

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603  
 FreemanChicagoES@freeman.com

DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 22, 2017

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

**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	
Package 1	<input type="checkbox"/> 10' x 10'	2,670.70	3,739.00	<input type="checkbox"/> 10' x 20'	5,230.20	7,322.30	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,589.65	2,225.50	<input type="checkbox"/> 10' x 20'	3,068.10	4,295.35	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,257.05	3,159.85	<input type="checkbox"/> 10' x 20'	4,402.90	6,164.05	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,057.40	2,880.35	<input type="checkbox"/> 10' x 20'	4,003.70	5,605.20	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,377.30	3,328.20	<input type="checkbox"/> 10' x 20'	4,660.15	6,524.20	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,478.25	3,469.55	<input type="checkbox"/> 10' x 20'	4,899.45	6,859.25	_____

## CHOOSE YOUR PANEL

- Black Fabric    
  Blue Fabric    
  Gray Fabric    
  White Hardwall    
  White Perfboard

## 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 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		9 % Tax     Total Cost

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


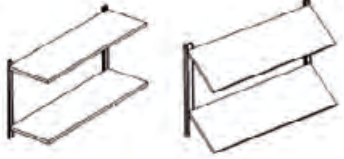
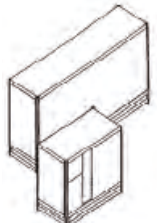
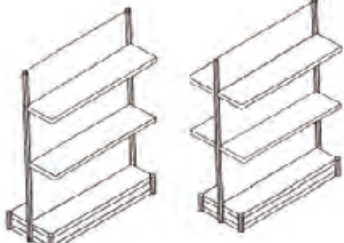


CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	100.40	140.55	_____
___	172514	4' Tracklight (3 lights)	305.10	427.15	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	526.95	737.75	_____
___	17306	1M x ½M x 42" High.....	590.00	826.00	_____
___	17308	2M x ½M x 36" High.....	663.60	929.05	_____
___	17309	2M x ½M x 42" High.....	694.90	972.85	_____
___	173010	1M Radius x ½M x 36" High.	493.30	690.60	_____
___	173011	1M Radius x ½M x 42" High..	577.15	808.00	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	26.10	36.55	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	357.85	501.00	_____
___	174542	Double Sided 1M x 4' High..	447.35	626.30	_____
___	174581	Single Sided 1M x 8' High...	495.60	693.85	_____
___	174582	Double Sided 1M x 8' High..	619.50	867.30	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	78.90	110.45	_____
___	17206	1M Angled (37" x 12") .....	91.45	128.05	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	31.70	44.40	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		9% Tax		Total Cost	

Don't see what you need?  
 Please call Exhibitor Sales at (773) 473-7080.

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

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DISCOUNT PRICE  
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 SEPTEMBER 22, 2017

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

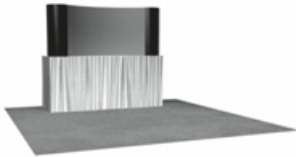
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLETOP UNIT



RENTAL		QTY	TOTAL
Size	Discount Price	Standard Price	
40"H x 6"W	1,071.90	1,500.65	_____
40"H x 8"W	1,250.50	1,750.70	_____
PURCHASE*			
Size	Discount Price	Standard Price	
40"H x 6"W	1,341.05	1,877.45	_____
40"H x 8"W	1,518.45	2,125.85	_____

\*Shipping Not Included

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

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

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

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

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

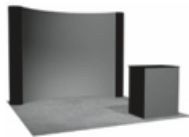
**\*Other Colors Also Available for Purchase Units**

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**Table Drape:**

Black  Blue  Brown  Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Discount Price	Standard Price	
8'H x 8'W	1,788.85	2,504.40	_____
8'H x 10'W	2,138.95	2,994.55	_____
PURCHASE*			
Size	Discount Price	Standard Price	
8'H x 8'W	3,040.50	4,256.70	_____
8'H x 10'W	3,569.25	4,996.95	_____

\*Shipping Not Included

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

**Purchase Units Include:**  
 2-Cases  
 One Time Installation & Dismantle  
 1-Podium - 8'H X 10'W unit only

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

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

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

**\*Other Colors Also Available for Purchase Units**

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

All Classic carpet 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	_____	203.70	285.20	_____	_____	289.45	405.25	_____
1715801	1-200 Watt Halogen Light Kit	_____	107.20	150.10	_____	_____	210.85	295.20	_____
1715802	Straight Shelf	_____	82.15	115.00	_____	_____	146.45	205.05	_____
1715803	Angled Shelf	_____	82.15	115.00	_____	_____	146.45	205.05	_____

## 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 + 10.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9% Tax = Total Cost

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**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 15, 2017**

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

FREEMAN fabric solutions

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Specialist will contact you for details.**

### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$6,529.90	\$9,794.85	_____
_____	10' x 10'	4'	40'	\$7,757.80	\$11,636.70	_____
_____	15' x 15'	3'	60'	\$9,241.75	\$13,862.65	_____
_____	15' x 15'	4'	60'	\$10,906.60	\$16,359.90	_____

### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$5,768.90	\$8,653.35	_____
_____	10'	4'	31.42'	\$7,248.60	\$10,872.90	_____
_____	15'	3'	47.12'	\$8,132.95	\$12,199.45	_____
_____	15'	4'	47.12'	\$9,416.80	\$14,125.20	_____

### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	\$5,023.40	\$7,535.10	_____
_____	10' x 10'	4'	30'	\$5,858.25	\$8,787.40	_____
_____	15' x 15'	3'	45'	\$7,768.50	\$11,652.75	_____
_____	15' x 15'	4'	45'	\$11,073.35	\$16,610.05	_____

### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$4,225.45	\$6,338.20	_____
_____	15'	4'	30'	\$5,304.45	\$7,956.70	_____
_____	20'	4'	40'	\$7,477.95	\$11,216.95	_____

**Total:** \_\_\_\_\_ x 10.25%(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.



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 DISCOUNT PRICE  
 DEADLINE DATE  
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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## SHOWCASES



FULL VISION CASE



TOWER CASE



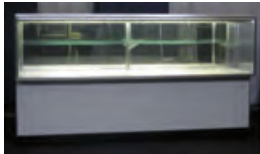
QUARTER VISION CASE



CORNER VISION CASE



WALLCASE



HALF VISION CASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FULL VISION CASE</b>						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101051	5'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101061	6'.....	\$562.75	\$619.05	\$787.85	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>QUARTER VISION CASE</b>						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101052	5'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101062	6'.....	\$562.75	\$619.05	\$787.85	\$ _____

<b>HALF VISION CASE</b>						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101050	5'.....	\$562.75	\$619.05	\$787.85	\$ _____
_____	101060	6'.....	\$562.75	\$619.05	\$787.85	\$ _____

