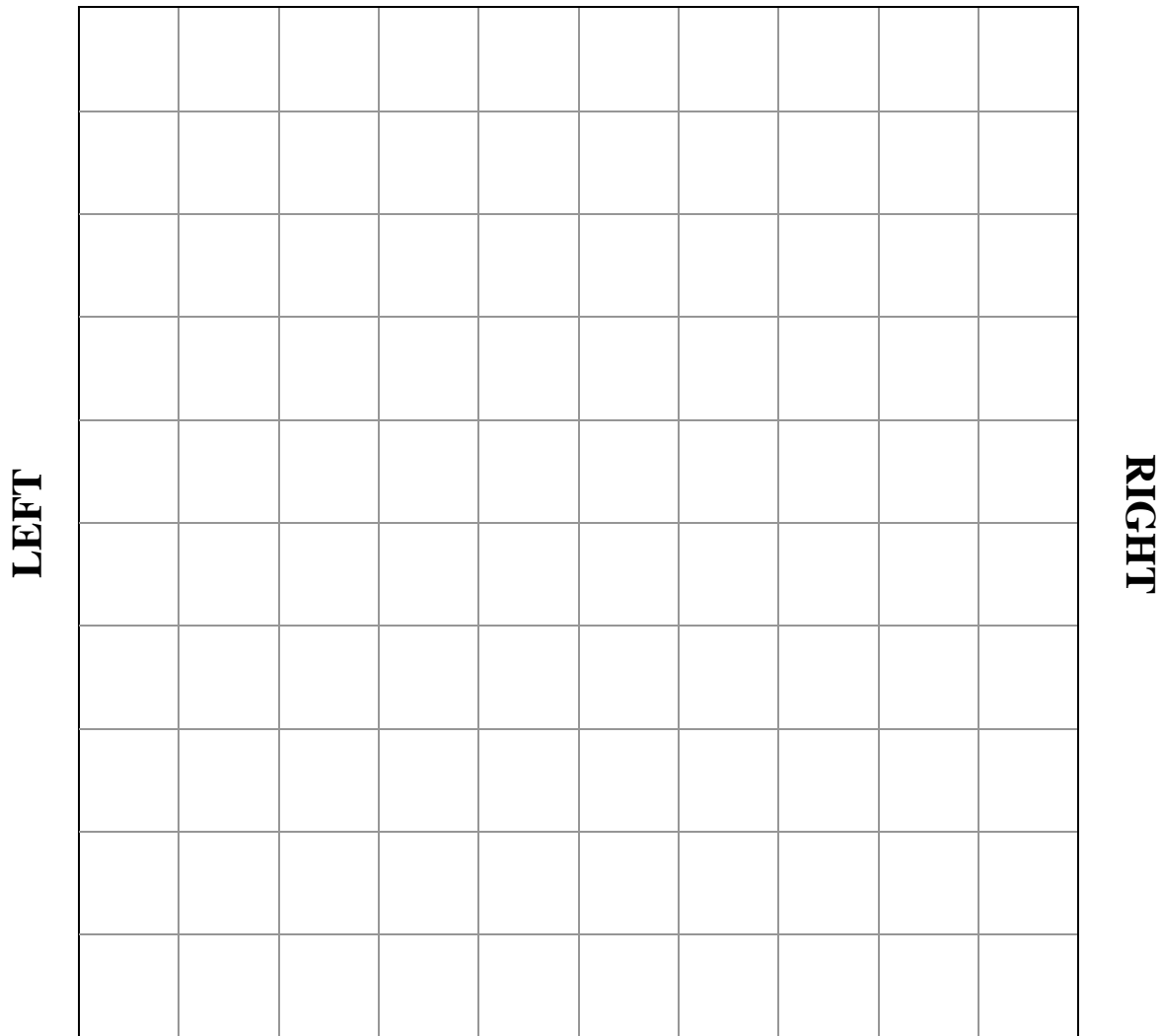
**BOOTH LAYOUT**

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 GPExhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - March 28, 2016**

Event Name: Urgent Care Association of America Event Dates: April 17-20, 2016  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Please indicate placement of Electrical/Utility and Telecommunication services ordered if outside of standard placement.**

**BACK**



**FRONT**

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



EXHIBITOR AV ORDER DETAIL

**All Audio visual equipment orders must be placed online [HERE.](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx)**

[http://partner.psav.com/en/GaylordPalmsResort/Products\\_and\\_Services/Exhibitor\\_Services.aspx](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx)

