The Placement Exchange
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SERVICE INFORMATION

BOOTH EQUIPMENT
Each Premium booth will be set with 1 - 4' table draped black, 1 - 6' table draped black, 3 - Limerick chairs, and 8' high black drape to separate the area on (3) sides.

Each Standard booth will be set with 1 - 4' table with vinyl top (no skirt), and 3 - Limerick chairs.

Please make sure to bring a school themed table topper.

Please note:
• If more than the (3) Limerick chairs provided at your both are required, please order additional quantities on page 24.

• Power is NOT included with your booth or table space. If you will need power throughout the event, please order on page 37.

WIFI AVAILABILITY
ACC will supply basic wifi in the interview hall and employer workrooms/resource room to do basic functions of ACC (scheduling interviews, emailing candidates, etc.) However, if you need a strong connection, for example to stream videos or show a presentation to your candidates, you may want to consider purchasing additional internet access.

EXHIBIT HALL CARPET
The exhibit area will be wall to wall Tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 06, 2020.

SHOW SCHEDULE

UNIVERSITY / COLLEGE MOVE-IN
Wednesday March 25, 2020 12:00 PM - 4:00 PM
Thursday March 26, 2020 8:00 AM - 8:30 AM
Friday March 27, 2020 8:00 AM - 8:30 AM
Saturday March 28, 2020 8:00 AM - 8:30 AM

INTERVIEW HOURS
Wednesday March 25, 2020 4:00 PM - 4:45 PM Employer Welcome (Employers & Interview Team Members)
5:00 PM - 7:00 PM First Look: Job Fair & Networking
Thursday March 26, 2020 8:30 AM - 8:00 PM
Friday March 27, 2020 8:30 AM - 8:00 PM
Saturday March 28, 2020 8:30 AM - 4:00 PM

UNIVERSITY / COLLEGE MOVE-OUT
Saturday March 28, 2020 4:00 PM - 5:00 PM

We will begin returning empty containers once aisle carpet is removed. Please note that overtime / double time rates will apply for labor and material handling after 4:30 PM during move-out.
Dismantle and Move-Out Information

All exhibitor materials must be removed from the exhibit facility by Saturday, March 28, 2020 at 5:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, March 28, 2020 at 4:30 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.

Excessive Trash and Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (210) 554-2021 for a quote.

Service Contractor Contacts / Information:

Freeman
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621
FreemanSanAntonioES@freeman.com

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

Freeman Online®

Take advantage of discount pricing by ordering online at FreemanOnline by March 06, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the “Create an Account” link. To access Freeman Online without using the email link, visit FreemanOnline.

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 or +1 (817) 607 Local & International.

Shipping Information

Warehouse Shipping Address:

Exhibiting Company (Institution) Name & Booth (Table) # __________
THE PLACEMENT EXCHANGE 2020 - 492076
C/O FREEMAN / AWD
15505 LONG VISTA DRIVE, STE 210
AUSTIN, TX 78728
Freeman will accept crated, boxed or skidded materials beginning Wednesday, February 26, 2020, at the above address. Material arriving after March 19, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Show Site Shipping Address:

Exhibiting (Institution) Name & Booth (Table) # _________
THE PLACEMENT EXCHANGE 2020 - 492076
C/O FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701

Freeman will receive shipments at the exhibit facility beginning Tuesday, March 24, 2020. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Please note: All materials received by Freeman are 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 the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature, you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by March 06, 2020.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman’s Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.

BEFORE THE SHOW

1. booth structure

**Option 1** Multiple Use
Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

**Option 2** One-time Use
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. carpet

**Option 1** Rent
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

**Option 2** Color
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. shipping

Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.

Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.

Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. graphics

**Option 1** Multiple Use
Print on a durable substrate without dates, event names, or locations.

**Option 2** One-time Use
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

Reduce printing and go digital with your booth literature.

Print locally. Supporting local businesses while reducing shipping? It’s a win-win.

Print on at least 50 percent post-consumer recycled paper.