<b>CORNER VISION CASE</b>						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$687.75	\$756.55	\$962.85	\$ _____
_____	101090	Half.....	\$687.75	\$756.55	\$962.85	\$ _____
_____	101092	Quarter.....	\$687.75	\$756.55	\$962.85	\$ _____

<b>TOWER CASE</b>						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$737.85	\$811.65	\$1,033.00	\$ _____

<b>WALLCASE</b>						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$712.80	\$784.10	\$997.90	\$ _____
_____	1010204	See-Thru.....	\$712.80	\$784.10	\$997.90	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST		
Sub-Total	+ Tax (9%)	= TOTAL
_____	_____	_____

# F R E E M A N

## SHOWCASE PLACEMENT

The grid below may be printed to layout the placement of your showcase. Please complete as clearly as possible, indicating the following:

- Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = \_\_\_\_\_ FOOT/FEET or \_\_\_\_\_ INCHES

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## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 16.30 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 24.45 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

#### Backing Material:

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

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

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

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

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	30.15	45.25 =	_____
7" x 22" @ _____	30.15	45.25 =	_____
7" x 44" @ _____	42.25	63.40 =	_____
9" x 44" @ _____	54.65	82.00 =	_____
11" x 14" @ _____	30.15	45.25 =	_____
14" x 22" @ _____	42.25	63.40 =	_____
14" x 44" @ _____	84.60	126.90 =	_____
22" x 28" @ _____	84.60	126.90 =	_____
28" x 44" @ _____	170.80	256.20 =	_____
20" x 60" @ _____	170.80	256.20 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

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

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

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

TOTAL COST		
Sub-Total	+	10.25 % Tax = Total Cost

## 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 or art department. 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)

**FONTS 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 a 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 Packaged 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 OR 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: Use 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 (773) 473-7080 for assistance.

# EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

## UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established. Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

### DISPLAY LABOR (Unif ed Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

### CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

### ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

**SPECIAL NOTES:** All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

<b>Morning Breaks (approximately):</b>	<b>9:30 a.m.</b>	<b>to</b>	<b>9:45 a.m.</b>
<b>Lunch Schedules (approximately):</b>	<b>12:00 Noon</b>	<b>to</b>	<b>12:30 p.m.</b>
<b>Afternoon Breaks (approximately):</b>	<b>2:30 p.m.</b>	<b>to</b>	<b>2:45 p.m.</b>

**LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL**

**STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11**

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

<b>Teamsters</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Riggers</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		



<b>Decorators</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		

<b>Carpenters</b>			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		
<ul style="list-style-type: none"> <li>• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.</li> <li>• <b>Example:</b> Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.</li> </ul>			

<b>Carpenters (Break of Show)</b>	
<b>Monday - Friday</b>	<b>Saturday</b>
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

<b>Electricians</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time until Monday 7:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	7:00 am or 8:00 am start shall be 8 Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 3:30 pm or 4:30 pm depending on start time	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

Please return form to:

NATL ASSN OF CONVENIENCE STORES 1600 DUKE STREET ALEXANDRIA, VA. 22314-3466	
Attn: REGINA SHEEHAN	
Phone:	Fax:

**DEADLINE DATE**  
**SEPTEMBER 15, 2017**



NAME OF SHOW:	<b>2017 NACS SHOW / OCTOBER 18 - 20, 2017</b>		
EXHIBITING COMPANY NAME:	BOOTH #:		
PRINT NAME:	BOOTH SIZE:	X	
SIGNATURE:	DATE:		

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

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

\_\_\_\_\_

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

*It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.*

*This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.*

**NOTIFICATION OF INTENT TO USE eac**

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 22, 2017**

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

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 87.50	\$ 122.50
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 131.25	\$ 183.75
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ....	\$ 175.00	\$ 245.00

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
  - **Show Site prices will apply to all labor orders placed at show site.**
  - Price is per person/per hour
  - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
  - Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

## INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor



NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

## FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### METHOD OF SHIPMENT

- FREEMAN EXHIBIT TRANSPORTATION**
  - Common Carrier
  - Air Freight       Next Day       2nd Day       Deferred       Expedited
- OTHER CARRIER: (Please indicate the carrier's name)**
  - 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**
- Delivery back to warehouse at Exhibitor's Expense.**

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

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

## **HANGING SIGNS** ***Hanging of Signs in McCormick Place*** ***Procedures and Rules***



**2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by THURSDAY, OCTOBER 5, 2017.
3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. Any sign weighing in excess of 500 lbs. will require a "structural integrity" form.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.
9. Set-up instructions must be included with the Order Form and with sign crates.
10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
12. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.



# F R E E M A N

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McCook, Illinois 60525

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Email: FreemanChicagoES@freeman.com



**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 22, 2017**

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

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. See diagram on the following page.

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

Does your sign require a Chain Fall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Installation Estimate

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

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Overtime

4:30 P.M. to Midnight, Monday through Friday

8:00 A.M. to 4:30 P.M. Saturday

#### Double Time

Midnight to 6:00 A.M. Monday through Friday

4:30 P.M. to Midnight Saturday

ALL DAY SUNDAY AND HOLIDAYS

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation**

**Crew Size** MINIMUM of two people under normal circumstances. However, at Freeman's discretion, based on the scope of work and safety, 3 or more men may be required.

**Materials** Cable, clamps, etc. additional and charged accordingly

#### Equipment With Crew

- **Standard prices will apply to all orders placed after the deadline date.**
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	\$ 548.75	\$ 638.25	\$ 727.75
<b>Standard Price</b>	\$ 768.25	\$ 893.55	\$ 1,018.85
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$ 87.50	\$ 131.25	\$ 175.00
<b>Standard Price</b>	\$ 122.50	\$ 183.75	\$ 245.00
Electrical Assembly Assembly Labor (Per person / Per hour)			
Advance Price	\$107.00	\$ 154.00	\$ 201.00
<b>Standard Price</b>	\$150.00	\$ 215.75	\$ 281.50

### Dismantle Estimate

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

### SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information on the following page

- Installation of your Hanging Sign will be completed at our discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

