



Show Schedule

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

EXHIBITOR MOVE-IN

Saturday	March 5	8:00 am – 5:00 pm
Sunday	March 6	8:00 am – 5:00 pm
Monday	March 7	8:00 am – 10:00 am

INSTALLATION OF BOOTHS

- All booths must be completely set by show opening on Monday, March 7.
- All booths must remain set until 3:00 pm on Wednesday, March 9.

MOVE-OUT SCHEDULE

Wednesday	March 9	3:00 pm – 11:59 pm
Thursday	March 10	8:00 am - Noon

DISMANTLE OF BOOTHS

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 10, 2016 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Thursday, March 10, 2016 at 9:00 a.m.**

SHOW HOURS

Monday	March 7	10:00 am – 4:00 pm	Expo Open
Tuesday	March 8	10:00 am – 4:00 pm	Expo Open
Wednesday	March 9	10:00 am – 3:00 pm	Expo Open

REGISTRATION SCHEDULE

Saturday	March 5	8:00 am – 4:00 pm	Exhibitor Only
Sunday	March 6	8:00 am – 7:00 pm	Exhibitor Only
Monday	March 7	7:00 am – 6:00 pm	Exhibitor/Attendee
Tuesday	March 8	7:00 am – 4:00 pm	Exhibitor/Attendee
Wednesday	March 9	7:00 am – 3:00 pm	Exhibitor/Attendee



Critical Dates & Deadlines

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION			
ASAP	Hotel Reservations	Online link	<input type="checkbox"/>
February 8	Required Insurance Form	Online link	<input type="checkbox"/>
February 8	EAC Notification Form	Online link	<input type="checkbox"/>
February 8	Hanging Sign Approval Form	Online link	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Online link	<input type="checkbox"/>
SHIPPING INFORMATION			
February 4	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
March 1	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
March 5-6	Dates when Direct Shipments to the MGM Grand Hotel May Arrive	Freeman	<input type="checkbox"/>
February 12	Material Handling Order Discount Deadline	Freeman	<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS			
February 12	Furnishings Essentials & Select Furnishings Order Form	Freeman	<input type="checkbox"/>
February 12	Freeman Carpet & Accessories	Freeman	<input type="checkbox"/>
February 12	Freeman Rental, Exhibit & TotalFlex Packages	Freeman	<input type="checkbox"/>
February 12	Freeman Graphics & Signs	Freeman	<input type="checkbox"/>
February 12	Freeman Installation & Dismantle Labor Form	Freeman	<input type="checkbox"/>
February 12	Freeman Transportation	Freeman	<input type="checkbox"/>
February 12	Freeman Forklift & Rigging Labor	Freeman	<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS			
Jan 11/Jan 26	Lead Retrieval tiered Discount Deadlines	Experient	<input type="checkbox"/>
February 12	Audio Visual & Computer Rentals	Freeman	<input type="checkbox"/>
February 15	Electrical	Eldin Electrical	<input type="checkbox"/>
February 15	Booth Cleaning	United	<input type="checkbox"/>
February 18	Booth Security Discount Deadline	Staff Pro	<input type="checkbox"/>
Prior to the show	Insurance for Purchase	Marsh/TotalEvent	<input type="checkbox"/>
Prior to the show	Floral/Plants	Short Term Plant Rental	<input type="checkbox"/>
Prior to the show	Models/Talent	Las Vegas Talent	<input type="checkbox"/>



Exhibitor A-Z Information

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Animals

No animals, except Seeing Eye dogs, are permitted in the MGM Grand Conference Center. Any request for an exception must be requested with Show Management.

Approved Vendors

Only those companies listed within the service manual are approved by Show Management to provide exhibitors with products and service for the show.

Balloons

Latex helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed at the Expo.

Booth Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out times will be classified as "material abandonment." Any charges incurred on behalf of Show Management to remove abandoned materials will be directly billed to the exhibitor. Please refer to the MGM Cleaning Order Form in the online service manual for rates. Exhibitors should communicate this information to all EAC (Exhibitor Appointed Contractor) personnel.

Booth Carpet

The booths and exhibit areas are carpeted with the existing hotel carpet. Exhibitors may cover the existing hotel carpet. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form within this manual.

Booth Catering Service

MGM is the exclusive provider of catering services. Outside food or beverage (including logo bottled water) is not permitted. A corkage fee will be charged for any food or beverage not purchased through MGM. The online order form is located under the Official Service Providers within this manual.

Booth Cleaning

United is the exclusive booth cleaning contractor for the Expo. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) **is not included** in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned at the Expo after the published move-out deadline (Noon on Thursday, March 10) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms within this manual.

Booth Construction

WPPI is a "Cubic Content" Show. Booths may be constructed as detailed in the Booth Construction & Display Guidelines located in the Show Rules & Regulations section of this service manual.

Booth Package

Each 10x10 booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

Business Center

For your convenience the MGM Grand offers two locations:

Location #1 in the main lobby ~ 6:00 am to 8:00 pm, Monday - Friday; 7:00 am to 7:00 pm, Saturday and Sunday
Location #2 on the 1st floor North Concourse ~ 9:00 am to 5:00 pm, Monday – Friday; Closed Saturday and Sunday
Hours are subject to change.

Ceiling Height Restrictions

All booths must comply with the booth regulations described in the service manual for approved height regulations. Maximum height for islands is 20'. The maximum ceiling height in the MGM Ballrooms is as follows:

Grand Ballroom = 26'
Marquee Ballroom – 22' at the lowest point



Exhibitor A-Z Information

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Children

Children under the age of 18 are not allowed on the show floor during move-in or move-out.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5 pm on Sunday, March 6, 2016. This will allow sufficient time to complete the laying of the aisle carpet and the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Concessions

Cash concessions will be available through food outlets in the MGM Grand Hotel during the show.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Directions to MGM Grand Hotel

[Click here](#) to access driving directions to the hotel.

Driver Check-In

Please be advised that certified weight tickets are required when checking into the Marshaling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshaling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Marshaling Yard. **All carriers will be assigned an unloading number according to driver check-in time.**

Electrical Service

Edlen Electric is the exclusive provider for electrical services and labor. Show Management **does not** include electrical services or labor as part of your booth space rental fee. Electrical service will be activated 30 minutes prior to show opening and deactivated 30 minutes after show closing each day.

Exhibit Hall Access

Exhibitors will be allowed access to their booth one hour prior to show opening and one hour after show closing. Attendees are allowed access to the show floor only during expo open hours.

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online Exhibitor Appointed Contractor form](#). Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of the online service manual.

Exhibitor Badge Registration

All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only at the Security Desk. [Click here](#) to request your exhibitor badges.

Please note that badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at 877-699-5410 or WPPI@experientevent.com.

Exhibitor Unloading

Freeman will handle and control the unloading and loading of all vehicles at the MGM Conference Center loading docks. For POV carload service, please refer to the form within the Freeman section of this manual.



Exhibitor A-Z Information

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Facility Information

Exhibits will be located in the Grand and Marquee Ballrooms of the MGM Conference Center. The address is:

MGM Grand Hotel & Casino
3799 Las Vegas Blvd. South
Las Vegas, NV 89109

www.mgmgrandhotelandcasino.com

- Freeman will be in control of the loading dock areas. NO parking and/or unloading is permitted in the loading and unloading areas.
- The floor of the exhibit hall is carpeted.
- Electrical service will only be provided 30 minutes prior to show opening and 30 minutes after closing during open show days. Show Management **DOES NOT** provide 24-hour electrical service. To order utilities (electrical, telecommunication, etc.), complete the appropriate forms located under the Official Show Service Providers section of this manual.
- Please refer to the Guidelines and Requirements within this manual for information regarding booth height rules and regulations.

First Aid

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

Freight Holds

WPPI and Freeman reserve the right to hold freight for ANY outstanding balance owed including; booth payment, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

General Service Contractor

Freeman is the General Service Contractor for WPPI. Freeman provides furniture rental, material handling, labor, signage, shipping etc. All orders for labor and teamster services are to be made through Freeman, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the Freeman Information & Order Forms section of this manual.

Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. You must [complete and submit the electronic form](#) to be considered and approved to have a hanging sign in your booth. For more information refer to the Common Considerations and Requirements page within this manual.

Hotel Arrangements

MGM is the official hotel for WPPI 2016. Hotel arrangements can be made through the Housing & Travel section of the [WPPI website](#).

Insurance

Show management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#) to electronically upload your insurance information. Refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the manual for more specifics on insurance requirements.

Lead Retrieval

Lead Retrieval Units may be rented from Experient using the form provided in the Official Service Provider Order Forms section of the online service manual. Or, you may contact email lindsay.eaves@experient-inc.com for more information.

Marshaling Yard

All delivering carriers must check in at the Marshaling Yard, at 8801 Las Vegas Blvd. South, prior to delivering to the facility. Certified weight tickets are required when checking into the Marshaling Yard. Freeman has available a full-size certified scale at the yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the yard. All carriers will be assigned an unloading number according to driver check-in time.



Exhibitor A-Z Information

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Occupancy

Exhibit displays must be set by 5:00pm on Sunday, March 6. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Wednesday, March 9. Every exhibit must be fully staffed and operational during published Expo Open hours.

Dismantling of displays begins at 3:00pm on Wednesday, March 9, and continues until Noon on Thursday, March 10.

By 12:01pm on Thursday March 10, all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

Paging/Announcements

There is no paging system in Exhibit Halls.

Photography & Filming

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products at all times. To order in-booth security services for your exhibit, use the Security Order Form found in the Official Service Provider Order Forms section of the online service manual.

Selling Policy

Order taking ONLY is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. If you plan to sell anything from your booth or display, you will need a temporary business license. Contact Clark County Business License at (702) 455-0174 or visit their [website](#).

Shipping

Booth materials may be shipped in advance to the Freeman Advance Warehouse or shipped directly to the MGM Grand Hotel. The specific shipping information, instructions, receiving dates and printable shipping labels are located in the Shipping Information of this manual. If you have questions, contact Freeman at (702) 579-1700 or FreemanLasVegasES@freemanco.com.

Show Colors

Backwall: Black

Siderail: Black

Aisle Carpet: Existing Hotel Carpet

Show Directory

[Click here](#) to update your Company Profile listing for the WPPi 2016 Show Guide.

Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

Smoking Policy

The entire conference center is smoke-free. Designated outdoor smoking areas are available at the South entrance of the conference center and the first floor patio adjacent to the pre-function area.



Exhibitor A-Z Information

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Standard Booth Equipment

All booths will be supplied with the following equipment.

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall

Split Island booths

- 8' high pipe and drape back wall.

Island booths do not come with back drape. If it is desired, it may be ordered from Freeman. All other equipment and services are the responsibility of the exhibitor. Please refer to the Guidelines and Regulations within this manual.

Utilities

The MGM is the exclusive provider for electrical, telecommunications, internet, gas, plumbing and compress air services. Online ordering for these services is located in the Official Service Provider section of this manual.

Wi-Fi Service

MGM Grand provides internet and wireless service. Please refer the Official Service Provider section of this manual to obtain the online ordering form.



Staff Contact List

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Sales

Mike Gangel
Phone: (646) 668-3717
mike.gangel@emeraldexpo.com

Garet Moses
Phone: (646) 668-3738
garet.moses@emeraldexpo.com

Jon McLoughlin
Phone: (646) 668-3746
jon.mcloughlin@emeraldexpo.com

Lori Reale
Phone: (858) 204-8956
lori.reale@emeraldexpo.com

Joe Kowalsky
Phone: (646) 668-3694
joseph.kowalsky@emeraldexpo.com

Operations

Neeta Lakhani
Phone: (949) 226-5726
neeta.lakhani@emeraldexpo.com

Kirsten Khoury
Phone: (949) 226-5716
kirsten.khoury@emeraldexpo.com

Booth Space Billing

Anne Hovas
Phone: (949) 226-5707
Fax: (949) 226-5652
anne.hovas@emeraldexpo.com

Customer Service – Registration

Experient
Phone: (877) 699-5410
wppi@experientevent.com



Official Service Providers

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Attendee Lead Retrieval

Experient
Phone: 888.221.7921
lindsay.eaves@experient-inc.com

AV and Computer Rentals

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Booth Cleaning

United
Phone: (800) 248-8558
Fax: (312) 922-8599

Booth Furnishings

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Booth Security

Staff Pro
John Sutton
Phone: (619) 864-4269
jsutton@staffpro.com

Customs Broker

Rogers Worldwide
Phone: (847) 806-9200
Fax: (847) 806-9204
www.rerogers.com

Electrical

Elden Electrical
Phone: (702) 385-6911
Fax: (702) 385-1810
www.edlen.com

Floral/Plants

Short Term Plant Rental
Tim Woodsen
Phone: (562) 494-7777
Fax: (562) 498-3800

Ground Freight

Freeman Transportation
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

General Services Contractor

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Hanging Signs & Rigging

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>

Housing

MGM Grand Hotel
Phone: (800) 929-1111
www.mgmgrand.com

Insurance for Purchase

Marsh/Total Event Insurance
emeraldexhibitor@totaleventinsurance.com
Phone: (781) 994-6000

Internet

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>

Material Handling

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Models & Talent

Las Vegas Talent
Phone: (702) 401-3701
LVTMCorp@aol.com

Registration

Phone: (877) 699-5410
WPPI@experientevent.com

Telecommunications

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- No one under the age of 16 is permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of WPPI".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

8. Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

9. Booth Construction Standards

- The Booth Construction & Display Guidelines are located in the Exhibitor Manual for your reference and should be strictly adhered to.

• **PLEASE NOTE THAT WPPI IS A "CUBIC CONTENT" SHOW AND FOLLOWS THIS RULE FOR ALL BOOTHS.**

10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

12. Environmental Laws/OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

13. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

14. Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000 pound lift capacity for special handling of large equipment or machinery.

15. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed.

16. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
- Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

18. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

• Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

• Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

19. Floor Covering/Carpet Requirements

The exhibit hall portion of the facility has hotel carpeting. Additional carpeting may be supplied by the General Service Contractor at the exhibitor's expense.



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

20. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

21. Freight Holds

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 20 feet (6.096 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The facility will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

23. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

24. Install/Dismantle

• Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

• Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

25. Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

26. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited. Clip lights must be installed by Edlen Electrical.

27. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

29. Paging & Announcements

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

30. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed or video/audio recorded.

31. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

32. Sales from Exhibitors' Booths

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

33. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship laptops, tablets and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

34. Show Directory

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

35. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.



Rules & Regulations

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

36. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00pm on Sunday, March 6 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

37. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

38. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

39. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/8-tank full or five gallons (include metric), whichever is less, and fuel tank tapped.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- The flooring underneath the vehicle must be completely covered and protected.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- All vehicles on display require a permit from the Clark County Fire Department.



Linear, Corner & End-Cap Guidelines

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Linear, Corner, Perimeter & End-Cap Booths

Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle

Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to the aisle.

Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits

End-Cap booths are exposed to aisles on three sides to aisles and comprised of two booths.

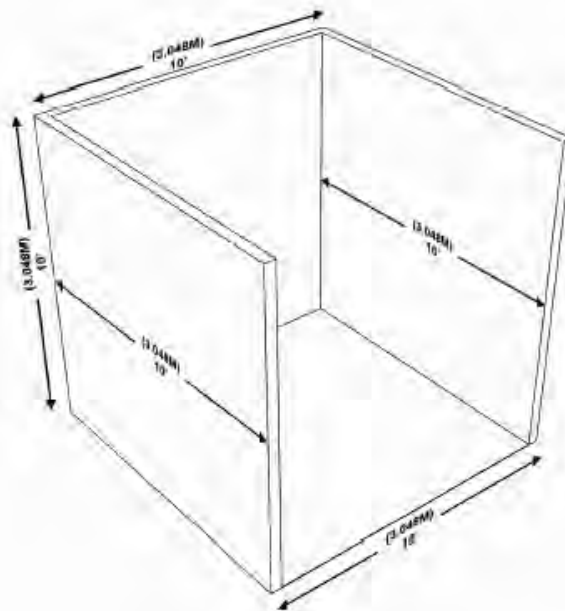
Dimensions:

Linear & Perimeter booths are commonly ten feet (10') wide and ten feet (10') deep, i.e., 10' x 10'. Corner and End-Cap booths are commonly a minimum of twenty feet (20') wide and ten feet (10') deep, i.e., 10' x 20'.

The maximum back wall height limitation is ten feet (10') for Linear, Corner and End-Cap booths and twelve feet (12') for Perimeter booths.

Use of Space - Cubic Content Rule:

- Exhibitors may build their entire exhibit as a “cube” at 10' high against the show drape sidewalls and back wall. In simple terms, the entire booth may be filled as a “cube” at 10' high, 10' wide and 10' deep.
- Cubic content is permitted in **ALL** linear, perimeter and corner booths for a maximum height of 10'.
- All exhibit components along with the 3' sidewalls and 8' back wall extending above pipe and drape must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a cubic content configuration under the Cubic Content Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.





Hanging Signs for Inline Configuration & Exhibit Display Restrictions

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

SIGNAGE REGULATIONS

No banners and/or signage will be hung above a booth unless it has been approved by Show Management.

SIZE AND HEIGHT RESTRICTIONS

Banners are allowed in 400 sqft inline booths and larger.

Banner or overhead sign can be no wider than 2ft and must hang within the confines of the space and be at least 2 ft within ALL sides of the space.

The top of a hanging sign may not be more than 20 feet above the floor. The bottom of a hanging sign must not be lower than 14 feet above the floor.

Hanging signs and graphics should be set back at least 2 feet within ALL sides of the space, and be directly over contracted space only.

The banner must not extend in to the aisle.

Exhibitor is to pay the facility directly for rigging.

Exhibitor is to handle production.

Banners MUST be pre-approved by Show Management.

Banners can be double-sided.

Note: If using a double-sided banner, your banner may be blocked on the backside if a 400 sq ft or larger linear booth is located behind your exhibit and has a banner.

Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.