5. printing
**6. ON SITE**

**save energy**

- **Use Energy Star-rated equipment** for audio-visual equipment and monitors.
- **Power down.** Turn off equipment at the end of each day.
- **Light up your booth** with CFLs, LEDs, or other energy-efficient lighting.

**7. MOVE OUT**

**train your team**

Educate your installation and dismantling teams about recycling and donation processes.

**8. shipping out**

**Pack in, pack out.** Leave no traces on show site.

**Join a caravan.**
If you’re shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

**9. leftover materials**

- **Remember to label.** Clearly label recyclable leftover material for disposal.
- **Donate the rest.** Ask the Freeman Exhibitors Services desk about local donation programs.

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**TYPICALLY* RECYCLABLE**

- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- **Metal:** Aluminum cans/steel banding
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- **Wood:** Non-laminate wood

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**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

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**F R E E M A N**

**FREEMAN.COM**
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. *Freeman will no longer accept cash payments for any Freeman Services.*

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/492076

2. **Submit your order**
   Upload your order forms through the same link used to submit your payment information.

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- 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 Freeman Service Center prior to show closing.
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, LLC, Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC, Freeman Exhibit, Freeman Transportation, FreemanXP, LLC, Stage Rigging, LLC, The Freeman Company, Freeman Electrical, LLC, Freeman Digital Ventures, LLC., 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 at show site. All payments must be in U.S. secure 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 charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per-peace" or "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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. 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 reselling 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) 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

If FREEMAN provides electrical services, 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 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

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. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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.
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 fork lift and similar means. Freeman does not accept any crate or packaging nor is it adding any materials to any lists or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

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 representatives. All such labels must be removed or cancelled. 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 OR OTHER CONTAINERS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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

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 completion of the show. Freeman is not the material handler appointed by 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 OR OTHER CONTAINERS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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, 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 loss or damage. Any claim 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 $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OR LOSS RESULT FROM RELOADING 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 INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select-ed/Carrier and are in no way an extension of Freeman’s maximum liability stated herein. Declared Value provides for revaluation at the conclusion of the event. 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 obligations, and/or contributed, or distributed to Freeman. 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.
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 SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.
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 only then 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 the person or business for whom the property is being carried under agency, consignment, or otherwise. The term “Cconsignee” means the person or business to whom the property is being delivered or to whom the property has been consigned. The term “Freeman” also includes any employee, representative, agent, or subcontractor of Freeman.

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. The obligations of either or both of the parties under the terms of this Contract may be performed by a responsible agent, contractors, or other third parties of Freeman, and nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such terms and conditions as Freeman deems advisable, upon claim and proof of ownership.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events where it is not in 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, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war and similar events.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling, storage and shipment using ordinary care. Freman makes neither representation nor any warranty regarding the acceptability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unsecured materials, padlocked or shrink-wrapped packages, or packages that are not properly secured for transport by any particular schedule, means, vehicle or otherwise than with reasonable dispatch.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry-ventilated trailers without environmental control, unless it is specifically requested and approved in writing by the Shipper and Freeman. Furniture and “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 property in a condition that will not result in damage to other shipments. Shipper is also responsible for the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility for any damage to 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.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of the misshipped or mislabeled nature of the shipment, then Shipper’s liability shall not extend beyond the liability of the warehouseman that the property was delivered to.

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, damaged, or otherwise worth less, or only partially worth less, Freeman’s maximum liability shall not be the amount of the original invoice value but rather the amount of the current market value as determined by Shipper.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATIONS. Shipper shall promptly inform Freeman 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 Contract. Shipper shall not be liable for any damage to the property thatFreeman shall not be liable for damage caused by carrier obstructions, or faulty or impassable highways, or loss of a property or property that is damaged, destroyed, or lost during shipment, or for loss or damage that occurs as a result of the property being unloaded, delivered, or otherwise delivered.