# FREEMAN hanging sign labor

# F R E E M A N

## HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

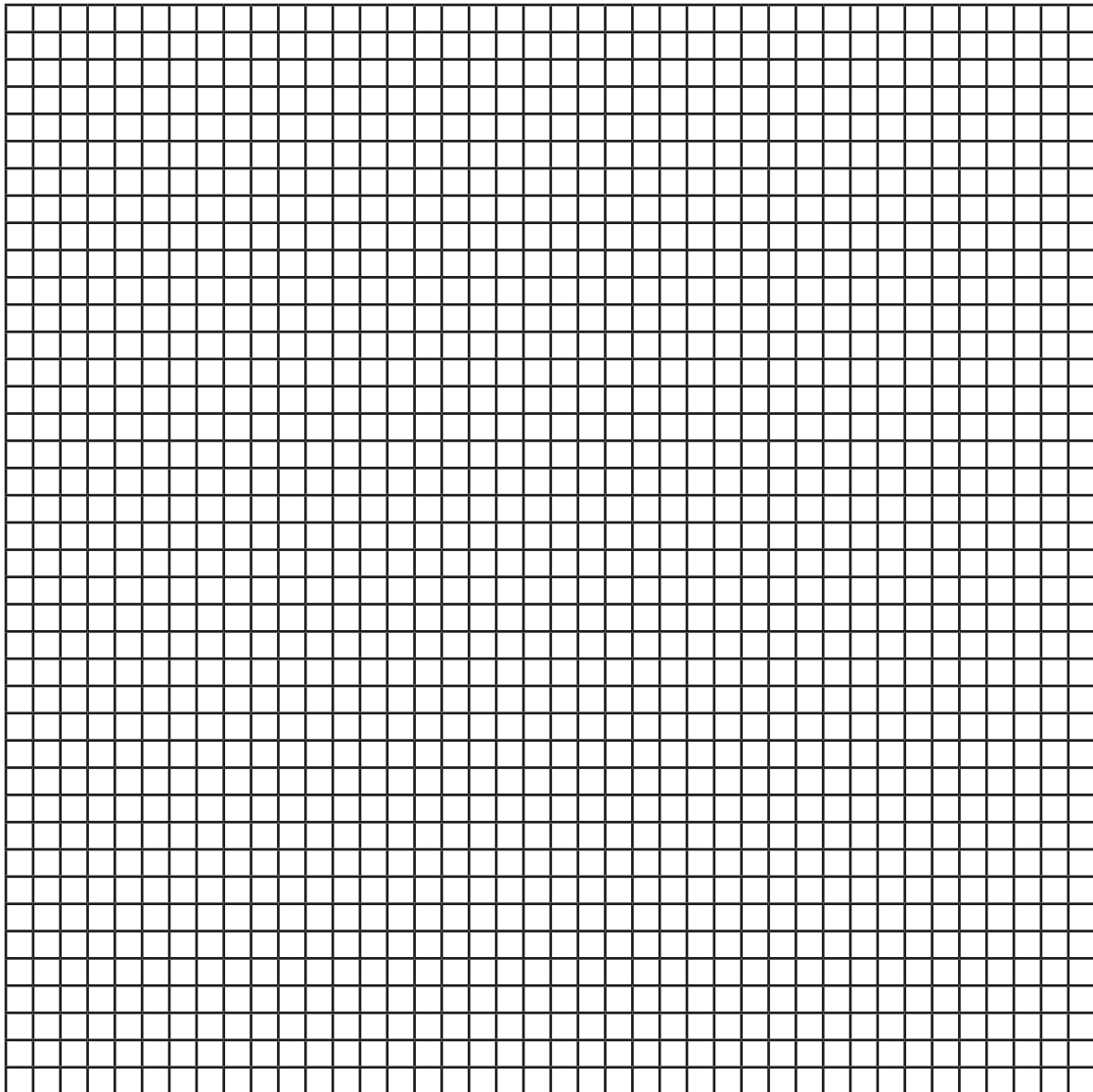
Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Number of feet from the floor to top of sign: \_\_\_\_\_

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_

Feet in from the left Aisle # \_\_\_\_\_



\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot      20 x 20 use 1 square = 1/2 foot      40 x 40 use 1 square = 1 foot

**F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

DEADLINE DATE  
SEPTEMBER 22, 2017  
PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

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

---

\_\_\_\_\_, the contracted exhibitor at the **2017 NACS SHOW** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **NATL ASSN OF CONVENIENCE STORES, McCORMICK PLACE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, losses, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

**FREEMAN structural integrity statement**

## **IMPORTANT ELECTRICAL EXHIBITING INFORMATION**

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at +1(773) 379-5040 or faxed to +1(773) 379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF  
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female  
Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

We appreciate your business.

# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to lay out your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

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

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

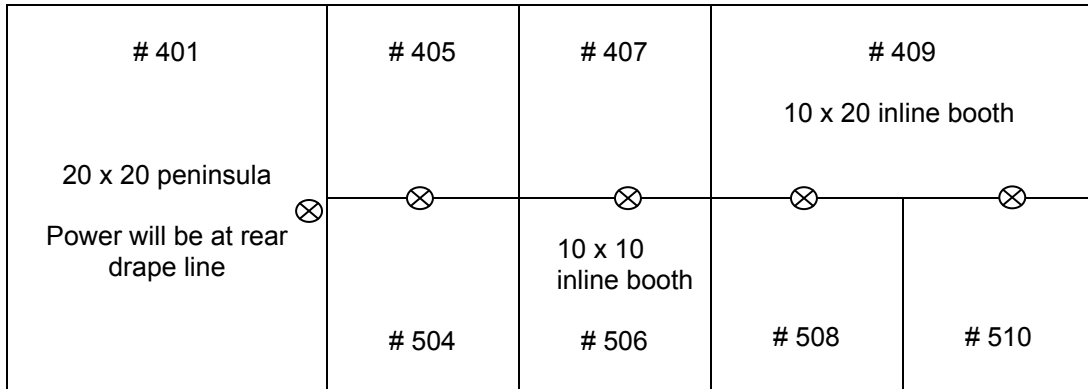
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

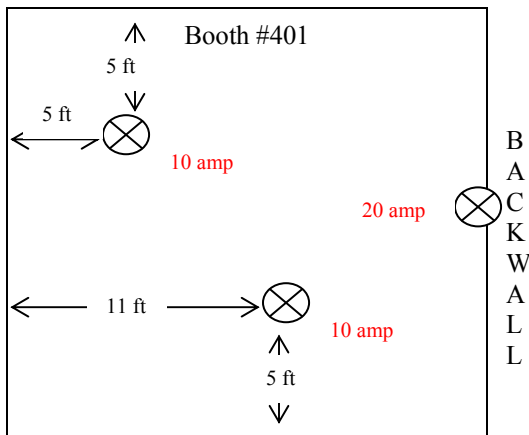
## INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drupe line of multi booth sections. The “main power locations” therefore are always located at the back of inline and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

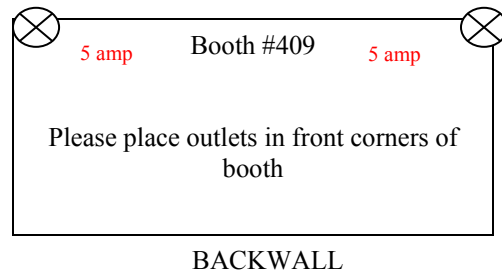


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409  
Order = 2 x 5 amp outlets





## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

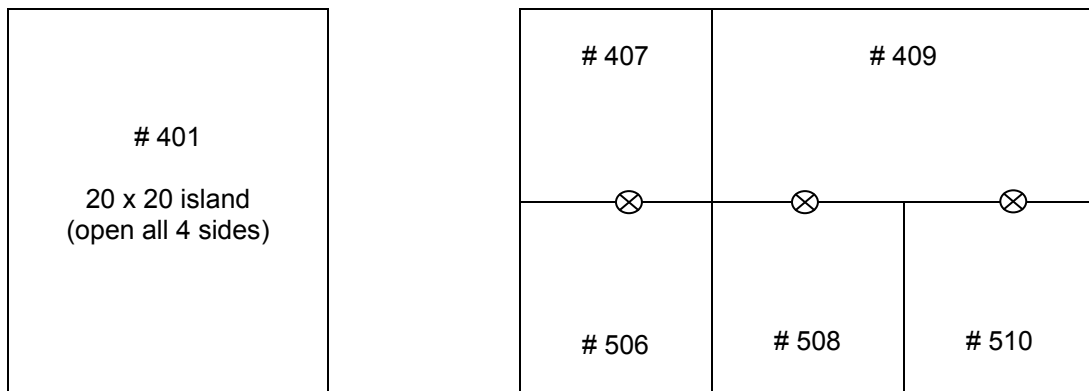
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

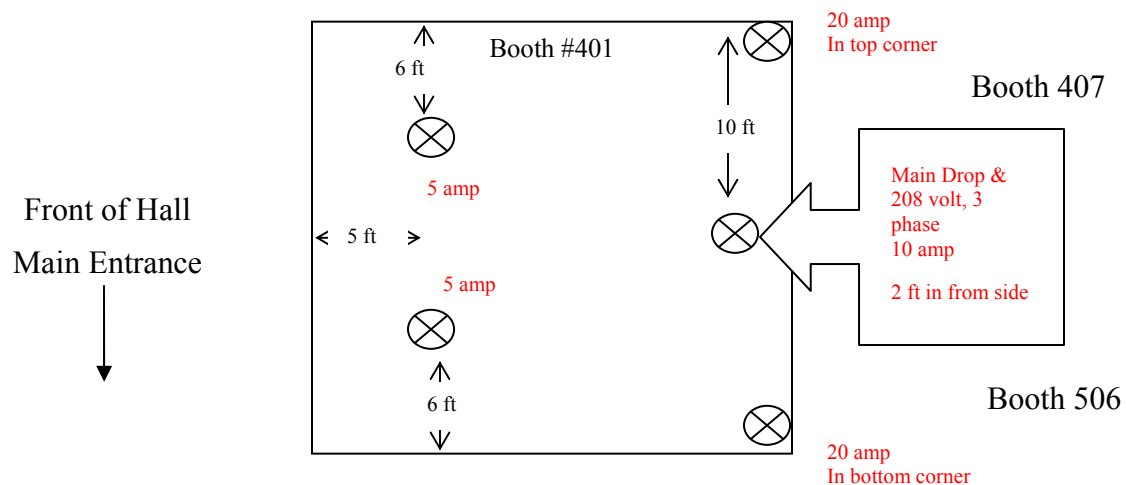
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



## ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

**100 WATTS = 1 AMP**

WATTAGE		WATTAGE	
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental booths	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 – 2000
Lap Top	150 - 300	Mixer	500 – 1000
Monitor (independent)	50 - 200	Photocopier	dependent upon size – may require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special Connection
Dot Matrix	100 - 500	Plasma TV – 32” to 50”	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Refrigerator	
Electric Frying Pan	1200 - 2000	Small	100
Fax Machine	1000	Regular	700
Food Processor	500 – 2000	Meat Slicer	500 - 1000
Glue Gun	300	Steamer	2000
Griddle	1500	Stereo (amplifier)	100 - 500
Hair Dryer	1000 - 1900	Television	100 - 500
Heat Lamps (per lamp)	250	Toaster	1000
Heater (portable)	1500 - 2000	Toaster Oven	1500
Hot Plate		Typewriter	100
Single	1000	Vacuum Cleaner	1500
Double	1500 – 2000	Water Cooler	100
Hot Water Heater	30 amp/208 volt/Single Phase		

# FREEMAN

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 22, 2017**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com) or call 773-473-7080.

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)  
 Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.  
 Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.  
 ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Advance Price	Show Site Price
Electrician - ST.....	\$107.00	\$150.00
Electrician - OT .....	\$154.00	\$215.75
Electrician - DT .....	\$201.00	\$281.50
Scissor Lift w/crew - ST .....	\$308.75	\$432.25
Scissor Lift w/crew - OT .....	\$355.75	\$498.25
Scissor Lift w/crew - DT .....	\$402.75	\$564.00
Condor w/crew - ST .....	\$480.75	\$673.25
Condor w/crew - OT.....	\$576.75	\$807.50
Condor w/crew - DT.....	\$671.75	\$940.50

**Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.**

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

**Note: For more information and an example of a completed floorplan please see the following page.**

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or food lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

### Labor Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**ELECTRICAL INSTRUCTIONS**

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one half (1/2) hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of one half (1/2) hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one half (1/2) hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

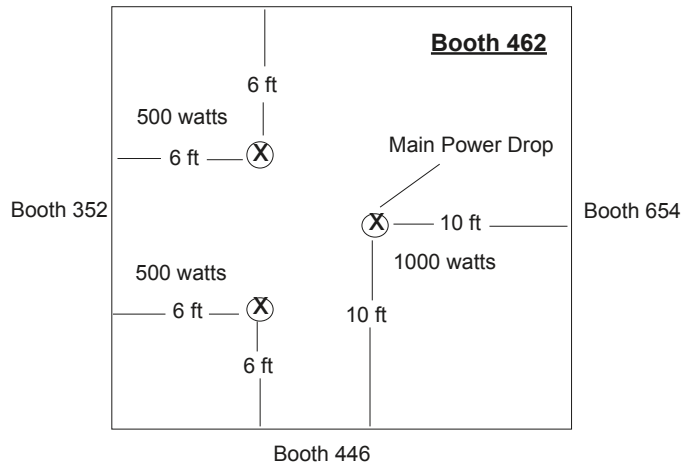
**CANCELLATION POLICY**

**A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.**

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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

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

For Assistance, please email our experts at [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com) or call 773-473-7080.