EXHIBIT DISPLAYS

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

INTENT

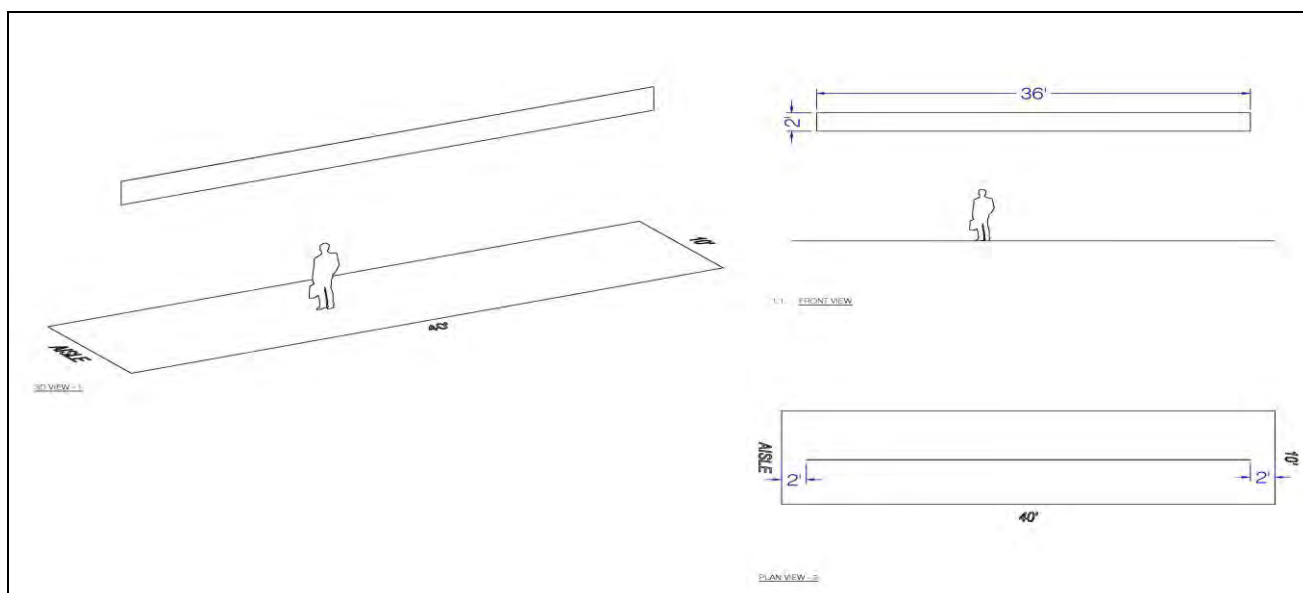
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic. When large crowds gather and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes/hard walls or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame retardant certification or ability to pass on-site flame test. See the Fire Regulations section within this manual for more information.





Peninsula, Split & Island Guidelines

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Peninsula, Split Island & Island Booths

Peninsula booths are exposed to aisles on three sides and comprised of a minimum of four booths.

There are two types of Peninsula booths:

- 1) One which backs to Linear booths.
- 2) One which backs up to another Peninsula booth and is referred to as a "Split Island booth."

Split Island booths are Peninsula booths which share a common backwall with another Peninsula booth.

Island booths are any size booth exposed to aisles on all four sides.

Dimensions:

A Peninsula booth is usually twenty feet (20') by twenty feet (20') or larger.

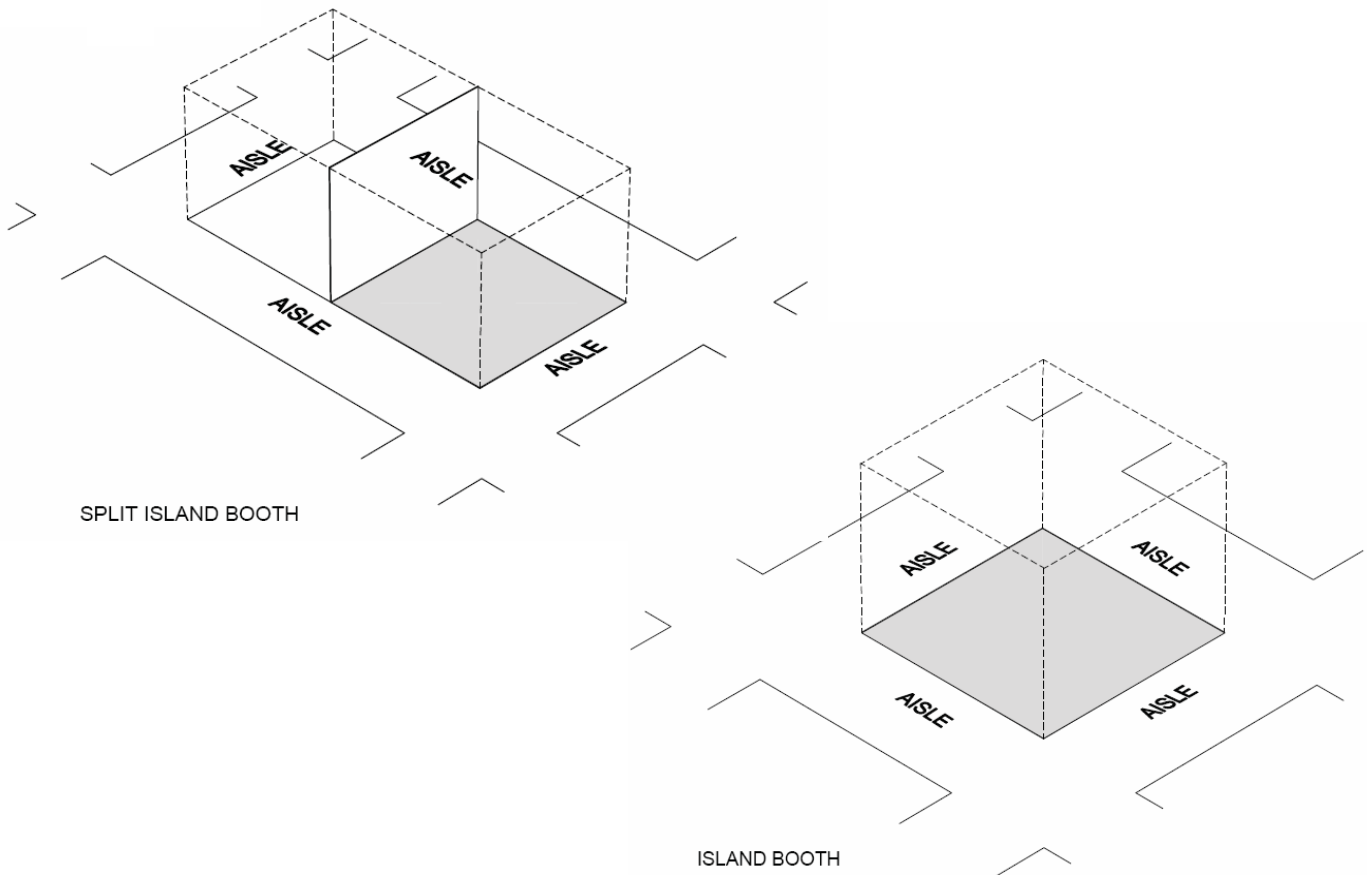
Split Island and Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.

Use of Space - Cubic Content Rule:

The entire cubic content of Peninsula and Split Island may be used up to the maximum allowable height of 20' (including signage).

Double-sided signs, logos and graphics shall be set back 10' from adjacent booths.

Island booths may be used up to the maximum allowable height of 20' (including signage).





Common Considerations & Requirements

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products).

The bottom of the canopy should not be lower than 7 feet (2.13 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Emerald Expositions if your exhibit is composed of any ceiling treatment.

Hanging Signs and Graphics

Hanging signs and graphics are permitted in all Island, Split Island and Peninsula booths, to a maximum height of twenty feet (20') from the floor to the top of signage and/or graphics. End-cap and linear booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging signs and graphics in Split Islands and Peninsula booths should be set back ten feet (10') from adjacent booths and be directly over contracted space only.

If your booth structure is below the vertical height of 20ft' for **Split Island and Island** and you have a larger banner, please submit banner and booth structure for approval.

Drawings should be submitted with the approval request and available on-site for inspection.

Size Regulations on Signs & Banners

The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20'X40' peninsula cannot have a sign or banner that is larger than 10' X 20'). The bottom of the sign or banner must not be lower than 14-feet from the ground. There is an additional facility charge for labor and equipment on all hanging signs.

Structural Integrity

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Multi-Level Exhibits

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

Platforms

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.



Common Considerations & Requirements

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Towers

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet.

All towers in excess of 20 feet must have drawings available for inspection by show management and the official services contractor during the time the tower is being erected, exhibited and dismantled at the exhibition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: www.usdoj.gov/crt/ada/info.htm.

Fire and Safety Regulations

All construction materials used in your booth design must be made from certified fire retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

Electrical

Outlined within your Exhibitor Manual are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- * All 110-volt wiring should be grounded three wires.
- * All wiring that touches the floor must be a minimum of 14-gauge/three wire flat cord insulated to qualify for "extra hard usage".
- * All power strips must be UL approved, with built-in overload protectors.

Additional Information:

Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor.

The following items require written approval from the Emerald Operations Department before they can be included in your exhibit. Your request must be submitted no less than 30 days in advance of the first day of the event move-in.

Motor Vehicles

Motor Vehicles for display are permitted subject to the following criteria: No more than 1/8th of a gallon of fuel is permitted per vehicle. Tanks cannot be refueled or emptied inside the Center. Fuel tanks must be equipped with a locking gas cap and taped. Batteries must be completely removed. During non-show hours, vehicles must be locked. No repairs or alterations may be made on vehicles. Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors. Vehicles must have floor covering installed beneath the vehicle. All vehicles on display require a Clark County Fire Department permit.

Portable Electric Generators

These devices are **not** permitted in the MGM.

Air Compressors

Air compressors with an operating pressure of 100 psi or greater are **not** permitted unless approved by the MGM Facilities Division.



Common Considerations & Requirements

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Fire Safety

The following is **strictly prohibited** within the MGM:

Liquid propane tanks larger than 1 lb. and no more than 20lbs.in aggregate

Open flames without Las Vegas Fire Dept. Open Flame Permit

Fireworks/Flashpots/Pyrotechnic events

Storage or use of any combustible fluid

Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss

Overnight storage of propane tanks

Firefighting and emergency equipment must not be blocked or impeded. This includes fire alarm boxes, fire extinguisher cabinets stand pipe valves, and any like areas or equipment and may be positioned on columns within the exhibit hall.

No banner, display or sign shall be erected in a manner that may interfere with the operation of the sprinkler system.

All display material (canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be flame-proofed by a person certified by the Las Vegas Fire Department. A Flameproof certificate is valid for one year and must be available on site for inspection. Items may be subject to a field flame test. If the results are unfavorable, a violation order for forthwith removal may be written. For items flame-proofed by the manufacturer, the tag must be affixed to the item.

Advance Permission Requests are for the Following:

Bridging Aisles

Catwalks or Raised Walkways

Hanging Signs

Heavy or Unusual Structures

Lighting Trusses or Hanging Lighting

Motor Vehicle Displays

Multi-Level or Covered Exhibit Areas

Open Flame and/or Propane

Photography & Video Recording

Sound or Music

Special Lighting (such as Lasers or Ultraviolet)

Stand Alone Towers

Note: Halogen lighting in some states such as Nevada and Illinois are not permitted. If your exhibit includes halogen lighting, please contact the Emerald Expositions Operations Department @ 949-226-5786.



Retail Sales Requirements

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

RETAIL SALES REQUIREMENTS

For retail sales, you are required to have a copy of Business Tax License and Reseller's Permit available in your booth. This arrangement will provide necessary documents for any transaction between buyers and exhibitors.

THE NEVADA STATE TAX AUTHORITY HAS ADVISED US OF THE FOLLOWING:

NO WARNINGS WILL BE ISSUED AND FINES/PENALTIES WILL OCCUR (including closure of your booth) if you do not adhere to these rules.

All participating exhibitors will be allowed to sell retail or wholesale to trade show attendees. However, if the purchase is not for resale, the exhibitor must:

- Charge the correct sales tax (8.1%)
- Issue a receipt
- Report all taxable sales to the vendor (Foremost Exhibits, Inc.)

EMERALD EXPOSITIONS WILL TURN OVER ALL SALES TAX COLLECTED TO THE NEVADA STATE TAX AUTHORITY.

RULES GOVERNING RETAIL SALES

WPPI is organized by Emerald Expositions.

The following arrangements have been made with the Nevada tax and business authorities for WPPI.

Under this arrangement, all participating exhibitors will be allowed to sell retail to trade show attendees. However, each exhibitor conducting retail sales must charge the correct sales tax and report all taxable sales to the vendor (Emerald Expositions.), who will turn over all sales taxes collected to the State Tax Department. The vendor will retain the right to suspend any exhibitor if these rules are violated.

We believe these arrangements will eliminate many of the difficulties encountered in the past.

WE AGREE TO ABIDE BY ALL RULES & REGULATIONS PERTAINING TO NEVADA STATE SALES TAX

YOUR IMMEDIATE ATTENTION IS REQUIRED.

Company Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____

Tax ID # or Social Security Number: _____

Print Your Name Clearly: _____

Signature: _____

FAX FORM TO: (949) 606-7263

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	FREEMAN RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.



Insurance Requirements

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

WPPI does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to WPPI prior to the show. [Click here](#) to electronically upload your insurance documents.

To protect your property and staff we suggest taking the following steps:

Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a [business entity](#) that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance (if applicable) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.

The following information MUST be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
 1. **Comprehensive General Liability Insurance** - Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
 2. **Automobile Liability Insurance (if applicable)** - Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show and that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.
 3. **Workers Compensation Insurance** - Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.
- **"Description of Special Items"** - Emerald Expositions-WPPI 2016, Freeman and the MGM Grand Hotel must be listed as additional insured for the dates March 7-9, 2016.
- **"Certificate Holder"** - Information should be listed as:
Emerald Expositions – WPPI 2016
31910 Del Obispo #200, San Juan Capistrano, CA 92675
Attn: Kirsten Khoury ~ **For more information e-mail:** kirsten.khoury@emeraldexpo.com



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate.** Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for WPPI 2016
Visa, Mastercard, AMEX are accepted
Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD **1.** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)
01/01/14

PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
--	---

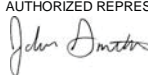
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
---	---

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/14	01/01/15	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> FIRE DAMAGE (Any one fire)				\$ 50,000	
	<input type="checkbox"/> MED EXP (Any one person)				\$ 5,000	
	<input type="checkbox"/> PERSONAL & ADV INJURY				\$1,000,000	
	<input type="checkbox"/> GENERAL AGGRREGATE				\$2,000,000	
	<input type="checkbox"/> PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/14	01/01/15	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
PROPERTY DAMAGE	\$					
(Per accident)						
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/14	01/01/15	AUTO ONLY-EA ACCIDENT	\$
	OTHER THAN				\$	
	AUTO ONLY:				\$	
					\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/14	01/01/15	EACH OCCURRENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/14	01/01/15	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER				Each Occurrence & Aggregate	

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Emerald Expositions (Show Management), Freeman (Official Service Provider), The MGM Grand (Facility), and WPPI 2016 (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: March 7-9, 2016 at the MGM Grand, Las Vegas NV

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. Emerald Expositions /WPPI 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Kirsten Khoury	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 
---	---

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Freeman (Official Service Provider), WPPI (Show) and The MGM Grand (Facility) as additional insureds on a primary and non-contributory basis. Show dates are March 7-9, 2016
6. CERTIFICATE HOLDER: Emerald Expositions – WPPI 2016, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, , Attn: Kirsten Khoury
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



EAC/I&D Contractor Form

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

You must complete and submit your EAC/I&D form to WPPI online. [Click here](#) to access the form. Please fill out the form completely.

COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit must complete and return this form by February 8. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to WPPI and Freeman prior to the show. The MGM Grand Hotel and Freeman must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the Required Insurance page within this manual and Freeman Official Contractors and Exhibitor Appointed Contractors Form within the Freeman decorator forms.

The EAC/contractor must be licensed, insured and authorized to work in the MGM Grand Hotel. Contractors must adhere to all rules and regulations of WPPI, the MGM Grand Hotel and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/SpecialEvents.aspx

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level and Multi-Level Covered Exhibit Booths
(if they contain vehicles, open flame, or hot works or if they will be in place more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

Clark County Fire Prevention Applications & Forms:

http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/ApplicationForms.aspx

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.**
2. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
4. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
6. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE (3' CLEARANCE FOR HOSES AND EXTINGUISHERS) AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

EXCEPTION: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
13. **ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
14. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
15. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

EXCEPTION: Please contact the Las Vegas Convention Center for their specific guidelines.

17. **CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **SINGLE-LEVEL COVERED EXHIBITS REQUIRE AUTOMATIC FIRE SPRINKLERS UNDERNEATH COVERED AREAS GREATER THAN 1,000 SQUARE FEET THAT WILL BE IN PLACE FOR 7 OR MORE SHOWS DAYS (NOT INCLUDING MOVE-IN AND MOVE-OUT DAYS).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

EXCEPTION: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required.

EXCEPTION: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **MULTI-LEVEL COVERED EXHIBITS REQUIRE AUTOMATIC FIRE SPRINKLERS UNDERNEATH ALL COVERED AREAS ON EACH LEVEL WHEN THE WALKING SURFACE OF THE UPPER LEVEL(S) IS OVER 1,000 SQUARE FEET THAT WILL BE IN PLACE FOR 7 OR MORE SHOWS DAYS (NOT INCLUDING MOVE-IN AND MOVE-OUT DAYS). UPPER LEVEL AREAS OF MULTI-LEVEL EXHIBIT BOOTHS EXCEEDING 300 SQUARE FEET SHALL NOT HAVE LESS THAN TWO REMOTE MEANS OF EGRESS.** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

EXCEPTION: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required.

EXCEPTION: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

20. **TENTS IN EXCESS OF 400 SQUARE FEET, CANOPIES IN EXCESS OF 700 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

EXCEPTION: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.**

EXCEPTION: Please contact the Las Vegas Convention Center for their specific guidelines.