10. CLAIMS. Claims must be filed in writing within (90) days from the date of delivery of the property (or in the case of export traffic, within (90) days after delivery of the export, before claim for damage must be filed within (90) days 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 of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties. Freeman shall defend and indemnify Freeman, its employees, agents, officers, and against and any any and all demands, claims, causes of action, actions, damages, liabilities, damages,damages for failure of performance, breach of contract damages, fraud, false representations, breach of warranty, misrepresentation, or harmless or whatever the cause of any loss or damage may occur; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM GROSS NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, OR ANY OTHER LEGAL THEORY OR CAUSE; and (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.

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 OF THIS AGREEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING THE ABOVE THE TERMS OF THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THE COMMERCIAL ARBITRATION RULES AND JUDGMENT ON THE ORDER TENDERED BY THE ARRANGER(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; and (b) Freeman’s performance in accordance with the provisions of this Contract, and the property shall be deemed to have been delivered to the Carrier on the due date and at the agreed rate. In case of a dispute regarding the acceptance or delivery of the property, a prompt survey shall be made by Freeman or its representatives in accordance with 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.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, damaged, or delayed, then Freeman’s maximum liability shall not exceed $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, 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, incidental 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, false representations, breach of warranty, misrepresentation, or losses.

ANY DECLARED VALUE IN EXCESS OF THE AMOUNT ALLOWED HEREIN IS NULL AND VOID, AND THE ACCEPTANCE FOR CARRIAGE OF ANY SHIPMENT WITH A DECLARED VALUE IN EXCESS OF THE ALLOWED MAXIMUM DOES NOT CONSTITUTE A WAIVER OF THE PREVIOUS LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper shall be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Shipper shall 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, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war and similar events.

In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ-
Transportation Service, Fully Loaded.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it’s faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- **All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service**
- **Pick-up and transportation from point of origin to your choice of either advance warehouse or show site**
- **On-site transportation experts are available before, during and after the show**
- **Reliable customer service seven days a week, offering complete shipment visibility and expert supervision**
- **Pre-printed shipping labels and 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**
- **LTL (less than truck load) shipping**

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

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

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
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 US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

THE PLACEMENT EXCHANGE 2020 - 492076

C/O: FREEMAN / AWD

15505 LONG VISTA DRIVE, STE 210

AUSTIN, TX 78728

MUST BE DELIVERED BY MARCH 19, 2020

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

THE PLACEMENT EXCHANGE 2020 - 492076

C/O: FREEMAN

AUSTIN CONVENTION CENTER

500 E CESAR CHAVEZ ST

AUSTIN, TX 78701

CANNOT BE DELIVERED BEFORE MARCH 24, 2020

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@freeman.com

Fax: (469) 621-5810

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

SHOW # (492076)
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 the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor set up.

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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight 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.

• All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
• Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

• Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
• 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 Freeman Service Center at show site for your shipping documents.
• Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the 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, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES
(may not be available in all locations)

• Cranes
• Accessible 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
MATERIAL HANDLING SERVICES

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

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

UNCRACTED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

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

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment.................................</td>
<td>$ 89.00</td>
<td>178.00</td>
</tr>
<tr>
<td>Special Handling Shipment.................................</td>
<td>$ 115.75</td>
<td>231.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment............................</td>
<td>$ 133.50</td>
<td>267.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment.................................</td>
<td>$ 82.50</td>
<td>165.00</td>
</tr>
<tr>
<td>Special Handling Shipment.................................</td>
<td>$ 107.25</td>
<td>214.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment...........................</td>
<td>$ 123.75</td>
<td>247.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment............................</td>
<td>$ 123.75</td>
<td>247.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>Per Shipment</td>
<td>$ 40.00</td>
</tr>
</tbody>
</table>

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

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 03/19/2020</td>
<td>$ 22.25</td>
<td>44.50</td>
</tr>
<tr>
<td>Show Site Shipment after 03/26/2020</td>
<td>$ 20.50</td>
<td>41.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment.................................</td>
<td>$ 22.25</td>
<td>44.50</td>
</tr>
<tr>
<td>Special Handling Shipment.................................</td>
<td>$ 26.75</td>
<td>53.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment...........................</td>
<td>$ 31.00</td>
<td>62.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment............................</td>
<td>$ 31.00</td>
<td>62.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment.................................</td>
<td>$ 22.25</td>
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<td>$ 31.00</td>
<td>62.00</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE MARCH 24, 2020

TO: ____________________________

EXHIBITOR NAME

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701

SHOW SITE

THE PLACEMENT EXCHANGE 2020 - 492076

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.
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 TO THE FREEMAN SERVICE CENTER.