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

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	113.00	169.50 = \$	_____
1000 Watts (10 amps)	_____	_____	201.00	301.50 = \$	_____
2000 Watts (20 amps)	_____	_____	312.50	468.75 = \$	_____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	503.00	754.50 = \$	_____
30 Amps	_____	_____	528.00	792.00 = \$	_____
60 Amps	_____	_____	579.00	868.50 = \$	_____
100 Amps*	_____	_____	1,157.00	1,735.50 = \$	_____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	630.00	945.00 = \$	_____
30 Amps	_____	_____	692.00	1,038.00 = \$	_____
60 Amps	_____	_____	749.00	1,123.50 = \$	_____
100 Amps*	_____	_____	1,220.00	1,830.00 = \$	_____
200 Amps*	_____	_____	2,440.00	3,660.00 = \$	_____
400 Amps*	_____	_____	4,198.00	6,297.00 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$8.50 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	757.00	1,135.50 = \$	_____
30 Amps	_____	_____	799.00	1,198.50 = \$	_____
60 Amps	_____	_____	1,083.00	1,624.50 = \$	_____
100 Amps*	_____	_____	1,254.00	1,881.00 = \$	_____
200 Amps*	_____	_____	2,495.00	3,742.50 = \$	_____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	_____	159.00	238.50 = \$	_____
Double Light Stand (400w)	_____	_____	244.50	366.75 = \$	_____
Arm Light**	_____	_____	154.00	231.00 = \$	_____
Overhead Light	_____	_____	525.00	787.50 = \$	_____

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

\*May require labor and/or lift at additional charge. Please contact ChicagoElectrical@Freeman.com for estimated charges.

\*\*Requires a hard wall surface for installation.

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:  
SEPTEMBER 22, 2017**

### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com).

### EXTENSION CORDS AND POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Desk. Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

## TOTAL COST

<b>Outlet(s)</b>	\$ _____
<b>Lighting</b>	\$ _____
<b>Tax 9% Rental</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

FREEMAN electrical

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

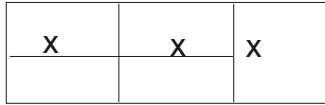
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

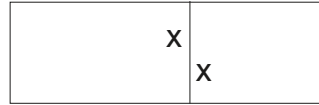
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

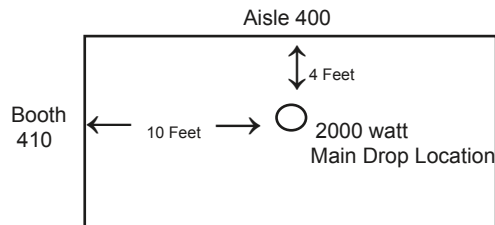


BACK TO BACK PENINSULA

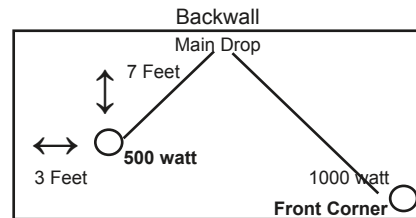
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.



# F R E E M A N

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

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

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and f own objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or f own objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2013 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

**Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday**  
**Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**  
**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**  
**ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday**  
 • Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

### LIGHTING DESIGNER INFORMATION:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Company Name: \_\_\_\_\_

Description	Advance Price	Standard Price
<b>RIGGING EQUIPMENT</b>		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST .....	\$480.75	\$673.25
Condor and Crew - OT .....	576.75	807.50
Condor and Crew - DT .....	671.75	940.50
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST .....	\$308.75	\$ 432.25
Scissor Lift and Operator - OT .....	355.75	498.25
Scissor Lift and Operator - DT .....	402.75	564.00
<b>RIGGING LABOR (high riggers, ground riggers and electricians)</b>		
<b>Please contact Freeman Exhibitor Services at (773) 473-7080 for details.</b>		
Electrical Rigger - ST .....	\$110.00	\$ 154.00
Electrical Rigger - OT .....	159.00	222.75
Electrical Rigger - DT .....	207.00	290.00
<b>MISCELLANEOUS LABOR</b>		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST .....	\$107.00	\$ 150.00
Turn-On / Turn-Off Charge - OT .....	154.00	215.75
Turn-On / Turn-Off Charge - DT .....	201.00	281.50
<b>MISCELLANEOUS EQUIPMENT</b>		
One Ton Hoist (power not included - complete Electrical Order Form) .....	\$ 568.00	\$ 852.00
Half Ton Hoist (power not included - complete Electrical Order Form) .....	540.00	810.00
20.5" Box Truss (per foot) - Silver .....	30.00	45.00
12" x 18" Box Truss (per foot) - Black .....	25.00	37.50
12" Box Truss (per foot) - Silver .....	23.00	34.50
Small Rotator .....	284.00	426.00
Large Rotator .....	568.00	852.00
Design Fee .....	227.50	227.50
Corner Blocks .....	108.00	162.00

***Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.***

FREEMAN hanging truss & chain hoist

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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

**HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR**

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **\$132.50 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$132.50)						= \$ _____
Total Installation						= \$ _____

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **\$132.50 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$132.50)						= \$ _____
Total Dismantle						= \$ _____

**PLEASE NOTE:**  
**IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.**

**FREEMAN hanging truss & chain hoist**

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

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## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST OR FALL IS REQUIRED)

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted in a DWG format to Freeman Rigging Manager three (3) weeks prior to move-in.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### ELECTRICAL HANGING SIGNS

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 22, 2017**

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

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freeman.com](mailto:chicagoelectrical@freeman.com) or call 773-473-7080.

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

**COMPRESSED AIR: 90-100 lbs. PSI (Rental tax of 9% applies)**

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet.....	_____	655.00	982.50 = \$	_____
Additional outlets within 15 feet.....	_____	328.00	492.00 = \$	_____
Air line footage per foot.....	_____	6.00	6.00 = \$	_____

**Total** \_\_\_\_\_

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

**WATER (Rental tax of 9% applies)**

Service Charge for water outlet.....	_____	585.00	877.50 = \$	_____
Water line footage per foot.....	_____	6.00	6.00 = \$	_____

**Total** \_\_\_\_\_

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

**DRAINS (Rental tax of 9% applies)**

Service Charge for first drain outlet at rear of booth.....	_____	585.00	877.50 = \$	_____
Drain Line Footage per foot.....	_____	6.00	6.00 = \$	_____

**Total** \_\_\_\_\_

**FILL & DRAINS (Purchase tax of 10.25% applies)**

0 - 200 Gallons.....	_____	346.50	519.75 = \$	_____
201 - 400 Gallons.....	_____	547.00	820.50 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	43.00	64.50 = \$	_____

**Total** \_\_\_\_\_

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

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**GASES & MISCELLANEOUS EQUIPMENT**