22. **THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

EXCEPTION: Please contact the Las Vegas Convention Center for their specific guidelines.

Freeman

TRANSPORTATION COMPLETE



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

Double the convenience... zero surprises.

Package includes:

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

Benefits:

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

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

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



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



EXHIBIT transportation

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

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

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

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

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

questions?

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

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

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

FREEMAN

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**
FREEMAN/Exhibiting Company Name
Hold for: **WPPI 2016 - Booth #** _____
6675 W Sunset Rd
Las Vegas, NV 89118

MUST BE DELIVERED BY MARCH 1, 2016

- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name
WPPI 2016 - Booth # _____
c/o FREEMAN
MGM Grand Conference Center
4701 Koval Ln
Las Vegas, NV 89109

CANNOT BE DELIVERED BEFORE 8:00 A.M. ON MARCH 5, 2016

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
 2 Day: Delivery by 5:00 p.m. second business day
 Deferred: Delivery within 3-4 business days
 Declared Value (\$20,000 maximum) \$ _____

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

- Standard Ground: Dependent on distance
 Expedited Ground: Tailored to specific requirements
 Specialized: Pad Wrapped, uncrated or truckload

(273113)

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

- I would like to schedule outbound 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: _____

SEND COMPLETED FORM VIA:
E-mail: exhibit.transportation@freemanco.com
or
Fax: (469) 621-5810

A TRANSPORTATION EXPERT
WILL CONTACT YOU TO CONFIRM
RECEIPT OF YOUR ORDER AND
FINALIZE DETAILS

SHOW # _____ 273113 _____

FREEMAN exhibit transportation

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

9. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

FREEMAN TERMS & CONDITIONS



import@rerogers.com
www.rerogers.com

International Freight Forwarding & Customs

*"You Travel the world with your Business.
We make sure your Exhibit does too."*



ROGERS WORLDWIDE can provide customs brokerage and international freight forwarding services for **Wedding & Portrait Photography Conference & Expo 2016**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

Quick Links:

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshows in the U.S.](#)

CONTACT US

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

Rogers Worldwide USA Main Office

Tel: 1-702-272-1596

Fax: 1-702-648-6968

import@rerogers.com

www.rerogers.com

CARGO ARRIVAL DEADLINES

Advance Ocean Freight is to arrive by: **February 14, 2016** at the **Las Vegas CFS**

Advance Air freight is to arrive by: **February 21, 2016** at the **McCarran Int'l Airport (LAS)**

Deadline for Ocean Freight arrival at show site is **February 21, 2016**

Deadline for Air freight arrival at Show Site is **February 28, 2016**

Your shipment should be consigned to:

MGM Grand

3799 S. Las Vegas Blvd

Las Vegas, NV 89109

Show Name: WPPI 2016

Exhibitor name: _____ Booth#: _____

Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

DOCUMENTATION

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

Special requirements

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml. WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: http://www.fda.gov/cdrh/radhth/eprc_imports_and_exports.html and <http://www.fcc.gov/>.

CASE MARKING

Each case/crate must be clearly marked as follows:

Exhibitor Name: _____

c/o **WPPI 2016**

Hall _____, Stand # _____

Las Vegas, NV USA

Case # ___ of ___ (example: 1 of 10, 2 of 10, etc.)

Made in _____ (country of origin)

TERMS & CONDITIONS

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

We hope your participation in this event is a great success and we look forward to being of service to you.



ROGERS WORLDWIDE (USA)

*"You Travel the world with your **Business**,
we make sure your **Exhibit** does too."*



FAQ - Shipping to U.S. Tradeshows

Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in **ENGLISH**. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions (“this side up,” “fragile,” “hazardous materials”) are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the **post 9/11 regulations** that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered “unknown shipper” cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) **MUST** be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website:
<http://www.aphis.usda.gov/ppq/wpm/import.html>.

Q: How will the CBP’s ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an “Importer Security Filing and Additional Carrier Requirements” rule, also known as the *10+2 Initiative* to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment’s departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address
7. Importer identification number
8. Consignee identification number

9. Country of origin
10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. **This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.**

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

Rogers Worldwide
Customs Brokerage/International Freight Forwarding
1-702-272-1596 or import@rerogers.com
www.rerogers.com



Rogers Worldwide has been the choice of exhibition organizers and exhibit managers who understand the ever-changing complexities of international transportation and customs procedures.

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

FREEMAN

6555 West Sunset Road
 Las Vegas, NV 89118
 Ph: 702-579-1700 • Fax: 469-621-5604
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 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.)
- WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

	Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:			
Warehouse Shipment (200 lb. minimum)			
	Crated or Skidded Shipment.....	\$ 68.30	136.60
	Special Handling Shipment.....	\$ 88.95	177.90
	Carpet and/or Pad Only Shipment.....	\$ 102.45	204.90
Show Site Shipment (200 lb. minimum)			
	Crated or Skidded Shipment.....	\$ 63.60	127.20
	Special Handling Shipment.....	\$ 82.45	164.90
	Uncrated or Pad Wrapped Shipment.....	\$ 82.45	164.90
	Carpet and/or Pad Only Shipment.....	\$ 95.40	190.80
Small Package - Maximum weight is 30 lbs per shipment*			
	First Piece	\$ 20.00	
	Each Additional Piece	\$ 5.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)			
	Warehouse Shipment after MARCH 1, 2016	\$ 17.10	34.20
	Show Site Shipment after MARCH 7, 2016	\$ 15.90	31.80
Overtime Charge - Inbound (in addition to above rates)			
	Crated or Skidded Shipment.....	\$ 15.90	31.80
	Special Handling Shipment.....	\$ 20.60	41.20
	Uncrated or Pad Wrapped Shipment.....	\$ 20.60	41.20
	Carpet and/or Pad Only Shipment.....	\$ 23.85	47.70
Overtime Charge - Outbound (in addition to above rates)			
	Crated or Skidded Shipment.....	\$ 15.90	31.80
	Special Handling Shipment.....	\$ 20.60	41.20
	Uncrated or Pad Wrapped Shipment.....	\$ 20.60	41.20
	Carpet and/or Pad Only Shipment.....	\$ 23.85	47.70

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.15% Tax	N/A
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

Shipments arrive from a small package carrier (including, among others, Federal Express, 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 carpet padding only require additional labor and equipment to unload.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

WPPI 2016
March 7-9, 2016
MGM Grand Conference Center
Las Vegas, Nevada

PRIVATELY OWNED VEHICLES (POV) CART SERVICE \$68.05 PER LOAD, PER TRIP

POV SERVICE is a feature for Privately Owned Vehicles.

DRIVER CHECK-IN: To receive this service, please check report to the taxi lane in front of the MGM Grand Conference Center and check in with a Freeman Freight Supervisor. POV's should not check in at the West Sunset Marshalling Yard. The same procedure applies to move-in and move-out.

A PRIVATELY OWNED VEHICLE (POV):

- * IS a vehicle primarily designed for passenger use such as a car, pickup, small mini-van or SUV.
- * IS NOT a closed body truck with dual wheels.
- * IS NOT a truck, utility van, or trailer pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize material handling services provided by Freeman.
- * CAN BE unloaded/loaded by hand or an apparel rack. Wheeled carts are not permitted.

Exhibitors who require more than 20 minutes to unload or the use of equipment to unload must use material handling services. Any vehicle left unattended in the loading dock area will be towed at the owner's expense.

The determination of POV service vs. material handling will be made at the discretion of management. Any disputes will be handled at the time of unloading

POV SERVICE IS:

- * Aimed at exhibitors requiring minimal assistance to move-in and move-out.
- * Intended to allocate valuable loading space and provide cost-effective labor crews during the move-in and move-out process.
- * Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklift, crates and other large exhibit materials during the move-in and move-out process.

WHAT IS A CARTLOAD?

Each cart will handle a load approximately 3' wide x 6' long and approximately 3' high. Due to safety reasons, it will be the judgment of the Freight Supervisor if the load can go higher than 3 feet.

POV SERVICE IS AVAILABLE AT THE FOLLOWING TIMES:

INBOUND

Sunday	March 6, 2016	8:00 a.m.	-	5:00 p.m.
Monday	March 7, 2016	8:00 a.m.	-	10:00 a.m.

Cart service will no be available after 10:00 a.m. on Monday. Please plan adequate time for arrival and unloading at the MGM Grand Conference Center.

OUTBOUND

Wednesday	March 9, 2016	3:00 p.m.	-	6:00 p.m.
-----------	---------------	-----------	---	-----------

The service includes storage of cardboard/product boxes and empty stickers.

All orders are governed by the Freeman Payment Policy and the Limits of Liability and Responsibility.

Exhibitors are required to carry all-rise floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. This generally can be done by adding "riders" to existing insurance policies, often at no additional cost.

ADVANCE WAREHOUSE 6675 West Sunset Road Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 8:00 a.m. to 3:30 p.m., Holidays excluded.

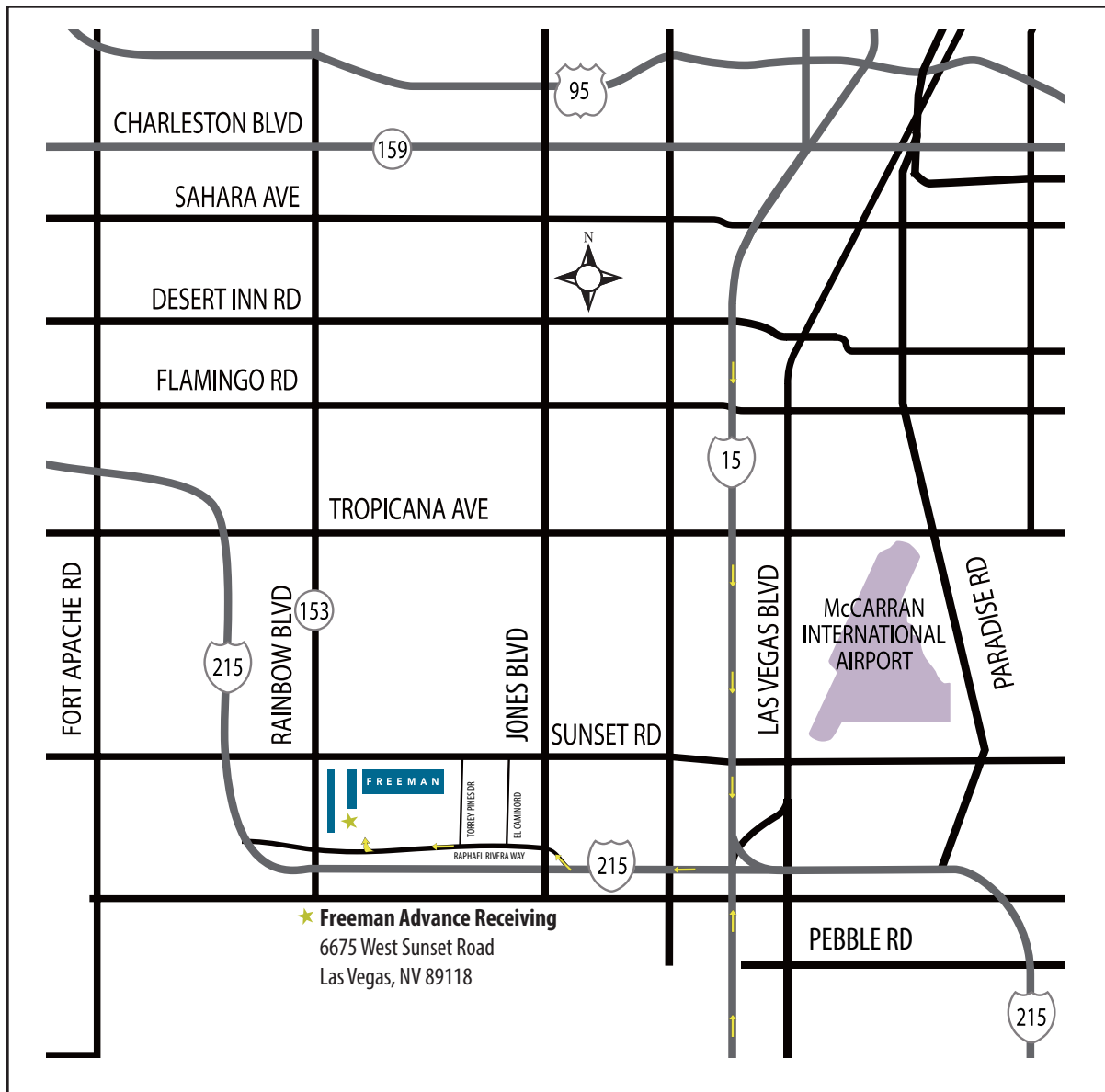
Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right



MARSHALLING YARD
8755 Las Vegas Boulevard South
Las Vegas, NV 89123

Please note:

- All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.
- All carriers will be assigned an unloading number according to driver check-in time.

Directions:

From I-15 Northbound

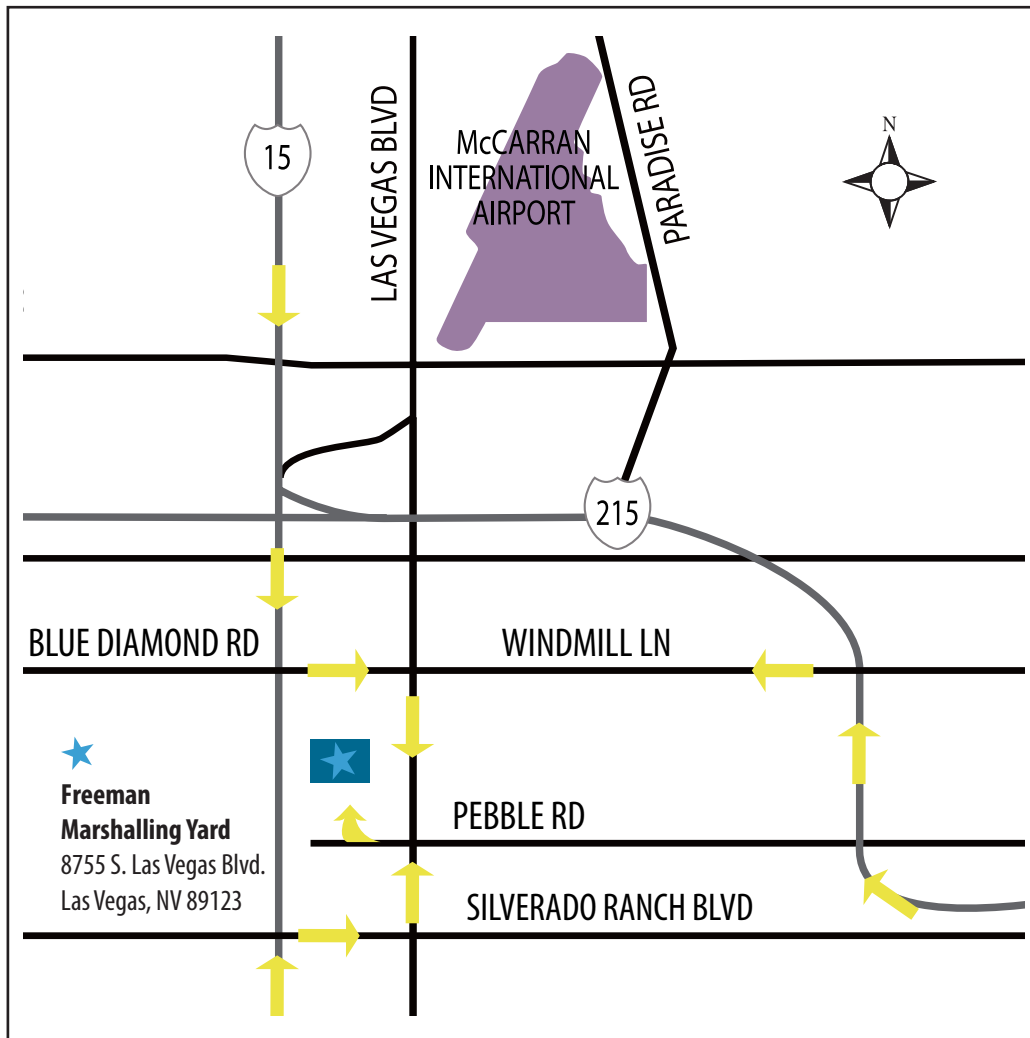
Exit Silverado Ranch East
Left on Las Vegas Boulevard
Left on Pebble Road
Marshalling Yard is on Right

From I-15 Southbound

Exit Blue Diamond Road
Left on Blue Diamond Road
Right on Las Vegas Boulevard
Right on Pebble Road
Marshalling Yard is on Right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Windmill Lane
Left on Windmill Lane
Left on Las Vegas Boulevard
Right on Pebble Road
Marshalling Yard is on Right



F R E E M A N

6555 West Sunset Road
 Las Vegas, NV 89118
 702-579-1802 • Fax: 702-579-0458
ATTN: FREIGHT DEPARTMENT

PLEASE NOTE: This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

OWNER OF MATERIALS			
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:	PHONE #:		
E-MAIL ADDRESS:	FAX #:		

HOLD FOR			
SHOW:	FACILITY:		
COMPANY NAME:	BOOTH #:		
ADDRESS:			
CITY:	STATE:	ZIP:	
COMMENTS:			

INVOICE TO			
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:	PHONE #:		
E-MAIL ADDRESS:	FAX #:		

DESCRIPTION OF MATERIALS TO BE STORED			
NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	TOTALS		

RATES AND CHARGES			
DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$7.20 per cwt (____cwt @ 7.20 per cwt)	\$ 72.00 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.27 per cu ft (____cu ft @ 0.27 per cu ft)	\$ 67.50 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.32 per cu ft (____cu ft @ 0.32 per cu ft)	\$ 80.00 per month	\$
Handling Rate (in or out)	\$5.95 per cwt (____cwt @ 5.95 per cwt)	\$ 59.50 each way	\$
Returned Shipments	\$15.50 per cwt (____cwt @ 15.50 per cwt)	\$155.00	\$
Transportation Charges (2 hour minimum)	\$178.85 per hr ST (____hrs @ 178.85 per hr ST)	\$357.70	\$
TOTAL			\$

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS
ON THE REVERSE SIDE.**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. 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%. 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 Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client 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 claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

TERMS AND CONDITIONS: All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. **FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR.** It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

ACCEPTANCE: I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

SIGNATURE OF DEPOSITOR: _____

SIGNATURE OF FREEMAN REPRESENTATIVE: _____

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.