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

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Carrier:</td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
<tr>
<td>Carrier Phone: __________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select a Level of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>☐ 2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>☐ Deferred: Delivery within 3-5 business days</td>
</tr>
<tr>
<td>☐ Standard Ground</td>
</tr>
<tr>
<td>☐ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Shipment Options (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Have loading dock</td>
</tr>
<tr>
<td>☐ Inside delivery</td>
</tr>
<tr>
<td>☐ Pad wrap required</td>
</tr>
<tr>
<td>☐ Do not stack</td>
</tr>
<tr>
<td>☐ Lift gate required</td>
</tr>
<tr>
<td>☐ Air ride required</td>
</tr>
<tr>
<td>☐ Residential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Desired Number of Labels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
</tr>
</tbody>
</table>

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor’s expense.
**NAME OF SHOW:** THE PLACEMENT EXCHANGE 2020 - 492076 / MARCH 25-28, 2020

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (210) 554-2021 to speak with one of our experts.

---

**SEATING & ACCESSORIES**

- Black Diamond Side Chair
- Black Diamond Arm Chair
- Limerick® Chair by Herman Miller
- Gray Gaslift Chair Without Arms
- Flat Literature Rack
- Corrugated Wastebasket
- Fish Bowl

(Water & Goldfish not included)

---

**Take advantage of the discount price by ordering before MARCH 6, 2020**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SEATING &amp; ACCESSORIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>71089</td>
<td>Black Diamond Side Chair</td>
<td>131.55</td>
<td>144.10</td>
<td>184.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71090</td>
<td>Black Diamond Arm Chair</td>
<td>173.45</td>
<td>190.80</td>
<td>242.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>210108</td>
<td>Limerick® Chair by Herman Miller</td>
<td>71.05</td>
<td>78.15</td>
<td>99.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71046</td>
<td>Gray Gaslift Chair With Arms</td>
<td>280.80</td>
<td>308.65</td>
<td>392.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71045</td>
<td>Gray Gaslift Chair Without Arms</td>
<td>259.90</td>
<td>285.90</td>
<td>363.85</td>
<td></td>
</tr>
</tbody>
</table>

Premium Booth tables will include black drape. Standard tables are undraped. If you would like to add drape to your table, please choose from below.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Draped Tables - Tables are 30&quot; wide</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBD</td>
<td>Table Drape - 4' Table</td>
<td>62.55</td>
<td>68.80</td>
<td>87.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBD</td>
<td>Table Drape - 6' Table</td>
<td>77.45</td>
<td>85.20</td>
<td>108.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
<td>198.95</td>
<td>218.85</td>
<td>278.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>19.10</td>
<td>21.00</td>
<td>26.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19995</td>
<td>Fish Bowl</td>
<td>20.60</td>
<td>22.85</td>
<td>28.85</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + Tax (8.25%) = TOTAL
UNION JURISDICTIONS FOR THE TEXAS LOCAL UNIONS

THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:
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 that the various unions have, we ask that you read the following:

ELECTRICAL LABOR & PLUMBING
Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.
Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

MATERIAL HANDLING LOCAL UNION LABOR
The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.
Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)
Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR
The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.
Three options for installation and dismantle labor exist in Texas. Labor may be:
• performed by full-time employees of the exhibiting company; or
• hired through Freeman, the official general service contractor; or
• hired through an exhibitor-appointed contractor.