**Video/Projection Equipment**

**Customer Information**

Tripod Screen (6' , 7' , 8')
20" LCD Monitor
32" Plasma Monitor w/ Floor Stand
42" Plasma Monitor w/ Floor Stand
50" Plasma Monitor w/ Floor Stand
60" Plasma Monitor w/ d Floor Stand
Monitor Cart (size may vary)
VGA Distribution Amplifier
BlueRay or DVD Player
LCD Video Projector w/ 6' Screen
<i>Larger Screens and custom options available</i>
<i>Call PSAV for additional requests or information 407.586.2251</i>

contact us at [gaylordpalms.exhibitsales@psav.com](mailto:gaylordpalms.exhibitsales@psav.com)

**THIS IS NOT AN ORDER FORM. ALL REQUEST MUST BE SUBMITTED VIA the Audio Visual Exhibitor Request form online, found here.**

ALL FORMS OF PAYMENT MUST BE RECEIVED PRIOR TO LOAD IN UNLESS ORDERED ON SITE.

**Call or email PSAV for additional requests or information**

**Computer Display Equipment**

PC based Laptop w/ CDR / DVD / Microsoft Office (latest)
<b>Please list any specific details needed</b>
MAC based Laptop or Desktop
LCD Data Projector w/ 6' Screen
25' VGA Cable
Wireless Mouse
<i>Call PSAV for additional requests or information 407.586.2251</i>

**PSAV**  
 Gaylord Palms Resort and Convention Center  
 6000 W. Osceola Parkway  
 Kissimmee, FL 34746  
 PH: 407-586-2251 FAX: 407-586-2255

**Lighting Equipment**

Uplight Par Can Lighting fixture (each)
4 Par Can Uplighting Package
Leko Lighting Tree Package (2 lekos / single stand)
LED Color Lighting Fixture (LED PAR 54) <i>uplighting only</i>
LED Lighting Package (6 lights) <i>uplighting only</i>
Custom Metal Gobo
10' 12" X 12" Truss
<i>Let PSAV create a custom lighting design for your booth!</i>
<i>Lighting requires PSAV labor and may require rigging (additional)</i>
<b>Lighting requires electrical and is NOT provided by PSAV</b>
<i>Call PSAV for additional requests or information 407.586.2251</i>

**Audio Equipment**

Powered Speaker with stand
CD Player
5 Channel Mixer
Wireless Headset Microphone
Sound System:(2) powered speakers w/stands ; (1) Wireless <b>Handheld</b> or <b>Lavalier</b> Mic (List preference in notes)

- ⇒ To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum
- ⇒ NO equipment charges for set-up day required.

- ⇒ **CANCELLATIONS:**
- A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid minimum one day charge.
  - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied



Contact us at [gaylordpalms.exhibitsales@psav.com](mailto:gaylordpalms.exhibitsales@psav.com)

[http://partner.psav.com/GaylordPalmsResort/Products\\_and\\_Services/Exhibitor\\_Services.aspx](http://partner.psav.com/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx)

**Ordering Instructions ...**

PSAV is the exclusive Rigging provider for Gaylord Hotels. (Rigging equipment includes chain motors, truss, span sets, shackles, steel, deck chain, etc.)

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- **ALL rigging of banners and signs require a minimum 3 person rigging team @ 4 hour minimum**
- The total charge per item is determined as a **Show RATE**, that is the requested items selected are charges of the actual **show days** of the exhibition.
- A service charge of 24% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- **To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery.**
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- **NO** equipment charges for set-up day required.
- **CANCELLATIONS:**
  - A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.
  - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.

**Pricing Information...**

Please call for package pricing for single PSAV approved signage (4' X 6' or smaller / less than 20 lbs.) to include rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. Please contact us for quotation.

**All rigging crews will be a 3 person team @ 4 hour minimum**

Labor	On Site Rate	& Service Charge
** Additional Labor per person / per hour (4hr. Min)**		
Straight Time - 8:00am-5:00pm (m-f)	\$ 90.00	24% Service charge
Overtime - 5:00pm - 12:00am (m-f)	\$ 135.00	24% Service charge
Double Time -12:00am - 8:00am (m-s)	\$ 180.00	24% Service charge
Saturday - 8:00am - 12:00am (sat only)	\$ 90.00	24% Service charge
Sunday - All Day (sun only)	\$ 180.00	24% Service charge
Holidays - All Day	\$ 180.00	24% Service charge
Scissor / Boom Lifts	\$ 300.00	24% Service charge