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

CARRIER PHONE # _____

DESIRED NUMBER OF LABELS: _____

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

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

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

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

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 4, 2016

DEADLINE DATE IS: MARCH 1, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118**

WAREHOUSE

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 4, 2016

DEADLINE DATE IS: MARCH 1, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118**

WAREHOUSE

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE: MARCH 5, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
MGM GRAND CONFERENCE CENTER
4701 KOVAL LN
LAS VEGAS, NV 89109**

SHOWSITE

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE: MARCH 5, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
MGM GRAND CONFERENCE CENTER
4701 KOVAL LN
LAS VEGAS, NV 89109**

SHOWSITE

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 4, 2016

DEADLINE DATE IS: MARCH 1, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118**

**WAREHOUSE
HANGING SIGN**

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 4, 2016

DEADLINE DATE IS: MARCH 1, 2016

TO: _____
EXHIBITOR NAME

**C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118**

**WAREHOUSE
HANGING SIGN**

EVENT: _____ *WPPI 2016*

BOOTH NO. _____ NO. OF PIECES _____

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

WPPI 2016
March 7-9, 2016
MGM Grand Conference Center
Las Vegas, Nevada

THE POWER OF FREEMAN ONLINE IN THE PALM OF YOUR HAND

Introducing Freeman Online Mobile, providing you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. Download the app today at folmobile.freemanco.com to:

- Access important show information
- Place orders for Freeman products and services at show site
- Track Freeman freight
- Receive assistance through Concierge Services
- Receive notifications
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

Reminder - no furnishings are included with your booth. You may bring your own or order furniture from Freeman. Also, the MGM Grand Conference Center is carpeted and you may use the existing facility carpet or order carpet from Freeman.

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **FEBRUARY 12, 2016**.

SHOW SCHEDULE

LAST IN/FIRST OUT

Due to the location of these booths being in front of the freight door, exhibitors may not access these booth spaces prior to **Sunday, March 6, 2016 at 2:00 p.m.**

Grand Ballroom: 235-237, 334-336, 433-437, 532-536, 533-537, 632-636

Marquee Pavilion: 1116, 1162, 1177-1179, 1276-1278, 1277-1279, 1376-1378

At show closing, empty return will be prioritized for these specific booth locations. Please schedule your labor to start promptly on Wednesday afternoon so that the area may be cleared first.

EXHIBITOR MOVE-IN

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

Saturday	March 5, 2016	8:00 a.m.	-	5:00 p.m.
Sunday	March 6, 2016	8:00 a.m.	-	5:00 p.m.
Monday	March 7, 2016	8:00 a.m.	-	10:00 a.m.

EXHIBIT HOURS

Monday	March 7, 2016	10:00 a.m.	-	4:00 p.m.
Tuesday	March 8, 2016	10:00 a.m.	-	4:00 p.m.
Wednesday	March 9, 2016	10:00 a.m.	-	3:00 p.m.

EXHIBITOR MOVE-OUT

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

Wednesday	March 9, 2016	3:00 p.m. - 11:59 p.m.
Thursday	March 10, 2016	8:00 a.m. - 12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 10, 2016 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Thursday, March 10, 2016 at 9:00 a.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

BOOTH ABANDONMENT

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for 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.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
WPPI 2016
C/O FREEMAN
6675 W Sunset Rd
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 4, 2016** at the above address. Materials arriving after **MARCH 1, 2016** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # _____
WPPI 2016
C/O FREEMAN
MGM Grand Conference Center
4701 Koval Ln
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **MARCH 5, 2016**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

This show will be marshalled. Please see marshalling yard map in this service manual.

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

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada
+1 (512) 982-4187 Outside the US
+1 (817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freemanco.com

CUSTOM EXHIBIT/GRAPHICS
Kristin Adler
(702) 579-1452
kristin.adler@freemanco.com

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Saturday	March 5, 2016	8:00 a.m.	-	5:00 p.m.
Sunday	March 6, 2016	8:00 a.m.	-	5:00 p.m.
Monday	March 7, 2016	8:00 a.m.	-	4:00 p.m.
Tuesday	March 8, 2016	8:00 a.m.	-	4:00 p.m.
Wednesday	March 9, 2016	8:00 a.m.	-	8:00 p.m.
Thursday	March 10, 2016	8:00 a.m.	-	12:00 p.m.

FREEMAN ONLINE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by FEBRUARY 12, 2016 at 5:00 p.m.

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

To place online orders, you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the "Login" link. If you need assistance with Freeman OnLine, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **FEBRUARY 12, 2016**.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.

ATTENTION EXHIBITORS!

WPPI will officially close on Wednesday, March 9th, at 3:00 p.m. In order for the move-out to run as smoothly and efficiently as possible, we ask that you make note of the following information and schedule your activities accordingly.

EXHIBIT HALL CARPET - Freeman will begin installing the Visqueen to protect MGM's carpet in both exhibit halls at approximately 3:00 p.m. We ask that you assist with this process by keeping all aisles clear until the Visqueen has been placed and secured.

LAST IN/FIRST OUT – Due to the location of these booths being in front of the freight door, empty return will be prioritized for these specific booth locations. Please schedule your labor to start promptly on Wednesday afternoon so that the area may be cleared first.

Grand Ballroom: 235-237, 334-336, 433-437, 532-536, 533-537, 632-636

Marquee Pavilion: 1116, 1162, 1177-1179, 1276-1278, 1277-1279, 1376-1378

EMPTY CONTAINERS – Freeman will begin returning empty containers as soon as the aisle Visqueen is installed on the existing MGM carpet. The entire process will take between 5-7 hours. Cartons and cases will be returned first and should be delivered by 5:30 p.m. Empty crate return should be completed by 10:00 p.m.; we ask for your patience during this entire process.

DISMANTLE LABOR – Please confirm your outbound labor with Freeman in the Exhibitor Services Center prior to 10:00 a.m., Wednesday, March 9th.

OUTBOUND FREIGHT – Every outbound shipment will require a Material Handling Agreement, which can be obtained at the Exhibitor Services Center. Please note that all freight carriers must check in with Freeman prior to entry to the loading dock area. If using FedEx or UPS, you will need to take these packages to the MGM Business Center for shipping. All outbound paperwork must be turned in to the Freeman service desk once the materials are packed and ready for shipping.

SHIPPING – Freeman Exhibit Transportation is the recommended carrier for the show, offering air, motor freight, and van line services with national and international coverage. For more information, check with the transportation representatives at the Exhibitor Services Center.

HALL CLEAR - All freight must clear the hall by 12:00 p.m. on Thursday, March 10th. Your designated carrier must check in with Freeman by 9:00 a.m. on Thursday, March 10th. All freight will be returned to the Freeman warehouse at your expense or rerouted onto a carrier of Freeman's choice if your carrier does not show up.

We appreciate your participation in the WPPI 2016 show and hope the event is a success!

Freeman Sustainability Initiative

Freeman Green Philosophy

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

Grass Roots Green Task Force

Embodying Freeman's overall cultural values, employee-owners in 40 cities across North America are enthusiastically involved in fulfilling our Green Philosophy. Activities are structured on a two-tier approach, with a National Green Task Force comprised of various corporate and national branch representatives, and local branch Green Leaders who lead teams at their locations.



This approach fosters commitment from employee-owners and promotes creativity that leads to innovation.

Local teams develop solutions and forward the concepts to the National Task Force for review. The most successful are endorsed by the Task Force and forwarded to offices for implementation. The National Task Force also establishes standards and best practices for company-wide green initiatives.

Eco-friendly Products and Services:

We are pleased to offer environmentally responsible materials to meet exhibitor's needs as part of our commitment to environmental sustainability initiative.



Carpet and Related Products

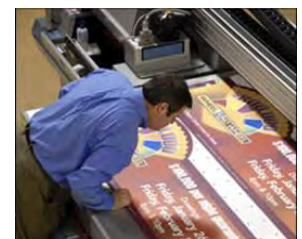
Freeman's passion to find better solutions has developed a unique manufacturing partnership resulting in the recycling of over 55 million square feet of used aisle carpet since June 2006. This award winning innovative approach recycles used carpet into drainage pipe for septic systems, dramatically reducing landfill waste.

The program's success has assured show management that not only is the massive quantity of carpet used at their events recyclable, it's recycled in quantities that makes a real impact. In 2008, Freeman received *Trade Show Executive* magazine's Innovation Award for this recycling effort, and the significant waste reduction at events that has been the result.

We also continue to employ traditional carpet recycling methods, with higher-end custom carpet being reused for use in affordable rental housing applications, as well as for the manufacture of pet-related products. Freeman uses 98 percent recycled foam carpet padding, and also offers plastic carpet covering (Visqueen) containing between 50 and 75 percent recycled content.

Graphics Production

Freeman has invested in flatbed "direct-print" printers bringing the total to 8 flatbed printers nationwide. They are located in Chicago, Orlando, Boston, Las Vegas, Anaheim, San Francisco, Dallas. Also Freeman has added a new Eco-Friendly substrate material - Eco-board that is 100% recyclable. We are on a three year program to reduce the use of Foamcore and Gatorfoam as a standard sign material and set new standards for our industry in graphic production.



Rental Exhibits

We offer earth friendly **recyclable/reusable rental booths** using all materials that contain recycled materials or everything in the booth can be reused or can be recycled. All the panels are 100% recyclable and the metal is reusable and 100% recyclable. Carpet contains 25% recycled material and is reused. We have green service kit forms that can be included in your show kits.



F R E E M A N

Aluminum System Equipment

Freeman uses modular structural systems made of recycled aluminum that, in its natural finish, can be recycled and extruded back into new components after use. We have also recently found a recycler that can process this aluminum after powder coating (for color), who can in turn recycle that aluminum for other uses. To keep fresh and new looking equipment we recycle each year well over 500,000 pounds.

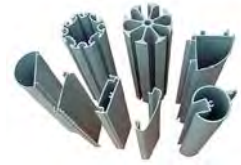


Table Top Covers

Freeman offers table top covers made of 20% to 40% recycled materials. The film is pre-cut to standard table sizes to reduce waste.



Paperless Order Entry

Freeman has implemented a digital entry system for exhibitor orders to further integrate our green initiative into company operations. The system uses document management software to process and store advance orders electronically, so faxed exhibitor orders can be directly converted into digital files. This system significantly reduces paper consumption and stores all orders in a document database, both in advance and at show site.

Freeman estimates that more than 200,000 orders will be processed digitally each year, resulting in a total estimated savings of 1 million sheets of paper since the program began.

Transportation

For over 4 years Freeman's exhibit transportation service has been recognized as a certified member of the EPA SmartWay Transport® Partner program that recognizes partners for setting and achieving greenhouse gas (GHG) reduction goals in freight transportation.



Vehicle Emissions

Instead of gasoline, Freeman uses over 70% LP natural gas (propane) fuel for forklifts and other vehicles improving safety and air quality.

Industry Leadership

Green Meetings Industry Council (GMIC)

Freeman is proud to be a Platinum sponsor of the Green Meetings Industry Council (GMIC), a professional meetings association with member representation in over 20 countries dedicated to establishing and sharing best practices and promising practices in sustainability in the meetings and events industry.



Convention Industry Council (CIC)

Freeman is an active member of the Convention Industry Council (CIC), a forum for member organizations to exchange information on global trends and topics, promulgate excellence in best practices and guidelines, and to collaborate on industry issues. For over three years, Freeman staff were actively involved and helped in the review and editing of the new APEX/ASTM event industry standards for general service contractors and exhibits.

For more information on the Freeman Sustainability Initiative, contact Jeff Chase, VP of Sustainability, 415-655-2204 or jeff.chase@freemanco.com



F R E E M A N

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:	BOOTH#:	
ADDRESS:	BOOTH SIZE X	
CITY/STATE/ZIP:	CUSTOMER #	
PHONE #:	EXT.:	FAX #:
SIGNATURE:		PRINT NAME:
CONTACT'S E-MAIL		

E-MAIL FOR INVOICE CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

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

- | | |
|--|---|
| <p><input type="checkbox"/> COMPANY CHECK
Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (273113) on your remittance.</p> <p><input type="checkbox"/> CREDIT/DEBIT CARD
For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:</p> <p><input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA FREEMAN NOW ACCEPTS DEBIT CARDS</p> | <p><input type="checkbox"/> BANK TRANSFER
Bank Transfer to Bank of America, N.A.; Dallas, TX
<i>Wire Transfer</i>
ABA#: 026009593 ACCT #1252039192 Freeman
<i>International Wire Transfer</i>
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
<i>ACH Direct Deposit</i>
ABA# 111000012 ACCT #1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.</p> |
|--|---|

Account No: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?273113>

(273113)

FREEMAN method of payment

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604

WPPI 2016 / March 7-9, 2016

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

(273113)

FREEMAN third party authorization

PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its 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, or representatives.

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman REV 5/15

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

SPECIAL PACKAGE

Special Package Price Per 10' x 10' Booth - \$520.00

A SAVINGS OF OVER \$100.00

Each 10' x 10' Special Package Includes:

- (1) 9' x 10' Black Booth Carpet
- (1) 6' x 30" Black Draped Table
- (2) Limerick® Chairs by Herman Miller
- (1) Wastebasket
- 200 lbs. of Show Site Material Handling

Only two (2) Special Packages will be allowed per exhibiting company, with a maximum booth size of 10' x 20'.

ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE CHARGED THE STANDARD PRICE PUBLISHED IN THE EXHIBITOR SERVICE MANUAL.

NO SUBSTITUTIONS WILL BE ALLOWED.



_____ Special Packages @ \$520.00 each = \$ _____

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____



FURNISHING essentials

seating

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

diva series

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

diva counter stool

17"W 16"L 36"H – N71092

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

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

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



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

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



signature loveseat

Black

33"W 60"L 33"H – N73091

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

signature chair

Black

33"W 35"L 33"H – N71093



tables

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

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

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



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



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

tables

pedestal tables

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

soho series

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



chelsea series

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



metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103



office furniture

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



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

office series

Cherry or Oak

five-foot desk

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

credenza

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

bookcase

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



milano table

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

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

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



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

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

draped or undraped table counters

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



tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

counters (42" height)

Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

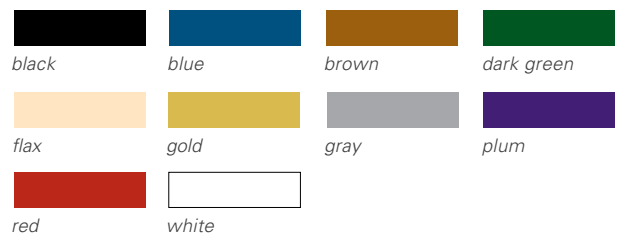


Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

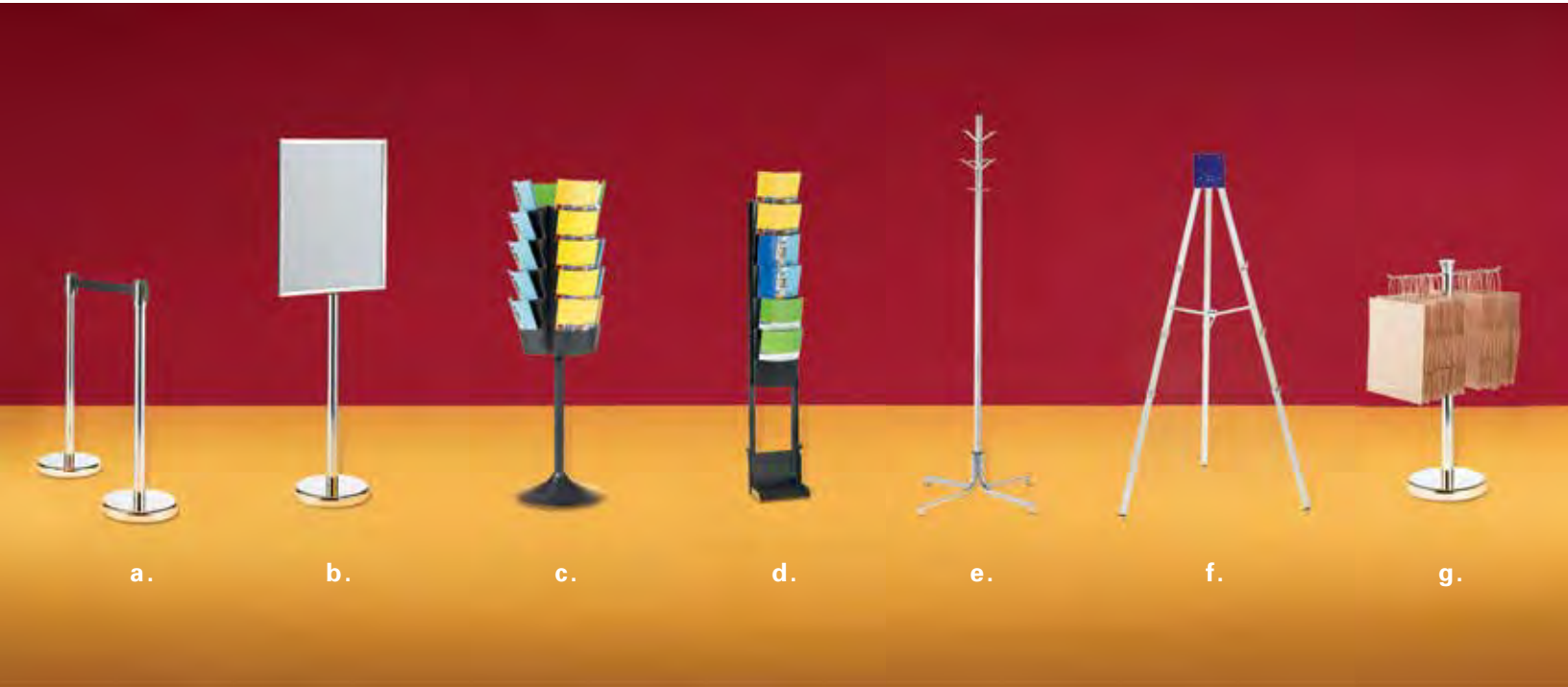
Black

24"W 49"L 42"H – N72056



accessories

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



a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

special draping

(not pictured)