PLEASE NOTE:
• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing
LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

**ON-SITE SUPERVISION**

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: THE PLACEMENT EXCHANGE 2020 - 492076 / MARCH 25-28, 2020

COMPANY NAME: ___________________________ 
CONTACT NAME: ___________________________ 
E-MAIL ADDRESS: ___________________________

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$107.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$160.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$214.00</td>
</tr>
</tbody>
</table>

Show Site prices will apply to all labor orders placed at show site.

Freeman Supervision (30%/$45.00) = $______
Tax = $______
Total Installation = $______

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 will be: ___________________________ Phone Number: ___________________________

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

Freeman Supervision (30%/$45.00) = $______
Tax = $______ (N/A)
Total Installation = $______

DISMANTLE LABOR

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

Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor

The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact: ___________________________ Phone Number: ___________________________

Exhibitor Supervised Labor
Supervisor will be: ___________________________ Phone Number: ___________________________

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

Freeman Supervision (30%/$45.00) = $______
Tax = $______ (N/A)
Total Dismantle = $______
NAME OF SHOW: THE PLACEMENT EXCHANGE 2020 - 492076 / MARCH 25-28, 2020

COMPANY NAME: 

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

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total No. of</th>
<th>Crates</th>
<th>Cartons</th>
<th>Fiber Cases</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Setup Plan/Photo</th>
<th>Attached</th>
<th>To Be Sent With Exhibit</th>
<th>In Crate No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Carpet</th>
<th>With Exhibit</th>
<th>Rented From Freeman</th>
<th>Color</th>
<th>Size</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Electrical Placement</th>
<th>Drawing Attached</th>
<th>Drawing With Exhibit</th>
<th>Electrical Under Carpet</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Graphics</th>
<th>With Exhibit</th>
<th>Shipped Separately</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Tools/Hardware Required</th>
</tr>
</thead>
</table>

### OUTBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Ship To</th>
</tr>
</thead>
</table>

Select a Carrier:

- [ ] Freeman Exhibit Transportation:
  - No need to schedule your outbound shipment.
  - Charges will appear on your Freeman invoice.
  - Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

- [ ] Other Carrier:
  - Carrier Name: _______________
  - Carrier Phone: _______________

Arrange for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

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

Freight Charges:

- [ ] Same as ship to

<table>
<thead>
<tr>
<th>Bill To</th>
</tr>
</thead>
</table>

Select Shipment Options (if applicable):

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

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

- [ ] Re-route via Freeman’s choice
- [ ] Deliver back to the warehouse at exhibitor’s expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
NAME OF SHOW: THE PLACEMENT EXCHANGE 2020 - 492076 / MARCH 25-28, 2020

COMPANY NAME __________________________________________________________ BOOTH #:_________________________

CONTACT NAME: ______________________________________________________ PHONE #: _________________________

E-MAIL ADDRESS _______________________________________________________________________________________

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

- 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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 143.00</td>
<td>$ 210.25</td>
<td></td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>196.75</td>
<td>275.50</td>
<td></td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>155.00</td>
<td>217.00</td>
<td></td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>208.50</td>
<td>291.20</td>
<td></td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>161.25</td>
<td>225.75</td>
<td></td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>214.75</td>
<td>300.50</td>
<td></td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>55.00</td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>55.00</td>
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</tbody>
</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>107.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>160.50</td>
<td>224.75</td>
<td></td>
</tr>
</tbody>
</table>

MOBILE UNIT SPOTTING FEE

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>257024</td>
<td>Mobile Unit Spotting Fee (Round Trip).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>284.00</td>
</tr>
</tbody>
</table>

INSTALLATION

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

Sub-Total
Tax 8.25% N/A
Total

DISMANTLE

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

Sub-Total
Tax 8.25% N/A
Total
Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed On-line fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibit. This is the fastest, most convenient way to order and is completely PCI compliant.

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Eddy Yanez
Event Utilities Coordinator
eddy.yanez@austintexas.gov
512-404-4233
Ordering Instructions

**On-Line Ordering – The Preferred Method:** To place your order on-line please visit our website http://www.austinconventioncenter.com under **Exhibit**. This is completely PCI compliant.