**(Rental tax of 9% applies to equipment and material - purchase tax of 10.25% applies to Gas Type)**

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_

Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

**LABOR (Tax not applicable)**

	Advance Price	Standard Price
<b>Straight Time</b> .....	\$ 107.00	\$ 150.00 = \$ _____
<b>Overtime</b> .....	\$ 154.00	\$ 215.75 = \$ _____
<b>Double Time</b> .....	\$ 201.00	\$ 281.50 = \$ _____

**Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday**

**Overtime: 4:30 P.M. to 8:00 A.M. Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**

**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**

**ALL DAY Sunday and Holidays.**

**Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.**

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

PURCHASE TOTAL COST		
Subtotal	+ 10.25% Tax	= \$ Total Cost

RENTAL TOTAL COST		
Subtotal	+ 9% Tax	= \$ Total Cost

FREEMAN air / water / drain / gas

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.
3. Credit will not be given for connections installed and not used.
4. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
5. All equipment must comply with state and local safety codes.
6. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
7. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
8. All equipment using water must have inlet and outlet properly tagged.
9. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
10. Rates listed are for services only. Additional labor and material charges may apply.
11. Service outlet size will be determined by the volume required.
12. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
13. All outlets will be installed on the floor at the backwall of booth if no floorplan is provided.
14. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
15. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

### ATTENTION:

**Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply. If you have questions regarding this, please contact our plumbing department at: 773-473-7080.**

**Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing. Please contact our plumbing department at: 773-473-7080 for quotation.**

**Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work. Please contact our plumbing department at: 773-473-7080 for information.**

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**



# FREEMAN

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

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

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_  
(City) (State) (Zip)

### DESTINATION

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

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

**2017 NACS SHOW**

C/O: FREEMAN  
2500 WEST 35TH ST  
CHICAGO, IL 60632

MUST BE DELIVERED BY OCTOBER 05, 2017

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

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

**2017 NACS SHOW**

C/O: FREEMAN  
MCCORMICK PLACE  
2301 S LAKE SHORE DR  
CHICAGO, IL 606161497

CANNOT BE DELIVERED BEFORE OCTOBER 13, 2017

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

FAX THIS COMPLETED FORM VIA:

E-mail:

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

or

Fax: (469) 621-5810

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

SHOW # (440949) \_\_\_\_\_

FREEMAN exhibit transportation

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: SEPTEMBER 15, 2017**

**RECEIVING DATE BEGINS: SEPTEMBER 15, 2017**

**DEADLINE DATE IS: OCTOBER 05, 2017**

**DEADLINE DATE IS: OCTOBER 05, 2017**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** 2017 NACS SHOW

**EVENT:** 2017 NACS SHOW

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

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

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



**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE OCTOBER 13, 2017**

**CANNOT DELIVER BEFORE OCTOBER 13, 2017**

**TO:**

*EXHIBITOR NAME*

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**MCCORMICK PLACE  
2301 S LAKE SHORE DR**

**CHICAGO, IL 606161497**

**SHOW SITE**

**C/O: FREEMAN**

**MCCORMICK PLACE  
2301 S LAKE SHORE DR**

**CHICAGO, IL 606161497**

**SHOW SITE**

**EVENT:** 2017 NACS SHOW

**EVENT:** 2017 NACS SHOW

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

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

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

F R E E M A N

R U S H

DO NOT DELAY

DELIVER BY OCTOBER 5, 2017

\_\_\_\_\_

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

C/O FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

HANGING SIGN

2017 NACS SHOW

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELAY

DELIVER BY OCTOBER 5, 2017

\_\_\_\_\_

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

C/O FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

HANGING SIGN

2017 NACS SHOW

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE  
2301 SO. LAKE SHORE DRIVE  
CHICAGO, IL 60616

DRY  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE  
2301 SO. LAKE SHORE DRIVE  
CHICAGO, IL 60616

DRY  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE  
2301 SO. LAKE SHORE DRIVE  
CHICAGO, IL 60616

DRY  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE  
2301 SO. LAKE SHORE DRIVE  
CHICAGO, IL 60616

DRY  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

CANNOT DELIVER BEFORE OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE SOUTH  
2301 SO LAKE SHORE DRIVE  
CHICAGO, IL 60616

REFRIGERATED  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

CANNOT DELIVER BEFORE OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE SOUTH  
2301 SO LAKE SHORE DRIVE  
CHICAGO, IL 60616

REFRIGERATED  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

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MCCORMICK PLACE SOUTH  
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CHICAGO, IL 60616

REFRIGERATED  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

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2301 SO LAKE SHORE DRIVE  
CHICAGO, IL 60616

REFRIGERATED  
STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

CANNOT DELIVER BEFORE  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE SOUTH  
2301 SO LAKE SHORE DRIVE  
CHICAGO, IL 60616

FROZEN STORAGE

EVENT 2017 NACS SHOW

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

CANNOT DELIVER BEFORE  
OCTOBER 13, 2017

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

C/O FREEMAN  
MCCORMICK PLACE SOUTH  
2301 SO LAKE SHORE DRIVE  
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CARRIER \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

### HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

### WHERE DO I GET A FORKLIFT?

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

### DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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



## Automobile and Small Utility Vehicle (ASUV) Program

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies.

The following guidelines have been established for move-in and move-out:

- Exhibitor staff must work a team of at least two people. One exhibitor must remain with the vehicle at all times.
- Vehicle must be unloaded or reloaded within a 20 minute period.
- Exhibitor or exhibitor employees are defined as any person who has been employed by the exhibitor as full-time employee for a minimum of 6 months before the show's opening. Be prepared to provide proof of full-time employment status if requested.
- If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

### Vehicle Criteria:

**What types of vehicles are allowed as Drop-Off / Pick-Up Vehicles?**

**SECTION 1** // The types of vehicles shown below are the **ONLY** types that will be allowed to deliver or pick-up trade show equipment at McCormick Place.

 <b>Passenger Automobile</b>	 <b>Mini Van</b>	 <b>S U V</b>	 <b>Full Size Van</b>
Trailers of any kind are <b>NOT</b> allowed  <b>NO Trailers</b>	Trucks like the one illustrated to the right are <b>NOT</b> allowed. 	No vehicles larger than a full size van or pick-up truck are allowed to deliver exhibit material.	

Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31<sup>st</sup> Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.



# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com



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

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered 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.
- 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 AM to 5:00 PM Monday through Friday
- OVERTIME:** 5:00 PM to 8:00 AM 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 AM to 4:00 PM Monday through Friday, Holidays excluded.