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

accessories

file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19"L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
___	N71092	Diva Counter Stool.....	201.80	222.00	282.50	___
___	N71091	Diva Chair.....	175.30	192.85	245.40	___
___	N710144	Diplomat Chair.....	245.10	269.60	343.15	___
___	N71038	Cherry Barrel Chair	217.95	239.75	305.15	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms	241.25	265.40	337.75	___
___	N71047	Gray Gaslift Stool	223.80	246.20	313.30	___
___	N71046	Gray Gaslift Chair w/Arms.....	230.85	253.95	323.20	___
___	N71045	Gray Gaslift Chair.....	194.10	213.50	271.75	___
___	N71044	Executive Chair	364.10	400.50	509.75	___
___	N71089	Black Diamond Side Chair ...	115.10	126.60	161.15	___
___	N71090	Black Diamond Armchair	94.65	104.10	132.50	___
___	N71088	Black Diamond Stool.....	172.10	189.30	240.95	___
___	C210108	Limerick® Chair				
		by Herman Miller	49.50	54.45	69.30	___
___	C210109	Limerick® Stool				
		by Herman Miller	115.10	126.60	161.15	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
___	N73091	Signature Loveseat	715.40	786.95	1001.55	___
___	N71093	Signature Chair	497.55	547.30	696.55	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
___	N72026	Cherry Cocktail Table	227.70	250.45	318.80	___
___	N72027	Cherry End Table.....	199.85	219.85	279.80	___
___	N72015	Glass Conference Table.....	227.70	250.45	318.80	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table.....	259.10	285.00	362.75	___
___	N72029	Metro Slate End Table	225.85	248.45	316.20	___
___	C115103	Studio Black Cocktail Table	97.70	107.45	136.80	___
___	C115104	Studio Black End Table	89.25	98.20	124.95	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - SoHo Series						
___	N72066	Black-Top Mini 18"H x 18"W.....	138.65	152.50	194.10	___
___	N72069	Black-Top Cafe 30"H x 24"W	161.95	178.15	226.75	___
___	N72070	Black-Top Bistro 42"H x 24"W	214.55	236.00	300.35	___
___	N72067	Black-Cafe Table 30"H x 36"W	187.05	205.75	261.85	___
___	N72068	Black-Bistro Table 42"H x 36"W.....	233.75	257.15	327.25	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES (continued)						
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Cafe Table 30"H x 30"W	176.05	193.65	246.45	___
___	N72064	Cafe Table 30"H x 36"W	185.20	203.70	259.30	___
___	N720163	Bistro Table 42"H x 30"W	236.25	259.90	330.75	___
___	N720164	Bistro Table 42"H x 36"W	258.25	284.10	361.55	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE						
___	N72093	Milano Table/Blonde Top	481.35	529.50	673.90	___
___	N72092	Milano Table/Black Top.....	481.35	529.50	673.90	___
___	N72094	Luna Table/Black Top	568.90	625.80	796.45	___
___	N720191	Hemingway Writing Table.....	367.80	404.60	514.90	___
___	N74061	Cherry Desk 5'.....	568.90	625.80	796.45	___
___	N74065	Cherry Bookcase.....	393.80	433.20	551.30	___
___	N74064	Cherry Credenza	463.95	510.35	649.55	___
___	N74071	Oak Desk 5'.....	568.90	625.80	796.45	___
___	N74075	Oak Bookcase	393.80	433.20	551.30	___
___	N74074	Oak Credenza	463.95	510.35	649.55	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE						
___	N72056	Display Counter	393.80	433.20	551.30	___
___	N75079	Orion Computer Kiosk	393.45	432.80	550.85	___
___	N75030	Black Display Cube/Small	218.85	240.75	306.40	___
___	N75031	Black Display Cube/Med.....	218.85	240.75	306.40	___
___	N75032	Black Display Cube/Large	218.85	240.75	306.40	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low	193.40	212.75	270.75	___
___	N75021	Black Display Cylinder/Med.....	206.20	226.80	288.70	___
___	N75022	Black Display Cylinder/High ...	233.75	257.15	327.25	___

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

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

DISPLAY FURNITURE (continued)

Draped Tables - Tables are 24" wide

Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	C130330	3' Draped Table/30"H.....	107.25	118.00	150.15	_____
_____	C130430	4' Draped Table/30"H.....	127.00	139.70	177.80	_____
_____	C130630	6' Draped Table/30"H.....	151.80	167.00	212.50	_____
_____	C130830	8' Draped Table/30"H.....	172.95	190.25	242.15	_____
_____	C12404630	4th Side Drape-6'x30" H.....	44.85	49.35	62.80	_____
_____	C12404830	4th Side Drape-8'x30" H.....	44.85	49.35	62.80	_____
_____	C130342	3' Draped Counter/42"H.....	144.90	159.40	202.85	_____
_____	C130442	4' Draped Counter/42"H.....	166.00	182.60	232.40	_____
_____	C130642	6' Draped Counter/42"H.....	187.05	205.75	261.85	_____
_____	C130842	8' Draped Counter/42"H.....	209.30	230.25	293.00	_____
_____	C12404642	4th Side Drape-6'x42" H.....	51.70	56.85	72.40	_____
_____	C12404842	4th Side Drape-8'x42" H.....	51.70	56.85	72.40	_____

Undraped Tables - Tables are 24" wide

_____	C131330	3' Undraped Table/30"H.....	42.30	46.55	59.20	_____
_____	C131430	4' Undraped Table/30"H.....	51.75	56.95	72.45	_____
_____	C131630	6' Undraped Table/30"H.....	60.00	66.00	84.00	_____
_____	C131830	8' Undraped Table/30"H.....	68.00	74.80	95.20	_____
_____	C131342	3' Undraped Counter/42"H.....	72.80	80.10	101.90	_____
_____	C131442	4' Undraped Counter/42"H.....	83.10	91.40	116.35	_____
_____	C131642	6' Undraped Counter/42"H.....	92.70	101.95	129.80	_____
_____	C131842	8' Undraped Counter/42"H.....	100.30	110.35	140.40	_____

Table Top Corrugated Risers - Risers are 8" wide

_____	C1504100	Black 4'L x 7"H Riser.....	29.25	32.20	40.95	_____
_____	C1504101	White 4'L x 7"H Riser.....	29.25	32.20	40.95	_____
_____	C1506100	Black 6'L x 7"H Riser.....	34.25	37.70	47.95	_____
_____	C1506101	White 6'L x 7"H Riser.....	34.25	37.70	47.95	_____
_____	C1508100	Black 8'L x 7"H Riser.....	39.50	43.45	55.30	_____
_____	C1508101	White 8'L x 7"H Riser.....	39.50	43.45	55.30	_____
_____	C1504200	Black 4'L x 14"H Riser.....	44.75	49.25	62.65	_____
_____	C1504201	White 4'L x 14"H Riser.....	44.75	49.25	62.65	_____
_____	C1506200	Black 6'L x 14"H Riser.....	54.75	60.25	76.65	_____
_____	C1506201	White 6'L x 14"H Riser.....	54.75	60.25	76.65	_____
_____	C1508200	Black 8'L x 14"H Riser.....	64.75	71.25	90.65	_____
_____	C1508201	White 8'L x 14"H Riser.....	64.75	71.25	90.65	_____

ACCESSORIES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	C220121	Chrome Stanchion w/belt.....	77.45	85.20	108.45	_____
_____	C220118	Chrome Sign Holder.....	78.85	86.75	110.40	_____
_____	N750135	Round Literature Rack.....	318.60	350.45	446.05	_____
_____	N750136	Flat Literature Rack.....	275.70	303.25	386.00	_____
_____	C220109	Chrome Coat Tree.....	54.35	59.80	76.10	_____
_____	C220134	Chrome Easel.....	57.80	63.60	80.90	_____
_____	C220110	Chrome Bag Rack.....	117.75	129.55	164.85	_____
_____	C220107	Wastebasket.....	21.95	24.15	30.75	_____
_____	C220106	Corrugated Wastebasket.....	17.40	19.15	24.35	_____
_____	N75057	Small Refrigerator.....	373.00	410.30	522.20	_____
_____	N75052	Black Table Lamp.....	91.30	100.45	127.80	_____
_____	N74082	File Cabinet/2 Drawer.....	231.55	254.70	324.15	_____
_____	N74081	File Cabinet/4Drawer.....	318.60	350.45	446.05	_____
_____	C10201484	Bulletin Board.....	202.70	222.95	283.80	_____

Special Drape

Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

_____	12103	Special Drape 3'H (per ft.).....	16.65	18.30	23.30	_____
_____	12108	Special Drape 8' H (per ft.).....	21.20	23.30	29.70	_____

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____

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



SELECT furnishings

seating

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

naples



chair

Black Leather

36" L 30" D 28" H – 810119

⚡ Powered option – 810120



loveseat

Black Leather

62" L 30" D 28" H – 830120

⚡ Powered option – 830122



sofa

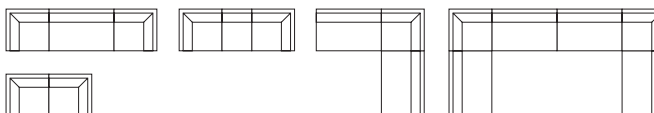
Black Leather

87" L 30" D 28" H – 830119

⚡ Powered option – 830121

heathrow

possible configurations:



armless chair

Black Leather

24" L 24" D 28" H – 810116



corner chair

Black Leather

24" L 24" D 28" H – 810117



sofa

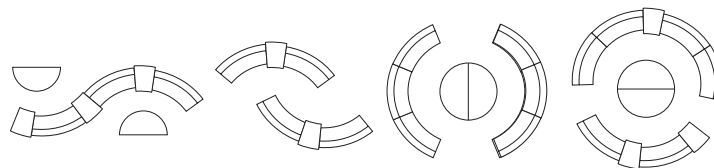
Black Leather

48" L 24" D 28" H – 830116

⚡ See pages 15 and 16 for all Powered options.

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa

Platinum Suede

69" L 29" D 33" H – 8301



ottoman

Platinum Suede

25" L 31" D 18" H – 8151

key west



loveseat

Black Fabric

57" L 35" D 33" H – 8307



sofa

Black Fabric

85" L 35" D 33" H – 8306



tub chair

Black Fabric

31" L 31" D 31" H – 8103

seating



allegro

chair

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

sofa

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



tangiers

chair

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

sofa

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



roma

chair

White Vinyl
37" L 31" D 33" H – 81020
⚡ Powered option – 81021

sofa

White Vinyl
78" L 31" D 33" H – 83016
⚡ Powered option – 83017



⚡ See pages 15 and 16 for all Powered options.

casual seating

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

ottomans

endless square

Black Leather – 815123

White Leather – 815122

34" L 34" D 15" H



half round ottoman

White Leather – 81514

Black Leather – 81513

72" L 36" D 17" H



ottoman bench

Black Leather – 815121

White Leather – 815120

60" L 20" D 18" H



leather cube

Black Leather – 81512

White Leather – 81511

17" L 17" D 18" H



edge LED cube

High Density Plastic

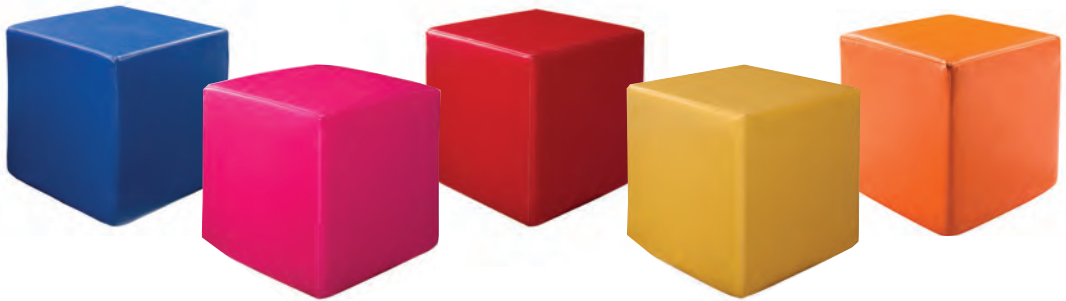
20" L 20" D 20" H – 81526



ottomans

vibe cube

Blue Vinyl – 81518
 Pink Vinyl – 81520
 Red Vinyl – 81519
 Yellow Vinyl – 81517
 Orange Vinyl – 81525
 18"L 18"D 18"H



occasional chairs

madrid chair

Black Leather/Chrome
 30"L 30"D 31"H – 8102



madrid chair

White Leather/Chrome
 30"L 30"D 31"H – 810816



meeting chair (espresso)

Bonded Leather/Wood Legs
 25.5"L 23.5"D 34"H – 810835



meeting chair (taupe)

Microfiber/Wood Legs
 25.5"L 23.5"D 34"H – 810836



occasional chairs

t-vac chair

Translucent/Chrome Legs
25"L 23"D 30"H – 8101



swanson chair

White Vinyl
28"L 25"D 18"H – 810875



ICE side chair

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



fusion chair (white/black)

White/Black High Density Plastic
19"L 21"D 32"H – 810838



christopher chair

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



rustique chair with arms

Gunmetal
20"L 18"D 31"H – 810841



occasional chairs

razor armless chair

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



new york chair

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



panton chair

White Plastic
20" L 24" D 33" H – 81017



madden chair

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



wendy chair

Clear Acrylic
15" L 19.7" D 35.8" H – 810847



berlin stack chair

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



conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



labrea chair

Charcoal Gray Fabric

35"L 27"D 40"H – 810874



pro executive chair

White Vinyl

27.5"L 27.5"D 45.7"H – 810844



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



altura conference/ guest chair

Black Fabric/Black Steel

25"L 20"D 34"H – 81063



flex chair

Black Plastic/Chrome

24"L 22"D 31"H – 81018



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



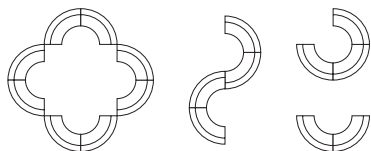
bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs

67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Vinyl/Chrome – 810872

Red Vinyl/Chrome – 810873

Black Vinyl/Chrome – 810871

White Vinyl/Chrome – 810870

15" Round 23-33.5"H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

rustique barstool

Gunmetal

13" L 13" D 30" H – 810839



ICE barstool

Transparent/Chrome Legs

16.75" L 16" D 37.75" H – 810815



oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15" L 17" D 31-35" H



banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



gin barstool

Maple Wood/Chrome

16" L 16" D 29" H – 810505



Tables in coordinating colors are available upon request.

bars & barstools

jetson barstool

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



shark swivel barstool

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



Tables in coordinating colors are available upon request.

tables

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

Choose from modern glass tops and more.

occasional end & cocktail tables

candy table

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



aura round table

White Metal
15" Round 22"H – 820844



edge LED lighted table

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



occasional end & cocktail tables



silverado

end table

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

table

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



inspiration

end table

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

table

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



geo

end table

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

table

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



sydney

end table

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

table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48" L 24" D 18" H



conference tables

nova white oval table

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



geo conference table

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



communal table (maple with grommets)

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



manhattan table

Glass/Black Steel
42" Round 29" H – 82033



communal table (maple)

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



communal table (white)

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



conference tables

42" round white conference table

White Laminate

42" Round – 820708



computer desk / table

work desk

White Laminate

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707





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

powered seating

naples chair, powered*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



naples loveseat, powered*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



naples sofa, powered*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



roma chair, powered*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



roma sofa, powered*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



*Electrical power must be ordered separately.

powered tables

G30 cocktail table, powered*

White Top

72" L 26" D 18" H – 82070



G30 café table, powered*

White Top

72" L 26" D 30" H – 82071



G30 bar table, powered*

White Top

72" L 26" D 42" H – 82072



powered product pedestals

powered locking pedestal, 36"

Black – 85060

White – 85061

24" L 24" D 36" H

powered locking pedestal, 42"

Black – 85062

White – 85063

24" L 24" D 42" H



power panel detail



adapters

4-way charging adapter*

Black – 850800

White – 850801

36" L

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



*Electrical power must be ordered separately.

product display

etagere

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



locking door pedestal

Black Laminate
24" L 24" D 42" H – 85078
⚡ Powered Option – 85062



lighting

mason table lamp*

White/Brushed Silver
16" Round 26" H – 850707



mason floor lamp*

White/Brushed Silver
18" Round 55" H – 850708



refrigerators

refrigerator*

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



*Electrical power must be ordered separately.