**Complete the Order Form:** A Utility Services Order Form can be requested through the utility coordinator if preferred payment will be by check. This method should only be used if you are unable to order on-line. Mail or fax completed order form with payment to the address shown at the top of the form.

**Payment Method:** Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to ‘Austin Convention Center.’ Orders without payment will not be processed.

**Cancellation:** Cancellation of services must be made 5 days prior to first contracted day of event.

**Questions:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

**Payment Terms and Conditions**

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor’s final bill at the floor rate.
- Any work not covered under ACCD’s price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

**Refund Terms and Conditions**

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

**General Terms and Conditions**

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
General Terms and Conditions Continued

- Wall and permanent building electrical outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor’s negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor’s equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney’s fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
  A. Labor is charged for:
     1. Any four (4) utility services in one (1) booth.
     2. Installation of utilities after booth display and/or carpet has been installed.
     3. Relocating/moving installed services.
     4. Re-taping electrical cords.
     5. Resetting breakers due to exhibitor equipment.
  B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.
Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV’s.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

<table>
<thead>
<tr>
<th>ADAPTER TYPE BY PRODUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Outlets</strong></td>
</tr>
<tr>
<td>Product ID</td>
</tr>
<tr>
<td>E104</td>
</tr>
<tr>
<td>E203</td>
</tr>
<tr>
<td>Product ID</td>
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<tr>
<td>P202</td>
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<tr>
<td>P203</td>
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<tr>
<td>P206</td>
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<tr>
<td>P210</td>
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<td>P302</td>
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<tr>
<td>P303</td>
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<td>P306</td>
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<td>P310</td>
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<tr>
<td>P320</td>
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<tr>
<td>P340</td>
</tr>
<tr>
<td>Product ID</td>
</tr>
<tr>
<td>L102</td>
</tr>
</tbody>
</table>
Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor and must connect to 1” hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Telephone Service Terms and Conditions

- **Analog Phone Line - Local/Long Distance**
  1. Allows both local and long-distance calling.
  2. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
  3. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for ‘Dial 9’ calling.
- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
  3. A Specialty Programming Fee will apply. Discounts are unavailable for specialty programming services.
- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor’s responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.
Technical Services Terms and Conditions
ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / philip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the “Power for Motors or Special Equipment” price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.
# 2020 Exhibitor Price List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>U/M</th>
<th>Incentive Price</th>
<th>Standard Price</th>
<th>Floor Price</th>
</tr>
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<tbody>
<tr>
<td><strong>Electrical Services - Utilities (EL)</strong></td>
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<td></td>
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<td></td>
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<tr>
<td><strong>Electrical Outlets</strong></td>
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<tr>
<td>E101</td>
<td>120 Volt Outlet 0-1000 Watts (8AMP)</td>
<td>EA</td>
<td>75.00</td>
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<td>150.00</td>
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<tr>
<td>E102</td>
<td>120 Volts 15 AMP</td>
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<td>85.00</td>
<td>115.00</td>
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<tr>
<td>E103</td>
<td>120 Volts 20 AMP</td>
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<td>90.00</td>
<td>120.00</td>
<td>180.00</td>
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<td>E104</td>
<td>120 Volts 30 AMP</td>
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<td>120.00</td>
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<td>E203</td>
<td>120 Volts 20 AMP - Ceiling Power</td>
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<td><strong>Equipment</strong></td>
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<td>L106</td>
<td>Adaptor</td>
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<td>50.00</td>
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<td>Extension Cord w/Single Plug</td>
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<td>L103</td>
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<td>P206</td>
<td>208 Volts/Single Phase 60 AMP</td>
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<td>345.00</td>
<td>460.00</td>
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<td>P210</td>
<td>208 Volts/Single Phase 100 AMP</td>
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<td>525.00</td>
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<td>P302</td>
<td>120/208 Volts/3 Phase 20 AMP</td>
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<td>285.00</td>
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<td>P303</td>
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<td>P310</td>
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<td><strong>Facilities - Maintenance (FA)</strong></td>
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<td><strong>Air/Water/Gas/Drainage</strong></td>
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<td>A200</td>
<td>Sink (Includes Water &amp; Drain)</td>
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<td>A501</td>
<td>Water &amp; Drainage</td>
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<td>210.00</td>
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<td>A101</td>
<td>Compressed Air (Per connection)</td>
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<td><strong>IT Services (IT)</strong></td>
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<tr>
<td><strong>Technical Services</strong></td>
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<tr>
<td>H101</td>
<td>Standard Internet Service - 10Mbps, 1 IP address, DHCP only (if static is needed, premium is required)</td>
<td>EA</td>
<td>600.00</td>
<td>795.00</td>
<td>1,195.00</td>
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<tr>
<td>H102</td>
<td>Additional IP Address</td>
<td>EA</td>
<td>150.00</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>H312</td>
<td>Ethernet Patch Cable (Up to 30ft.)</td>
<td>EA</td>
<td>65.00</td>
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<td>H405</td>
<td>Ethernet Switch-Unmanaged</td>
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<td>225.00</td>
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<td>300.00</td>
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<tr>
<td>H103</td>
<td>Premium Internet Service - 15Mbps, 1 IP address, static if requested (if additional IPs are needed, see H102)</td>
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<td>1,795.00</td>
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<tr>
<td>H100</td>
<td>Credit Card Processing – Ethernet Cable Included</td>
<td>EA</td>
<td>110.00</td>
<td>150.00</td>
<td>200.00</td>
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</table>
# 2020 Exhibitor Price List Continued