Description	Price Per CWT
-------------	---------------

### RATE CLASSIFICATIONS:

#### Warehouse Shipment

##### Crated or Skidded (200 lb. minimum)- Includes Outbound Overtime Charges

1 - 5,000 lbs .....	\$ 148.50
5,001 - 30,000 lbs .....	\$ 141.00
30,001 - 60,000 lbs .....	\$ 134.00
60,001 lbs and above.....	\$ 127.25

##### Special Handling (200 lb. minimum)

1 - 5,000 lbs .....	\$ 193.00
5,001 - 30,000 lbs .....	\$ 183.25
30,001 - 60,000 lbs .....	\$ 174.25
60,001 lbs and above.....	\$ 165.50

<b>Carpet and/or Pad Only Shipment (200 lb. minimum)</b> .....	\$ 223.00
--	-----------

### ADDITIONAL SURCHARGES:

#### Warehouse Shipment Delivered after Deadline Date (OCTOBER 5, 2017)

##### Crated or Skidded (in addition to above rates)

1 - 5,000 lbs .....	\$ 30.75
5,001 - 30,000 lbs .....	\$ 29.25
30,001 - 60,000 lbs .....	\$ 27.75
60,001 lbs and above.....	\$ 26.25

##### Special Handling (in addition to above rates)

1 - 5,000 lbs .....	\$ 30.75
5,001 - 30,000 lbs .....	\$ 29.25
30,001 - 60,000 lbs .....	\$ 27.75
60,001 lbs and above.....	\$ 26.25

<b>Carpet and/or Pad Only Shipment (in addition to above rates)</b> .....	\$ 30.75
---	----------

FREEMAN material handling

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

**SHOW SITE HANDLING RATES**

Description	Price Per CWT
-------------	---------------

**RATE CLASSIFICATIONS:**

**Show Site Shipment**

**Crated or Skidded (200 lb. minimum)-Includes Outbound Overtime Charges**

1 - 5,000 lbs .....	\$ 128.50
5,001 - 30,000 lbs .....	\$ 122.00
30,001 - 60,000 lbs .....	\$ 116.00
60,001 lbs and above.....	\$ 110.00

**Special Handling (200 lb. minimum)**

1 - 5,000 lbs .....	\$ 167.00
5,001 - 30,000 lbs .....	\$ 158.50
30,001 - 60,000 lbs .....	\$ 150.75
60,001 lbs and above.....	\$ 143.25

**Carpet and/or Pad Only Shipment (200 lb. minimum) ..... \$ 193.00**

**ADDITIONAL SURCHARGES:**

**Show Site Shipment Delivered after Deadline Date (OCTOBER 17, 2017)**

**Crated or Skidded (in addition to above rates)**

1 - 5,000 lbs .....	\$ 25.75
5,001 - 30,000 lbs .....	\$ 24.50
30,001 - 60,000 lbs .....	\$ 23.25
60,001 lbs and above.....	\$ 22.00

**Special Handling (in addition to above rates)**

1 - 5,000 lbs .....	\$ 25.75
5,001 - 30,000 lbs .....	\$ 24.50
30,001 - 60,000 lbs .....	\$ 23.25
60,001 lbs and above.....	\$ 22.00

**Carpet and/or Pad Only Shipment (in addition to above rates)..... \$ 25.75**

**Show Site Shipment Delivered on Overtime - Inbound/Outbound (EACH WAY)**

**Crated or Skidded (in addition to above rates)**

1 - 5,000 lbs .....	\$ 25.75
5,001 - 30,000 lbs .....	\$ 24.50
30,001 - 60,000 lbs .....	\$ 23.25
60,001 lbs and above.....	\$ 22.00

**Special Handling (in addition to above rates)**

1 - 5,000 lbs .....	\$ 33.50
5,001 - 30,000 lbs .....	\$ 31.75
30,001 - 60,000 lbs .....	\$ 30.25
60,001 lbs and above.....	\$ 28.75

**SMALL PACKAGE HANDLING RATES**

Description	Price Per Shipment
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**RATE CLASSIFICATIONS:**

**Small Package - Maximum weight is 30 lbs per shipment\***

Per Shipment .....	\$ 45.00
--------------------	----------

\*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.

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>% Tax</b>	<b>N/A</b>
			<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 flat or the trailer must be loaded in a sequence to ensure all items flat.

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 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 about carpet only shipments?

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

# FREEMAN

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NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

## MACHINERY HANDLING SERVICES

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)  
**DRIVERS CHECK-IN:** NO LATER THAN 12:00 P.M. IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.

- All machinery shipments **MUST** be shipped directly to the MCCORMICK PLACE in care of FREEMAN. Freeman **WILL NOT ACCEPT** any shipments addressed to MCCORMICK PLACE prior to the first day of Exhibitor Move-In.
- **MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE.**
- Certified weight tickets and proper documentation will be required on all loads containing machinery. Separate weight for display material and machinery equipment is required. There are different rates for machinery equipment if properly identified on the Bill of Lading. If the weight is not separated and/or materials are not identified properly, the display rate will prevail.
- Rates quoted on Page 1 of the Material Handling form include all labor and equipment required to unload trucks at the hall and to place items in the exhibitor's booth, one time spotting, return of containers to dock and loading on outbound carriers. Machinery will be spotted with a 6" tolerance, one time after removal from the truck provided the following conditions are met:
  1. The exhibitor, or his representative, is there to supervise the spotting
  2. The area within the booth is clearly marked to indicate the machine's position
  3. No rigging, bolting or unbolting, unskidding or attaching to other equipment must be done

This will include shipments of machinery WITH proper lifting bars, points, hooks or skids which may be moved on or off of the loading dock or vehicle or show floor by forklift with NO other additional handling requirements. Forklift lifting points **MUST** be clearly marked.

Machinery that does NOT fit this description will be considered UNSKIDDED and will be charged the published rates for Unskidded Machinery Shipments.

- Rates DO NOT include a labor charge for uncrating, unskidding, unpacking, recrating or reskidding materials.
- There will be a 25% fee for off target shipments.