⚡ See pages 15 and 16 for all Powered options.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14" L 13" D 44.5" H

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



tablet stand accessories

brochure holder*

Black – 850711

8.625" L 1.1" D 11.325" H



wireless printer holder*

Black – 850712

3.3" L 1.9" D 5.28" H



charging shelf*

Black – 850713

14.85" L 7.17" D 1" H



*To be ordered with the tablet stand.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

SEATING

Naples Group - Black Leather

_____	810119	Chair.....	504.55	555.00	706.35	_____
_____	830120	Loveseat.....	678.30	746.15	949.60	_____
_____	830119	Sofa.....	750.75	825.85	1051.05	_____

Heathrow Group - Black Leather

_____	810116	Armless Chair.....	382.20	420.40	535.10	_____
_____	810117	Corner Chair.....	446.25	490.90	624.75	_____
_____	830116	Sofa.....	647.85	712.65	907.00	_____

South Beach Group - Platinum Suede

_____	8301	Sofa.....	624.85	687.35	874.80	_____
_____	8151	Ottoman.....	273.00	300.30	382.20	_____

Key West Group - Black Fabric

_____	8307	Loveseat.....	508.05	558.85	711.25	_____
_____	8306	Sofa.....	562.65	618.90	787.70	_____
_____	8103	Tub Chair.....	391.30	430.45	547.80	_____

Allegro Group - Blue Fabric

_____	81019	Chair.....	547.60	602.35	766.65	_____
_____	83015	Sofa.....	874.00	961.40	1223.60	_____

Tangiers Group - Beige Fabric

_____	810118	Chair.....	448.35	493.20	627.70	_____
_____	830118	Sofa.....	625.80	688.40	876.10	_____

Roma Group - White Vinyl

_____	81020	Chair.....	612.35	673.60	857.30	_____
_____	83016	Sofa.....	940.00	1034.00	1316.00	_____

CASUAL SEATING

Ottomans

_____	815123	Square - Black Leather.....	323.95	356.35	453.55	_____
_____	815122	Square - White Leather.....	323.95	356.35	453.55	_____
_____	815121	Bench - Black Leather.....	389.55	428.50	545.35	_____
_____	815120	Bench - White Leather.....	389.55	428.50	545.35	_____
_____	81513	Half Round - Black Leather...	391.30	430.45	547.80	_____
_____	81514	Half Round - White Leather....	391.30	430.45	547.80	_____

Cubes

_____	81518	Vibe - Blue Vinyl.....	155.70	171.25	218.00	_____
_____	81520	Vibe - Pink Vinyl.....	155.70	171.25	218.00	_____
_____	81519	Vibe - Red Vinyl.....	155.70	171.25	218.00	_____
_____	81517	Vibe - Yellow Vinyl.....	155.70	171.25	218.00	_____
_____	81525	Vibe - Orange Vinyl.....	155.70	171.25	218.00	_____
_____	81511	Cube - White Leather.....	109.20	120.10	152.90	_____
_____	81512	Cube - Black Leather.....	109.20	120.10	152.90	_____
_____	81526	Edge LED Cube.....	210.60	231.65	294.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

CASUAL SEATING (continued)

Occasional Chairs

_____	8102	Madrid - Black Leather.....	781.15	859.25	1093.60	_____
_____	810816	Madrid - White Leather.....	781.15	859.25	1093.60	_____
_____	810835	Meeting Chair - Espresso.....	222.45	244.70	311.45	_____
_____	810836	Meeting Chair - Taupe.....	291.65	320.80	408.30	_____
_____	8101	T-Vac - Translucent/Chrome.....	304.85	335.35	426.80	_____
_____	810875	Swanson Chair - White.....	274.60	302.05	384.45	_____
_____	810814	ICE Side Chair - Transparent.....	205.90	226.50	288.25	_____
_____	810838	Fusion Chair - Black/White.....	153.25	168.60	214.55	_____
_____	810846	Christopher Chair - White.....	129.25	142.20	180.95	_____
_____	810841	Rustique Chair with Arms.....	129.25	142.20	180.95	_____
_____	810837	Razor Armless Chair.....	59.80	65.80	83.70	_____
_____	81090	New York Chair.....	185.05	203.55	259.05	_____
_____	81017	Panton Chair - White.....	188.05	206.85	263.25	_____
_____	810843	Madden Chair - Light Gray.....	464.65	511.10	650.50	_____
_____	810847	Wendy Chair - Clear Acrylic.....	124.45	136.90	174.25	_____
_____	810811	Berlin Stack Chair - Red/White.....	105.80	116.40	148.10	_____
_____	810810	Berlin Stack Chair - Black/White..	105.80	116.40	148.10	_____

Conference Chairs

_____	810807	Luxor Executive Chair.....	414.10	455.50	579.75	_____
_____	810874	Labrea Chair - Charcoal.....	323.95	356.35	453.55	_____
_____	81018	Flex Chair w/wheels.....	153.20	168.50	214.50	_____
_____	81063	Altura Conf/Guest Chair.....	312.40	343.65	437.35	_____
_____	810813	Perth Highback Chair.....	431.75	474.95	604.45	_____
_____	81073	Altura Jr Exec Chair/Mid Back.....	344.25	378.70	481.95	_____
_____	810844	Pro Exec Chair - White.....	291.65	320.80	408.30	_____

Bars & Barstools

_____	8501	Martini Bar.....	1366.40	1503.05	1912.95	_____
_____	810872	Lift Hydraulic Barstool-Gray.....	166.45	183.10	233.05	_____
_____	810873	Lift Hydraulic Barstool-Red.....	166.45	183.10	233.05	_____
_____	810871	Lift Hydraulic Barstool-Black.....	166.45	183.10	233.05	_____
_____	810870	Lift Hydraulic Barstool-White.....	166.45	183.10	233.05	_____
_____	810202	Shark Barstool - White.....	367.00	403.70	513.80	_____
_____	810103	Banana Barstool - White.....	186.55	205.20	261.15	_____
_____	810104	Banana Barstool - Black.....	186.55	205.20	261.15	_____
_____	810839	Rustique Barstool.....	129.25	142.20	180.95	_____
_____	810815	ICE Barstool - Transparent.....	220.20	242.20	308.30	_____
_____	810505	Gin Barstool - Maple.....	163.75	180.15	229.25	_____
_____	810706	Jetson Barstool - Black.....	257.90	283.70	361.05	_____
_____	810200	Oslo Barstool - Blue.....	235.05	258.55	329.05	_____
_____	810201	Oslo Barstool - White.....	235.05	258.55	329.05	_____
_____	810840	Zoey Barstool - White.....	318.10	349.90	445.35	_____
_____	810834	Zoey Barstool - Black.....	318.10	349.90	445.35	_____

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 12, 2016.

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

TABLES

Occasional End & Cocktail Tables

___	820844	Aura Round Table - White	136.45	150.10	191.05	___
___	82056	Candy Table	181.90	200.10	254.65	___
___	82057	Edge LED Lighted Table.....	210.60	231.65	294.85	___
___	82015	Silverado End Table - 22"H..	250.20	275.20	350.30	___
___	82014	Silverado Table - 17"H.....	265.45	292.00	371.65	___
___	82025	Geo End Table - Black.....	226.00	248.60	316.40	___
___	82035	Geo End Table - Chrome.....	226.00	248.60	316.40	___
___	82024	Geo Table - Black	250.20	275.20	350.30	___
___	82034	Geo Table - Chrome	250.20	275.20	350.30	___
___	82023	Inspiration End Table.....	289.70	318.65	405.60	___
___	82022	Inspiration Table	304.85	335.35	426.80	___
___	82054	Sydney End Table - Black ...	233.00	256.30	326.20	___
___	82055	Sydney End Table - White ...	233.00	256.30	326.20	___
___	82052	Sydney Table - Black.....	281.60	309.75	394.25	___
___	82053	Sydney Table - White	281.60	309.75	394.25	___

Conference Tables

___	82060	Nova White Oval Table.....	628.60	691.45	880.05	___
___	82033	Manhattan Table - 29"H.....	298.80	328.70	418.30	___
___	82041	Geo Conf Table - Black	421.60	463.75	590.25	___
___	82051	Geo Conf Table - Chrome	421.60	463.75	590.25	___
___	82058	Maple Table - 30"H w/Grommets	523.70	576.05	733.20	___
___	82059	Maple Table - 42"H w/Grommets	734.25	807.70	1027.95	___
___	82067	Maple Table - 30"H	523.70	576.05	733.20	___
___	82068	Maple Table - 42"H	734.25	807.70	1027.95	___
___	82063	White Table - 30"H	523.70	576.05	733.20	___
___	82066	White Table - 42"H	734.25	807.70	1027.95	___
___	820708	42" Round White Conf Table .	420.00	462.00	588.00	___

Computer / Desk / Table

___	820706	Work Desk - White.....	361.20	397.30	505.70	___
___	820707	Merlin Table - Gray	378.00	415.80	529.20	___

POWERED

Powered Seating

___	810120	Naples Chair - Black.....	695.10	764.60	973.15	___
___	830122	Naples Loveseat - Black.....	934.50	1027.95	1308.30	___
___	830121	Naples Sofa - Black.....	1075.20	1182.70	1505.30	___
___	81021	Roma Chair - White.....	695.10	764.60	973.15	___
___	83017	Roma Sofa - White.....	1075.20	1182.70	1505.30	___

Powered Tables

___	82070	G30 Cocktail Table - 18"H ...	457.80	503.60	640.90	___
___	82071	G30 Cafe Table - 30"H	633.15	696.45	886.40	___
___	82072	G30 Bar Table - 42"H	827.40	910.15	1158.35	___

Powered Product Display

___	85060	Locking Pedestal-36"H-Black .	508.20	559.00	711.50	___
___	85061	Locking Pedestal-36"H-White .	508.20	559.00	711.50	___
___	85062	Locking Pedestal-42"H-Black .	605.85	666.45	848.20	___
___	85063	Locking Pedestal-42"H-White .	605.85	666.45	848.20	___

Adapters

___	850800	Charging Adapters - Black.....	27.30	30.05	38.20	___
___	850801	Charging Adapters - White	27.30	30.05	38.20	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

PRODUCT DISPLAYS, TABLE STANDS & MORE

Product Display

___	850604	Etagere - Black.....	309.40	340.35	433.15	___
___	850605	Etagere - Pewter	309.40	340.35	433.15	___
___	85078	Locking Door Pedestal	461.00	507.10	645.40	___

Refrigerator

___	8503001	Refrigerator White/14 cu ft.....	773.50	850.85	1082.90	___
-----	---------	----------------------------------	--------	--------	---------	-----

Lighting

___	850707	Mason Table Lamp	170.80	187.90	239.10	___
___	850708	Mason Floor Lamp	253.80	279.20	355.30	___

Tablet Stands

___	850714	Mobile Tablet Stand-White...	313.70	345.05	439.20	___
___	850715	Mobile Tablet Stand-Black...	313.70	345.05	439.20	___

Tablet Stand Accessories

___	850711	Brochure Holder	31.15	34.25	43.60	___
___	850712	Wireless Printer Holder	31.15	34.25	43.60	___
___	850713	Charging Shelf.....	31.15	34.25	43.60	___

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before FEBRUARY 12, 2016.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

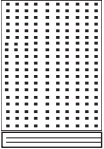
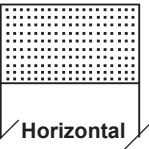
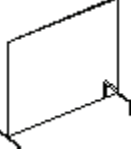
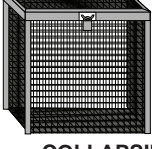


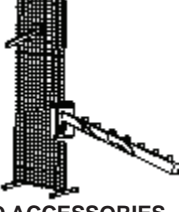
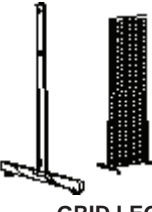


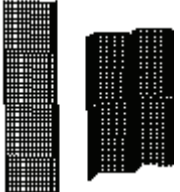

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES

 Vertical PERFBOARD - SINGLE SIDED	 Horizontal PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 COLLAPSIBLE SECURITY CONTAINER
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201178	1M x 8'H Single Side-Vert.....	212.85	234.15	298.00	_____
_____	10201182	1/2M x 8'H Single Side-Vert.....	160.20	176.20	224.30	_____
_____	10201480	4' x 8' Single Side-Horz.....	212.85	234.15	298.00	_____
_____	102040	4" Single Hook.....	2.80	3.10	3.90	_____
_____	102060	6" Single Hook.....	2.80	3.10	3.90	_____
_____	102080	8" Single Hook.....	2.80	3.10	3.90	_____
_____	10205	12" Shelf Bracket.....	17.60	19.35	24.65	_____
_____	10207	7-Ball Waterfall.....	32.85	36.15	46.00	_____
GRIDS						
_____	103028	Chrome Grid.....	91.30	100.45	127.80	_____
_____	103010	Black Grid.....	91.30	100.45	127.80	_____
_____	103011	White Grid.....	91.30	100.45	127.80	_____
_____	103040	Grid Legs - Chrome.....	26.80	29.50	37.50	_____
_____	103041	Grid Legs - Black.....	26.80	29.50	37.50	_____
_____	103042	Grid Legs - White.....	26.80	29.50	37.50	_____
_____	103030	Grid Connectors.....	32.85	36.15	46.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
_____	10303	3-Ball Waterfall.....	27.55	30.30	38.55	_____
_____	10305	5-Ball Waterfall.....	29.40	32.35	41.15	_____
_____	10307	7-Ball Waterfall.....	32.85	36.15	46.00	_____
_____	10309	Cleaver Clip.....	5.40	5.95	7.55	_____
_____	103044	4" Single Hook.....	2.80	3.10	3.90	_____
_____	103046	6" Single Hook.....	2.80	3.10	3.90	_____
_____	103048	8" Single Hook.....	2.80	3.10	3.90	_____
ACCESSORIES						
_____	151010	Collapsible Security Contr.	319.55	351.50	447.35	_____
_____	15905	Fish Bowl.....	31.10	34.20	43.55	_____
_____	159011	Ticket Tumbler - Small.....	117.20	128.90	164.10	_____
_____	10405	Garment Rack.....	127.95	140.75	179.15	_____
_____	10404	4-way Slant Arm.....	160.20	176.20	224.30	_____
_____	10403	2-way Straight Arm.....	127.35	140.10	178.30	_____
TOTAL COST						
Sub-Total _____			+ Tax (8.15%) _____		= TOTAL _____	

Don't see what you need?
Please call Exhibitor Services Representative at 702-579-1700.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting
Sliding Doors w/Lock (No Mirrors)
Solid Sides
Matte White Formica Exterior
Closed Storage area (Quarter & Half View Cases)
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter, Half & Full View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	101044	4' Quarter View Fluorescent..	431.10	474.20	603.55	_____
_____	101052	5' Quarter View Fluorescent..	431.10	474.20	603.55	_____
_____	101062	6' Quarter View Fluorescent..	431.10	474.20	603.55	_____
_____	101042	4' Half View Fluorescent.....	431.10	474.20	603.55	_____
_____	101050	5' Half View Fluorescent.....	431.10	474.20	603.55	_____
_____	101060	6' Half View Fluorescent.....	431.10	474.20	603.55	_____
_____	101043	4' Full View Fluorescent	431.10	474.20	603.55	_____
_____	101051	5' Full View Fluorescent	431.10	474.20	603.55	_____
_____	101061	6' Full View Fluorescent	431.10	474.20	603.55	_____
_____	101092	Corner Quarter View	473.95	521.35	663.55	_____
_____	101090	Corner Half View	473.95	521.35	663.55	_____

THE DELUXE LINE (Fluorescent)

Fluorescent Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Polished Bronze Frame
Glossy Black Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1014111	4' Quarter View Fluorescent..	499.30	549.25	699.00	_____
_____	1014121	5' Quarter View Fluorescent..	499.30	549.25	699.00	_____
_____	1014131	6' Quarter View Fluorescent..	499.30	549.25	699.00	_____
_____	1014110	4' Half View Fluorescent.....	499.30	549.25	699.00	_____
_____	1014120	5' Half View Fluorescent.....	499.30	549.25	699.00	_____
_____	1014130	6' Half View Fluorescent.....	499.30	549.25	699.00	_____
_____	1014101	Corner Quarter View	535.60	589.15	749.85	_____
_____	1014100	Corner Half View	535.60	589.15	749.85	_____

THE DESIGNER LINE (Fluorescent OR Halogen)

Fluorescent Lighting (Quarter & Half View)
Halogen Lighting (Quarter View Only)
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Silver Frame
Textured Gray Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1012400	4' Quarter View Fluorescent..	479.50	527.45	671.30	_____
_____	1012500	5' Quarter View Fluorescent..	479.50	527.45	671.30	_____
_____	1012600	6' Quarter View Fluorescent..	479.50	527.45	671.30	_____
_____	1012401	4' Half View Fluorescent.....	479.50	527.45	671.30	_____
_____	1012501	5' Half View Fluorescent.....	479.50	527.45	671.30	_____
_____	1012601	6' Half View Fluorescent.....	479.50	527.45	671.30	_____
_____	1011400	4' Quarter View Halogen	576.30	633.95	806.80	_____
_____	1011500	5' Quarter View Halogen	576.30	633.95	806.80	_____
_____	1011600	6' Quarter View Halogen	576.30	633.95	806.80	_____
_____	101214	Corner Quarter View Fluorescent..	515.80	567.40	722.10	_____
_____	101212	Corner Half View Fluorescent.....	515.80	567.40	722.10	_____
_____	101142	Corner Quarter View Halogen	623.60	685.95	873.05	_____

THE ELITE LINE (Halogen)

Halogen Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Gold Frame
Green w/Etched Verdigris Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1013400	4' Quarter View Halogen	576.30	633.95	806.80	_____
_____	1013500	5' Quarter View Halogen	576.30	633.95	806.80	_____
_____	1013600	6' Quarter View Halogen	576.30	633.95	806.80	_____
_____	1013401	4' Half View Halogen	576.30	633.95	806.80	_____
_____	1013501	5' Half View Halogen	576.30	633.95	806.80	_____
_____	1013601	6' Half View Halogen	576.30	633.95	806.80	_____
_____	101314	Corner Quarter View	623.60	685.95	873.05	_____
_____	101312	Corner Half View	623.60	685.95	873.05	_____

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. Orders received after the deadline date will be charged the Standard Price.

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____



carpet

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

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

prestige CARPET

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

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

custom options

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



*black**



cardinal



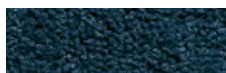
*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

***Color(s) available in both 28 oz. and 40 oz.**

Actual color(s) may vary slightly.

classic CARPET

custom cut

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

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual color(s) may vary slightly.

questions?