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Description</th>
<th>EA</th>
<th>200.00</th>
<th>250.00</th>
<th>325.00</th>
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<tbody>
<tr>
<td>TC201</td>
<td>Digital Phone (single-line) - includes LD and set rental</td>
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<tr>
<td>TM301</td>
<td>Digital Conference Phone (spaceship) - includes LD and set rental</td>
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<td>225.00</td>
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<tr>
<td>T101</td>
<td>Analog Phone Line - includes LD and set rental</td>
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<td>45.00</td>
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<td>85.00</td>
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<td>T401</td>
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<table>
<thead>
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<tr>
<td>M101</td>
<td>Event Electrical Labor per hour</td>
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</table>
ACCD Exhibitor Services – Floor & Booth Layout

Event: 2020 NASPA Annual Conference & The Placement Exchange
Event Dates: 03/25/20 to 04/01/20
Discount Deadline: 03/10/20
Floor Rate Applies: 03/21/20

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
<th>Booth Size</th>
</tr>
</thead>
</table>

**IMPORTANT INFORMATION**
- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked “FRONT” and “BACK” booth orientation shown below.

Exhibitors may contact show management for a copy of the exhibit show floor plan

*Adjacent booth or aisle*

**FRONT**

**BACK**

*Adjacent booth or aisle*
Client & Exhibitor Service Yard and Entry Rules

**PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES**

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.

- No possession or use of alcohol or illegal substances.

- All containers, packages and vehicles subject to inspection.

- The unlicensed possession of weapons by persons on ACCD property is a felony.

- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.

- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.

- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.

- No animals other than trained service dogs or with prior ACCD approval.

- All pedestrians must use the pedestrian gate when entering the service yard.

- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire Code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facility for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal’s Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal’s Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal’s Office:
   a. Display or storage of LPG
   b. Flammable or combustible liquids
   c. Flammable gas
   d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
   e. Welding or cutting equipment for demonstrations purposes
   f. Gas-fired appliances for demonstration purposes
   g. Salamander stoves
   h. Lit candles or lanterns for demonstration purposes
   i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
   j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.
   a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
   c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
   d. Ignition keys are to be removed and placed in a central location on site.
   e. The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.
   f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.
   g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:
   a. One 40 BC extinguisher is to be provided for every deep fat fryer.
   b. Deep fat fryers are to be thermostat controlled.
   c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
   d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
   e. Combustible materials will not be located near deep fat fryers.
   f. Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.