**CLICK LOGO TO ORDER RIGGING SERVICES**

**RIGGING FOR YOUR EXHIBIT BOOTH**

Company Name:



**Technology Meets Inspiration**

Telephone #:

On Site Cell #

On Site Contact Name:

Email:

**This document is incomplete without a formal confirmation and proposal. If confirmation is not received within 3 days, please contact us at 407.586.2251.**

**ORDER ONLINE ONLY**

PSAV

Gaylord Palms Resort and Convention Center

6000 W. Osceola Parkway  
Kissimmee, FL 34746

PH: 407-586-2251

FAX: 407-586-2255



**PSAV exclusively provides rigging & banner hanging services.**





**Urgent Care  
Association  
of America**

UCAOA-SPRING 2016  
APRIL 17-20, 2016  
GAYLORD PALMS RESORT  
& CONVENTION CENTER  
ORLANDO, FL




**ATS AMERICAN  
TRADESHOW  
SERVICES**  
217 General Patton Avenue  
Mandeville, LA 70471

**UCAOA-S 2016**

**LEAD RETRIEVAL ORDER FORM**

**DISCOUNT DEADLINE: FRIDAY, MARCH 18, 2016**

**1 Choose Your Unit(s)**

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
<b>EXPOPRO PLUS™</b>  <i>Easy-To-Use Desktop Unit</i> <ul style="list-style-type: none"> <li>• Easy-To-Use Point &amp; Shoot</li> <li>• Color Touch screen display</li> <li>• Allows Personalized Note Taking</li> <li>• High-speed Printer</li> <li>• Reprint Individual Lead or All</li> <li>• Leads on USB and Paper</li> <li>• Electrical Requirements &lt;1 amp, 110V</li> </ul>	\$ 279.00	\$ 329.00	X _____	= _____
<b>MOBILE PLUS™</b>  <i>Be Mobile. Be Green.</i> <ul style="list-style-type: none"> <li>• Paperless, Green Option</li> <li>• Wireless Handheld Unit</li> <li>• Large Color Touch Screen Display</li> <li>• Allows Personalized Note Taking</li> <li>• Leads on USB</li> <li>• Extended Life Battery</li> </ul>	\$ 349.00	\$ 399.00	X _____	= _____
<b>LeadsPlus™ APP</b>  <i>The Lead Retrieval App</i> <ul style="list-style-type: none"> <li>• Works on iPhone® or iPad® with iOS 7.0 or higher OR Android phones with OS 4.0 or higher</li> <li>• Scan Barcode to capture lead</li> <li>• Standard or Custom Qualifiers Included &amp; Note Taking Ability</li> <li>• Real-Time Online Lead Management</li> <li>• Best Results With Wifi Connection</li> </ul>	<b>First License</b> \$ 349.00 <b>Additional Licenses</b> \$ 99.00 <i>each</i> OR <b>App Bundles:</b> (3 Pack) \$ 499.00 (6 Pack) \$ 799.00 (10 Pack) \$ 999.00		X _____	= _____

**2 Add Optional Services**

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
Delivery & Setup	\$ 65.00	\$ 85.00	<input type="checkbox"/> _____	= _____
Custom Qualifiers - <i>(ExpoPro Plus &amp; Mobile Plus Only)</i>	\$ 60.00	\$ 80.00	<input type="checkbox"/> _____	= _____
Custom Survey - <i>(Mobile Plus Only)</i>	\$ 60.00	\$ 80.00	<input type="checkbox"/> _____	= _____

**3 Add It Up**

Sub-Total = \$ \_\_\_\_\_  
Add Orlando, FL Sales Tax 6.5% Tax + \_\_\_\_\_  
Total Due (in US Funds) = \$ \_\_\_\_\_

*All fields are required. Please include a Payment Authorization Form with your order.*

**4 Fill It Out and Sign**

COMPANY \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER  
WEBSITE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
ORDER CONTACT \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
ONSITE CONTACT \_\_\_\_\_ ONSITE CELL PHONE \_\_\_\_\_

**Order Online:**  
www.atsleads.com  
User Name: UCAOA-S2016  
Password: 4816  
**Fax Credit Card Orders to:**  
985-809-1888  
**Email Order:**  
orders@american-tradeshow.com  
**Mail Check Orders to:**  
American Tradeshow Services  
Attn: Exhibitor Services  
217 General Patton Avenue  
Mandeville, LA 70471  
**To Call Order In  
or Ask Questions:**  
985-809-0600, dial 1