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All Classic and Prestige Carpets contain recycled content and are recyclable.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.10	\$ 4.50	\$ 5.75	\$ _____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.60	\$ 3.95	\$ 5.05	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

Black Cardinal Charcoal Cream Gray Pearl
 Navy Toast Wedgewood White

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.45	\$ 3.80	\$ 4.85	\$ _____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.15	\$ 3.45	\$ 4.40	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

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

16 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.70	\$ 2.95	\$ 3.80	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	9' x 10' Classic Carpet	130.90	144.00	183.25	\$ _____
_____	9' x 20' Classic Carpet	261.80	288.00	366.50	\$ _____
_____	9' x 30' Classic Carpet	392.70	431.95	549.80	\$ _____
_____	9' x 40' Classic Carpet	523.60	575.95	733.05	\$ _____

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

Qty	Description	Online	Discount	Standard	Total
_____	9' x 10' Carpet Padding	81.00	90.00	112.50	\$ _____
_____	9' x 20' Carpet Padding	162.00	180.00	225.00	\$ _____
_____	9' x 30' Carpet Padding	243.00	270.00	337.50	\$ _____
_____	9' x 40' Carpet Padding	324.00	360.00	450.00	\$ _____
_____	Carpet Padding - 1/2" (90 - 700 sq ft)	0.90	1.00	1.25	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)	0.66	0.75	0.90	\$ _____
_____	Plastic Covering (per sq ft)	0.54	0.60	0.75	\$ _____

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

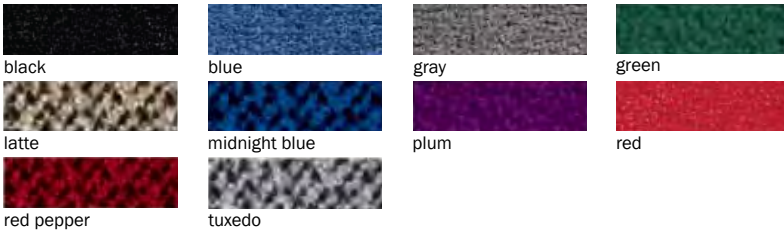


Package 6 upgraded with graphics and cabinet

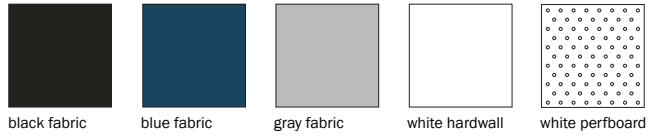
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

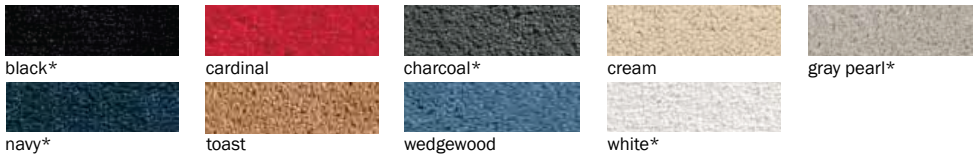
Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



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

Questions?

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

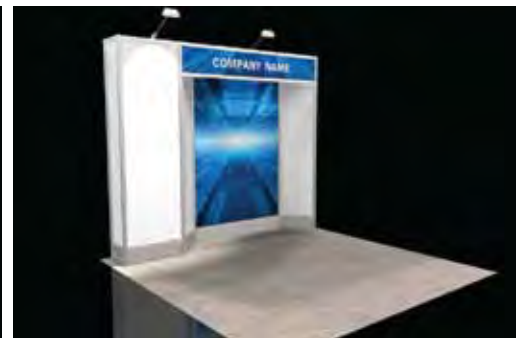
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	\$4,028.55	\$5,639.95	<input type="checkbox"/> 10' x 20'	\$6,256.95	\$8,759.75	_____
Package 2	<input type="checkbox"/> 10' x 10'	\$2,795.70	\$3,914.00	<input type="checkbox"/> 10' x 20'	\$4,302.90	\$6,024.05	_____
Package 3	<input type="checkbox"/> 10' x 10'	\$3,358.25	\$4,701.55	<input type="checkbox"/> 10' x 20'	\$5,354.00	\$7,495.60	_____
Package 4	<input type="checkbox"/> 10' x 10'	\$3,134.85	\$4,388.80	<input type="checkbox"/> 10' x 20'	\$8,176.30	\$11,446.80	_____
Package 5	<input type="checkbox"/> 10' x 10'	\$2,869.75	\$4,017.65	<input type="checkbox"/> 10' x 20'	\$5,301.90	\$7,422.65	_____
Package 6	<input type="checkbox"/> 10' x 10'	\$2,979.75	\$4,171.65	<input type="checkbox"/> 10' x 20'	\$5,563.55	\$7,788.95	_____

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

CHOOSE YOUR PANEL

Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfbord

CARPET

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

Check color choice

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

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

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering is up to 60% recycled content.

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

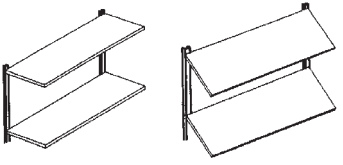
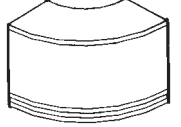
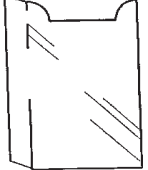
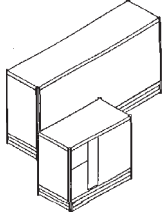
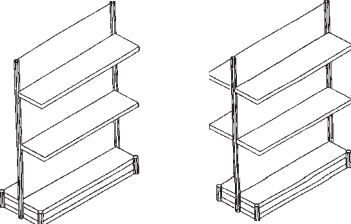
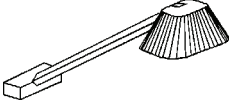



PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>STRAIGHT AND ANGLED SHELVES</p> 	<p>RADIUS COUNTER (Does Not Have Doors)</p> 	<p>LITERATURE POCKETS (Plexiglass)</p> 	<p>COUNTERS & CABINETS</p> 
<p>GONDOLAS</p> 	<p>(Lights may only be used on rentals. Electrical service & labor to install lights is not included.)</p> <p>STEM LIGHT</p>  <p>TRACKLIGHT</p> 	<p>WIRE WALL PANELS (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p> 	<p>SLAT WALL PANELS (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Stem Light	145.15	203.20	___
___	172514	4' Tracklight (3 lights).....	330.40	462.55	___
CABINETS & COUNTERS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet	694.30	972.00	___
___	17306	1M x 42" High Counter.....	783.65	1097.10	___
___	17308	2M x 36" High Cabinet	1119.95	1567.95	___
___	17309	2M x 42" High Counter	1209.45	1693.25	___
___	173010	1M x 36" High Radius Cabinet .	1231.55	1724.15	___
___	173011	1M x 42" High Radius Counter .	1338.30	1873.60	___
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	403.55	564.95	___
___	174542	Double Sided 1M x 4' High.....	537.75	752.85	___
___	174581	Single Sided 1M x 8' High.....	492.50	689.50	___
___	174582	Double Sided 1M x 8' High.....	627.50	878.50	___
SHELVES					
___	17201	Straight Shelf - 1M.....	59.65	83.50	___
___	17206	Angled Shelf - 1M	59.65	83.50	___

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall	537.75	752.85	___
___	17353	3-Ball Waterfall	29.00	40.60	___
___	17355	5-Ball Waterfall	31.00	43.40	___
___	17357	7-Ball Waterfall	34.60	48.45	___
___	173510	Cleaver Clip.....	5.65	7.90	___
___	1735468	4" Single Hook.....	2.95	4.15	___
___	1735468	6" Single Hook.....	2.95	4.15	___
___	1735468	8" Single Hook.....	2.95	4.15	___
SLAT WALL					
___	1736100	1M x 8' High Slat Wall	403.55	564.95	___
___	173650	1/2M x 8' High Slat Wall.....	302.65	423.70	___
___	173611	Slat Wall Shelf	98.25	137.55	___
___	17365	5-Ball Waterfall	34.60	48.45	___
LITERATURE POCKET					
___	174015	For 8 1/2 x 11 Literature	34.00	47.60	___
TOTAL COST					
Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____					

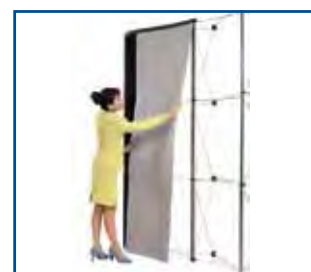
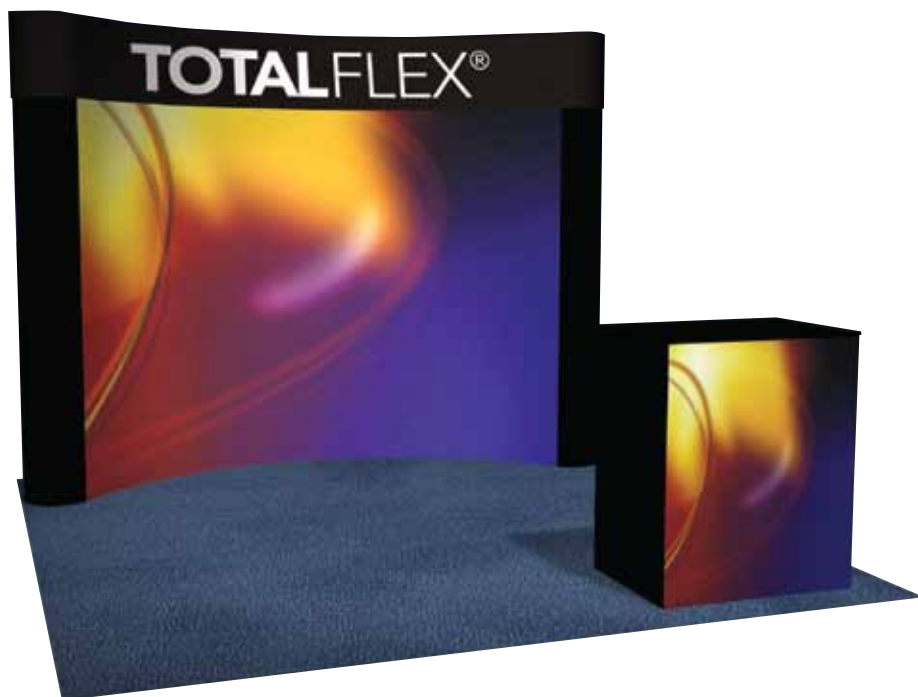
Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(273113)

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

FREEMAN exhibit accessories

TOTALFLEX[®]

By Freeman



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

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

floor units

8'H x 8'W Floor Standing Unit

8'H x 10'W Floor Standing Unit

table top units

40"H x 6'W Table Top Unit

40"H x 8'W Table Top Unit



FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

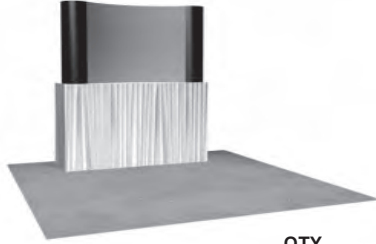
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,460.90	\$2,045.25	_____	_____
40" H x 8' W	\$1,620.70	\$2,269.00	_____	_____

PURCHASE*			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,547.75	\$2,166.85	_____	_____
40" H x 8' W	\$1,693.60	\$2,371.05	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

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

Table Drape:

Black Blue Brown Dark Green
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
8' H x 8' W	\$2,106.90	\$2,949.65	_____	_____
8' H x 10' W	\$2,424.10	\$3,393.75	_____	_____

PURCHASE*			QTY.	TOTAL
Size	Discount Price	Standard Price		
8' H x 8' W	\$2,947.30	\$4,126.20	_____	_____
8' H x 10' W	\$3,382.60	\$4,735.65	_____	_____

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

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

All Classic carpets contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL			PURCHASE				
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$202.60	\$283.65	_____	_____	\$261.60	\$366.25	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$106.50	\$149.10	_____	_____	\$192.15	\$269.00	_____
1715802	Straight Shelf	_____	\$ 81.05	\$113.45	_____	_____	\$133.15	\$186.40	_____
1715803	Angle Shelf	_____	\$ 81.05	\$113.45	_____	_____	\$133.15	\$186.40	_____

QUICK TIPS

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

PURCHASE UNITS TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

GRAPHICS

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

Please see the artwork guidelines on page 2 of this form.

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
\$16.15 per sq.ft. discount price
 sq. ft. _____ x or = \$ _____
\$22.60 per sq.ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> PVC | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Gatorfoam | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment
For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$71.45	\$100.05	= \$ _____
7" x 22"	_____ @	\$73.20	\$102.50	= \$ _____
7" x 44"	_____ @	\$73.25	\$102.55	= \$ _____
9" x 44"	_____ @	\$79.50	\$111.30	= \$ _____
11" x 14"	_____ @	\$87.75	\$122.85	= \$ _____
14" x 22"	_____ @	\$90.05	\$126.05	= \$ _____
14" x 44"	_____ @	\$107.50	\$150.50	= \$ _____
22" x 28"	_____ @	\$112.90	\$158.05	= \$ _____
28" x 44"	_____ @	\$136.35	\$190.90	= \$ _____
20" x 60" (white only)	_____ @	\$222.65	\$311.70	= \$ _____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical



Horizontal



Use Your Judgment
For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total _____ + Tax (8.15%) _____ = TOTAL _____

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONT AND LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines.
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR:

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE:

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES AND SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packages supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts.
- EPS file with embedded links and outlined fonts.
- INDD file with Packaged supporting links and fonts.

PRINT FILES:

- High-res PDF-X/4 (preferred).
- AI with PDF content (choose this option when saving file).
- EPS files with embedded links and outlined fonts.

RASTER OF BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression).
- PSD (make sure font layers are rasterized).
- TIFF, JPG (quality 8 and higher).

MAC users: User Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts).

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call 702-579-1700 for assistance.



installation & dismantle

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

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

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

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**ORDER FORM
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 77.65	\$ 100.95
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 128.30	\$ 166.80

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

INSTALLATION LABOR

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

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

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

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

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

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

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

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

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

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

Other (list carrier name & phone number):

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

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle labor

FREEMAN

6555 West Sunset Road
 Las Vegas, NV 89118
 Ph: 702-579-1700 • Fax: 469-621-5604
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

FORKLIFT / RIGGING LABOR

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 and all day Saturday, Sunday and Holidays.

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 201.35	\$ 261.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 319.05	\$ 414.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 220.20	\$ 286.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 337.95	\$ 439.35
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 248.45	\$ 323.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 367.30	\$ 477.50
304040	Forklift w/operator - 4-Stage - ST.....	\$ 297.85	\$ 387.20
304041	Forklift w/operator - 4-Stage - OT.....	\$ 456.80	\$ 593.85
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 80.65	\$ 104.85
3020201	Rigger Foreman - OT.....	\$ 131.30	\$ 170.70
3020100	Rigger - ST.....	\$ 77.65	\$ 100.95
3020101	Rigger - OT.....	\$ 128.30	\$ 166.80
EQUIPMENT			
3090600	Forklift Cage.....	\$ 35.50	\$ 49.70
3090700	Forklift Boom.....	\$ 35.50	\$ 49.70
3090800	Pallet Jack.....	\$ 35.50	\$ 49.70

INSTALLATION

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

DISMANTLE

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

FREEMAN forklift / rigging labor

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 12, 2016**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our Rigging Department.

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

HANGING SIGN ASSEMBLY LABOR RATES (One Hour Minimum per Worker)

LABOR RATES TO ASSEMBLE SIGNS

- **Standard prices will apply to all labor orders placed after the deadline date.**
- Minimum crew consists of two people.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

Description	Discount Price	Standard Price
Sign Assembly (per hour).....	\$ 120.75	\$ 157.00

- **Rates are blended to include any overtime to accomplish the assembly of all signs in a timely manner prior to the opening of the show.**
- Freeman will begin to assemble the sign as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, the Standard Price will apply and the sign will be assembled when the labor becomes available.

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All hanging signs must be assembled by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble the hanging sign. Please complete the Hanging Sign Assembly Labor Order Form for labor to assemble your hanging sign.
- All hanging signs must be installed by MGM Grand Conference Center. Please order hanging sign services using the Hanging Sign Order Form and submit to MGM Grand Conference Center.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** be received by the warehouse shipping deadline in order to receive Advance Price.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner Metal or Wood Other _____
 Shape: Square Triangle Rectangle Other _____
 Size: Height _____ Length _____ Width _____
 Weight of Sign: _____
 Does Your Sign Require Electricity _____ Assembly _____
 Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

ESTIMATE LABOR

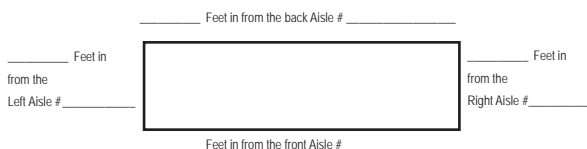
Installation Estimate
 Approx Hours Hourly Rate Total Estimated Cost
 _____ @ _____ = _____

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

Special Instructions: _____

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

PLEASE INCLUDE THIS FORM WITH
YOUR HANGING SIGN ORDER FORM

NAME OF SHOW: **WPPI 2016 / March 7-9, 2016**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

_____, the contracted exhibitor at the **WPPI 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **EMERALD EXPOSITIONS, MGM GRAND CONFERENCE CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN

6555 West Sunset Road

Las Vegas, NV 89118

Fax: 469-621-5604



audio visual & computers

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

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

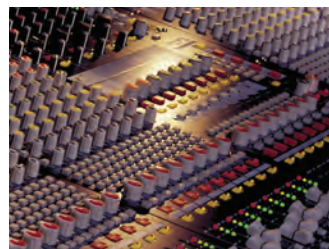
- Preshow consultation regarding equipment specifications and budgeting
- One seamless source for all your technology solutions, including a complete range of audio visual and computer equipment and installation services
- Intelligent lighting design, installation and operation
- Scheduled deliveries with advance confirmation to meet your time lines
- Single invoice for audio visual and computer equipment rental services



Flat-Screen Technology



Computer Equipment and Peripherals



High-Performance Professional Sound Systems



Intelligent Lighting Systems and Custom-Designed Truss

questions?

Call an Audio Visual Specialist at 800-225-5289.

F R E E M A N

Proud to Serve as Your
Official Audio Visual Provider

WPPI

March 7 - 9, 2016
MGM Grand Conference Center
Las Vegas, NV

***Order By: February 12, 2016 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		\$295.00	\$383.50	
32" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar & Wall Mount Bracket		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$2,800.00	\$3,640.00	
<i>Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options</i>		<i>Please call for pricing!</i>		
Mounting Bracket - (32" - 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen, with Wall Mount Bracket		\$800.00	\$1,040.00	
46" Touchscreen, with Wall Mount Bracket		\$1,300.00	\$1,690.00	
<i>Please call for pricing on Touchscreens 65" and larger</i>		<i>Please call for pricing!</i>		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - Choose Color: Black -or- White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after February 12, 2016.**

Contact Your Freeman Representative	Total Your Order		
ANN TAKAYAMA ann.takayama@freemanco.com Phone: 702.352.1455 Fax: 469.621.5604 Online at: www.freemanco.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total		
	28% Handling Charge (\$176.00 Min) Includes Delivery, Install & Dismantle		
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)		
	TOTAL CHARGES:		
	No Sales Tax or Drayage on Freeman AV Equipment		
** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.			

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 702.352.1455 with questions.*

On-Site Contact Person:	Cell Phone:	
Please Select Your Preferred Date and Time of Delivery (Choose One):		
Sunday, March 06, 2016	<input type="checkbox"/> 8am - 12pm	<input type="checkbox"/> 1pm - 5pm
Monday, March 07, 2016	<input type="checkbox"/> 8am - 10am	
*Exhibit hours start at 10am on Monday, March 07, 2016.		
If You Have a Special Delivery Request, Please Note it Here:		

Payment Information

Method of Payment (Choose One):	
<input type="checkbox"/> Master Card	<input type="checkbox"/> Check (in US Funds)
<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Transfer (please call for details)
<input type="checkbox"/> American Express	<input type="checkbox"/> Key Account
Credit Card Number:	
Expiration Date:	
Card Holder Name:	
Signature:	

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

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

PAYMENT TERMS

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

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



Official Service Providers

Wedding & Portrait Photographers International • MGM Grand Hotel • March 7-9, 2016

Attendee Lead Retrieval

Experient
Phone: 888.221.7921
lindsay.eaves@experient-inc.com

AV and Computer Rentals

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Booth Cleaning

United
Phone: (800) 248-8558
Fax: (312) 922-8599

Booth Furnishings

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Booth Security

Staff Pro
John Sutton
Phone: (619) 864-4269
jsutton@staffpro.com

Customs Broker

Rogers Worldwide
Phone: (847) 806-9200
Fax: (847) 806-9204
www.rerogers.com

Electrical

Elden Electrical
Phone: (702) 385-6911
Fax: (702) 385-1810
www.edlen.com

Floral/Plants

Short Term Plant Rental
Tim Woodsen
Phone: (562) 494-7777
Fax: (562) 498-3800

Ground Freight

Freeman Transportation
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

General Services Contractor

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Hanging Signs & Rigging

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>

Housing

MGM Grand Hotel
Phone: (800) 929-1111
www.mgmgrand.com

Insurance for Purchase

Marsh/Total Event Insurance
emeraldexhibitor@totaleventinsurance.com
Phone: (781) 994-6000

Internet

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>

Material Handling

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

Models & Talent

Las Vegas Talent
Phone: (702) 401-3701
LVTMCorp@aol.com

Registration

Phone: (877) 699-5410
WPPI@experientevent.com

Telecommunications

MGM Grand
Phone: (702) 891-7585
Fax: (702) 891-7557
<https://www.mgmgrandexhibitorservices.com/>



MGM GRAND CONFERENCE CENTER



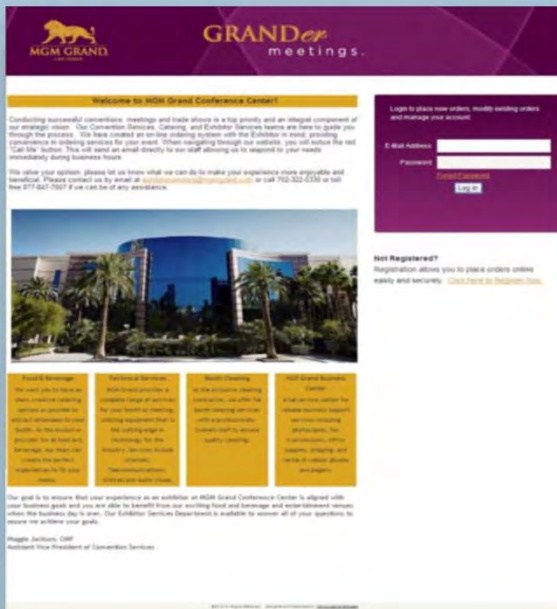
**MGM Grand Exhibitor Services
Welcomes**

WPPI 2016

Order Online!

Take advantage of discounted pricing until
February 15th, 2016!

Our new online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and live assistance from one of our Exhibitor Services Supervisors is just one click away!



System offers easy ordering of:

Food and Beverage

Electrical

Booth Cleaning

Internet and Telecommunications

Audio Visual, Rigging & Truss

Floral

Order online today at mgmgrandexhibitorservices.com



SHORT TERM
 PLANT RENTAL, INC.
 448 Terraine Avenue
 Long Beach, CA 90814
 (562) 494-7777
 Fax (562) 498-3800
 www.shorttermpplantrental.com



MGM Grand Hotel Las Vegas
March 7-9, 2016

QUALITY AND SERVICE	Cost Each	Quantity	Total
RENTAL			
3 Foot Green Plant	45.00		
4 Foot Green Plant	55.00		
5 Foot Green Plant	65.00		
6 Foot Green Plant	75.00		
8 Foot Green Plant	100.00		
Boston Fern Regular	30.00		
Boston Fern Large	40.00		
Regular 6" Ivy	30.00		
Large 8" Ivy	40.00		
Regular 6" Pothos	30.00		
Large 8" Pothos	40.00		
BLOOMING PLANTS			
Chrysanthemums Yellow	30.00		
White	30.00		
Lavender	30.00		
Potted Orchid	75.00		
Bromeliads	40.00		
Azaleas (seasonal)	40.00		
Kalanchoe	40.00		
Succulents	40.00		
PROFESSIONAL FLORAL SERVICE			
Cut Flower Arrangement 16" high	75.00		
Cut Flower Arrangement 24" high	95.00		
Custom Succulent Arrangement	100-300.00		
Long Stem Roses	95.00		
Bubble bowl (for business cards only)	30.00		

TOTAL PLANTS AND FLOWERS _____
 ADD 9.00% SALES TAX _____
 TOTAL INCLUDING SALES TAX _____

SHOW ID 9069-16

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

DESIGN SERVICES

Our designers will be glad to make suggestions for your exhibit at no extra charge.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at end of show

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS

Please check one

- WHITE
- BLACK

PAYMENT POLICY

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW

RETURN THIS ORDER FORM WITH CHECK TO SHORT TERM PLANT RENTAL OR FAX WITH CREDIT CARD INFO TO (562) 498-3800 or EMAIL tim@shorttermpplantrental.com

Company _____ Phone _____

Address _____

City _____ State _____ Zip _____

Party in Charge _____ BOOTH # _____

Authorized Signature _____

Credit Card _____ Visa _____ M/C _____ AmEx _____ Expiration Date _____

Card Number _____ CVV# _____

Lead Management Order Form

Wedding & Portrait Photography International March 7 - 9, 2016 ▪ Las Vegas, Nevada

Order online: <https://exhibitor.experientswap.com> Access Code: LEEFTH

Exhibiting Company: _____ Booth #: _____

Check if information is for: Exhibiting Company Third Party 3rd Party Company (if applicable): _____

Contact Name: _____ Address: _____

City: _____ State/Country: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Select your preferred system	on or before 1/11/16	from 1/12/16 to 1/26/16	after 1/26/16	number of units	sub total	TOTAL
SWAP® "3 Pack" One license and three activations.	\$499	\$499	\$499		\$	
Additional SWAP Activations Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event.					SWAP Total	\$
Optium™ RT2000 Includes Optional Custom Survey	\$470	\$545	\$575		\$	
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$	
SWAP Enabled Tablet	\$399	\$425	\$475		\$	
Developer's Kit for Real Time Data Services (RTS)- for all exhibitors who use their own lead system. Experient will provide all of the information you need to access our registration database in real time. This includes instructions for your IT Department to set up the data transfer, delivery of all access credentials necessary for downloads, and customer support if necessary. You can choose whether you want to pull data in real time, nightly or at the end of the event.	\$650	\$650	\$650		\$	
Delivery of Reader to Booth (Post show pickup not available)	\$100	\$100	\$100		\$	
See page 2 for system descriptions and requirements.						
NOTE: If you use your own lead retrieval system, you will need Real Time Data Services as this event deploys a QR code on the badge containing limited data. Pulling attendee data directly from the badge will not work.						
					Sub-Total	\$
					8.1% Sales Tax	\$
					Total	\$

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Indicate Payment Method

- Check (Orders cannot be processed unless received with payment.)
- Visa MasterCard American Express DISCOVER

Signature: _____

Card #: _____ Exp: ____/____

Mail Orders to: **Experient** ▪ 5202 Presidents Court, Suite 310 ▪ Frederick, MD 21703

For Assistance Contact:

Lindsay Eaves

P: 866.221.7921

E: lindsay.eaves@experient-inc.com

Fax Credit Card Orders to:

301.694.3286

Product Features & Options	SWAP	RT2000	SWAP Tablet	Developer's Kit (for use with your own system) *See Note Below
Capture leads anywhere	✓	✓	✓	*
Capture leads outside of show hours	✓	✓	✓	*
Take notes	✓	✓	✓	*
Custom lead qualifiers	✓	✓	✓	*
Handheld & Wireless	✓	✓	✓	*
No electricity required	✓	✓	✓	*
Leads consolidated in SWAP portal	✓	✓	✓	*
Leads in real time	✓	✓	✓	*
In booth printer		<i>optional</i>		*

***NOTE: Available features for Developer's Kit will be based on device being used**



SWAP Feature Rating: ★★★★★★★★

- Download the app directly to your phone or device
- Custom lead qualifiers
- Lead retrieval is no longer limited to the show floor or by show hours
- All leads captured are consolidated in your SWAP Portal

Optium RT2000 Feature Rating: ★★★★★★★★

- A mobile method for capturing lead information
- Instant access to lead data; Follow-up can begin immediately
- Handheld and wireless unit; *No electricity required*
- All leads captured are consolidated in your SWAP Portal
- Booth activity can be monitored, in real time, from remote locations
- Custom survey available; Contact your Lead Management Specialist



SWAP & Android Tablet Package Feature Rating: ★★★★★★★★

- A high-tech mobile lead solution that stands alone OR compliments an existing strategy of a standard reader or multiple SWAP activations
- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your devices will be set-up and ready for lead collection with SWAP at the event
- All leads captured are consolidated in your SWAP Portal

Developer's Kit for Real Time Data Services Feature Rating: ★★

- All of the information you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Delivery of all access credentials necessary for downloads and customer support
- Choose whether you want to pull data in real time, nightly or at the end of the event



Las Vegas Talent Management, INC.

Providing **Models for WPPI Since 1999**



For More Info Please Call Deke Roberts
407-361-3277- LVTMCORP@aol.com

WPPI



Exhibitor Booth Security Coverage Order Form

WPPI 2016
MGM Conference Center, Las Vegas, NV.
March 7-9, 2016



STAFF PRO is pleased to offer high-quality EXHIBITOR BOOTH COVERAGE SERVICE for those exhibitors who desire booth coverage for their individual booths beyond that level which has been arranged for by Show Management. Please direct inquires and orders regarding this service to:

STAFF PRO INC.
15272 Newsboy Circle
Huntington Beach, CA 92649
Fax (866) 711-8215 Contact # (619) 864-4269
Email: jsutton@staffpro.com
NPILB #1443

BOOTH # _____

Exhibitor Information

Full Payment is due on the estimated total cost of service MUST be received PRIOR to acceptance of order. Payments will be accepted in the form of: Credit Card, check or money order



Email Completed Orders to: (Preferred)
jsutton@staffpro.com
Fax Completed Orders to:
(866) 711-8215
On-Site Contact: John Sutton (714) 227-4503



Mail Checks to:

Staff Pro Inc.
15272 Newsboy Circle
Huntington Beach, CA 92649
Please enclose a copy of the booth order form to allow accounting department to properly allocate the payment.

Complete/update your company information below. Please type or print clearly

COMPANY NAME _____

COMPANY CONTACT FOR BILLING PURPOSES _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE _____

FAX _____

WEB _____

EMAIL _____

PO#: _____

(Not Required)

Please list below any additional onsite contacts and phone numbers:

NAME/PHONE _____

NAME/PHONE _____

NAME/PHONE _____

DEPOSITS AND PAYMENTS

We understand this Booth Coverage order becomes a binding contract when accepted by Staff Pro Inc. We agree to abide by the attached Term and Conditions detailed on the 2nd page of this contract.

Full payment of the booth security fees must be received within 14 days of the faxed Exhibitor Booth Coverage Order Contract. If placed on a wait list your payment will be held. Any additions to the order will be billed to client via US Postal unless otherwise instructed on this contract.

All orders submitted without a deposit will not be processed and coverage will not be provided until payment is received.

Important:

Exhibitor hereby irrevocably and unconditionally authorizes Staff Pro Inc to automatically charge Total Deposit upon acceptance of contract on or before services begin.

ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT

VISA MC AMEX

Credit Card Number : _____

Exp. Date: _____

Authorized Signature: _____

Date _____

(Print name as it appears on card) _____

Title _____

Street Address _____

City _____

State _____

Zip _____

If this authorization is for a deposit, would you like Staff Pro to charge the balance due at the end of the event?

Yes No, Please bill me per contract terms

RATES

BOOTH OFFICER: \$27.50 per hour; applied to all orders received 15 days prior to the first Move In day or earlier
BOOTH OFFICER: \$30.50 per hour; applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.
BOOTH OFFICER: \$34.50 per hour, applied to all orders received on or after the start of the first Move In day and On-Site
ARMED/POLICE OFFICER: Call for Rate: applied to all orders received at least 10 days prior to the event
NO ON-SITE ORDERS FOR ARMED OR POLICE OFFICERS.

Hours Requested:

Please indicate what time you would like to have officer arrive at the booth.
NOTE: All coverage will have 1/2 hour added to each post time for deployment (briefing, paperwork and arriving to location on time)

NOTE: Should officer remain until a company representative arrives onsite? Yes No

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Day/Date: _____ Post Time: _____ Day/Date: _____ End Time: _____ Total Hours: _____

Total Hours requested: _____

Applied Rate: _____

Add 3% for Credit Card Orders _____

Total Due With Order: _____



Terms and Conditions

A. There shall be no charge to Client when oral notice is given directly to Staff Pro's authorized representative more than forty-eight (48) hours, before the scheduled start of the event. If any event is cancelled by the Client, with less than forty-eight (48) hours notice, Client shall pay Staff Pro one-half (1/2) the amount of the estimated bill.

B. It is understood and agreed between Staff Pro and the Client, that Staff Pro is not an insurer and that the rates being paid to Staff Pro for services are for a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by Staff Pro are insufficient to guarantee that no loss will occur, and Staff Pro makes no such warranty, implied or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.

C. Client shall protect, indemnify, and hold harmless Staff Pro and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries, not due to the negligence of Staff Pro, or its agents, servants, employees or personnel. Staff Pro shall only be liable for claims and damages caused by its own negligence and the negligence of its employees, servants and agents.

D. It is expressly understood and agreed that under no circumstances will Staff Pro be responsible for the theft or other loss of Client's property not directly attributable to theft by Staff Pro personnel, agents, or servants. In no event shall the liability of Staff Pro for theft by their personnel exceed the total compensation paid by Client to Staff Pro for services rendered during the day of such theft.

E. Client shall assume all risk of loss or physical damage to its plant, facility, equipment, or any other property, occurring as a result of fire, earthquake, flood or other casualty. Client waives any right of recovery against Staff Pro for any loss or damage resulting from any such risk.

F. Staff Pro will accommodate our agreed upon work order request pending your official confirmation arrival via telephone, fax, or e-mail; coupled with a return reply by Staff Pro's sales department to validate the confirmation 14 days in advance from the event date.

G. Should the actual amount due Staff Pro for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to Staff Pro within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such charges, then Client hereby authorizes Staff Pro to additionally charge the same credit card for excess amounts, and Staff Pro will so notify client along with submission of a final invoice for the actual amounts due.

H. The minimum billing time for any individual is four (4) hours per person.

I. This Exhibitor Booth Coverage Order agreement shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceedings arising out of this Agreement shall be in Orange County, California.

J. Client shall pay Staff Pro time and one-half for work performed by Staff Pro on the following Holidays: Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

K. Payment terms are full payment in advance, unless credit arrangements have been established. If credit is extended, any invoice that remains unpaid for a period of thirty (30) days beyond the date of the invoice will be subject to a late payment charge of 1.5% per month. Client shall be liable for all reasonable costs and fees incurred in the event Staff Pro must retain an attorney, a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.

L. Should a Federal or State of California mandated wage increase occur during the term of this contract Staff Pro shall increase its rates charged to the Client. The rate increase to the client will be whatever the mandated wage increase is multiplied by a factor of 1.4. This multiplier only pays the attendant burden associated with paying the employee the mandated wage increase. The rate increase does not result in additional profit for Staff Pro.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date written below.

STAFF PRO INC:

By: _____

Title: _____

Date: _____

CLIENT:

By: _____

Title: _____

Date: _____

BOOTH COVERAGE TIPS ON SAFEGUARDING BOOTH PROPERTY

DO:

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within a visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry VCRs, DVDs, MP3 players and laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through materials; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the official decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. If your booth contains a lot of valuables which are difficult to secure or time-consuming to setup or teardown on a daily basis, it is recommended that you hire your own security guard over night. The expense will be justified should you lose one item.
14. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
15. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
16. Obtain proper insurance coverage for your goods, including transit to and from the show site.

DO NOT:

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves, or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Try to work out a schedule between you and your co-workers on how to stagger your lunches.