FREEMAN machinery handling definitions

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 22, 2017**

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

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

**RIGGING EQUIPMENT AND LABOR**

## LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

### STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

Straight Time, Overtime, Double Time Window			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day
	Double Time from midnight - 6:00 am	Double Time	Thanksgiving Day Christmas Day

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

***Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:***

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
- Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

FREEMAN forklift / rigging labor

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Part #	Description	Advance Price per Hour	Standard
--------	-------------	------------------------	----------

**Forklift Labor**

Prices do not include crew. Crew consists of rigger foreman and one rigger.  
(Half hour minimum per forklift)

3090600	Man Cage for Forklift.....	\$ 61.75	\$ 86.45
3090700	Boom for Forklift.....	\$ 61.75	\$ 86.45
30405	Sm.Forklift - up to 5,000 lbs .....	\$103.95	\$145.55
304015	Lg.Forklift - up to 15,000 lbs.....	\$126.50	\$177.10
30404	4- Stage Forklift .....	\$133.25	\$186.55

**Two Man Rigging Crew--Crew consists of a rigging foreman and one rigger (Half hour minimum)**

3020400	Rigging Crew - ST.....	\$282.75	\$395.85
3020401	Rigging Crew - OT .....	\$424.25	\$593.95
3020402	Rigging Crew - DT.....	\$565.50	\$791.70

**Additional Rigging Labor (Half hour minimum per person)**

3020200	Rigger Foreman - ST .....	\$149.25	\$208.95
3020201	Rigger Foreman - OT .....	\$224.00	\$313.60
3020202	Rigger Foreman - DT .....	\$298.50	\$417.90
3020100	Rigger - ST .....	\$133.50	\$186.90
3020101	Rigger - OT .....	\$200.25	\$280.35
3020102	Rigger - DT.....	\$267.00	\$373.80

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

•Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Please complete the forms below and return with your completed Method of Payment Form.

**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
_____							<b>Total</b>	

**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
_____							<b>Total</b>	

# F R E E M A N

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DISCOUNT DEADLINE  
**SEPTEMBER 22, 2017**

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

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

### GENERAL INFORMATION

- All cold and dry storage shipments will be subject to Food Product Samples material handling charges. Please see material handling order form for pricing.
- Storage rate will be billed at a flat rate based on total weight of material received requiring cold or dry storage. (Storage rate is for entire show - not a daily rate)
- You must have an authorized company representative present at the time of delivery to your booth to inventory and sign for the items.
- The Flat Rate Storage fee includes daily delivery and pick up of product from storage.
- Food that must be prepared by the Exhibit Hall Caterer should be addressed directly to the catering firm.
- **NOTE: PERISHABLES WILL NOT BE ACCEPTED AT THE FREEMAN CHICAGO WAREHOUSE.**

### ADVANCE STORAGE RESERVATION

**Your credit card must be on file with Freeman to make an advance storage reservation. See the "Freeman Method of Payment" form in the Exhibitor Services Manual for credit card authorization.**

Make your reservation early by completing this form and mailing it to the address above before **SEPTEMBER 22, 2017**.

**Storage ordered at show site will be charged an additional 40% and subject to space availability**

### STORAGE

We will require \_\_\_\_\_ cubic feet of refrigerated storage (36°)

We will require \_\_\_\_\_ cubic feet of freezer storage (0°)

We will require \_\_\_\_\_ cubic feet of dry storage (outside temp)

Type of product(s) I will be storing is: \_\_\_\_\_

This product will be in \_\_\_\_\_ types of containers and **WILL / WILL NOT** be on skids. (Please circle one)

The number of containers to be stored will be \_\_\_\_\_.

I will require deliveries \_\_\_\_\_ times per day.

### LIABILITY

Materials in storage must be removed during exhibitor move-out period. Materials not removed by **5:00 P.M., SUNDAY, OCTOBER 22, 2017** will be considered abandoned.

While every attempt will be made to provide security for material placed in storage, and to ensure adequate and proper operation of equipment, Freeman assumes no liability of material stored for circumstances beyond our control.

Additionally, all materials handled by Freeman are subject to our "Limits of Liability" found in the Material Handling Terms & Conditions.

**STORAGE RATES/per cubic foot** (Storage rates are for entire show - not a daily rate)

	Discount Price	Show Site Price
30 cubic feet or less.....	12.00	16.80
31 to 60 cubic feet .....	11.50	16.10
61 to 120 cubic feet .....	11.00	15.40
121 to 180 cubic feet .....	10.25	14.35
181 to 240 cubic feet .....	9.75	13.65
Over 240 cubic feet .....	9.50	13.30

**Example:** 80 cubic ft shipped to show  
 80 X 11.00 = \$880.00 (total storage fee)

### DELIVERY AND PICK-UP RATES

In addition to the above rates, the following rates will apply for delivery of material to and from storage.

Straight Time.....	\$ 99.25 (per trip)
Over Time .....	\$149.00 (per trip)
Double Time.....	\$198.50 (per trip)

Please set up your schedule for exact deliveries at the Freeman Storage Service Desks during installation.

### SHIPPING INFORMATION

Shipment(s) will be received at the **McCormick Place Convention Center** no earlier than **FRIDAY, OCTOBER 13, 2017**.

Label all shipments as shown. Specify on label if material is refrigerated, frozen or dry. (labels are provided for your convenience)

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**Hold For: 2017 NACS SHOW**  
**c/o FREEMAN**  
**REFRIGERATED / FROZEN / DRY STORAGE**  
**MCCORMICK PLACE**  
**2301 S. LAKE SHORE DRIVE**  
**CHICAGO, IL 60616**

Containers must be marked either Refrigerated, Frozen or Dry. The show name, company name and booth number must be prominently displayed on each container.

Details regarding disposal of leftover items at the close of the show may be obtained at the service desk, if no arrangements are made, or instructions given prior to show closing, leftover items will be disposed of immediately at the close of the show.

FREEMAN refrigerated / frozen / dry food storage



# FREEMAN

8201 West 47th Street  
McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2017 NACS SHOW / OCTOBER 18 - 20, 2017

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available at an additional cost.

### SPOTTING FEE

MOBILE UNITS\* \$ 364.50 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 364.50 PER UNIT (Round Trip)

**\*NOTE:** Mobile units will be assessed the "one time" spotting charge listed above in addition to a one hour forklift/operator charge each way, (See Forklift/Rigging Labor Form) for unloading and loading. Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_



Will you require a crane or forklift? \_\_\_\_\_

(\*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should we contact if we need more information? \_\_\_\_\_

\_\_\_\_\_

FREEMAN mobile units/motorized vehicles



# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603  
 FreemanChicagoES@freeman.com

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **2017 NACS SHOW / OCTOBER 18 - 20, 2017**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

**Select a Carrier:**

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

No need to schedule your outbound shipment.  
 Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_  
 Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

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

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

**DIRECTIONS & ADDRESS TO:**  
**McCORMICK PLACE MARSHALLING AREA**  
**(2900 So. Moe Drive, Chicago, IL 60616)**

**North of Chicago to McCormick Place:** Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**West of Chicago to McCormick Place:** Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**Southwest of Chicago to McCormick Place:** Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**South of Chicago to McCormick Place:** Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

# **F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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## **ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET**

### ***ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:***

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

### ***PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:***

1. CRATES.....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION  
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING**

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK**

**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**INBOUND freight procedures**

# **F R E E M A N**

8201 West 47th Street  
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1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

***IF THE LOAD HAS BEEN BROKERED OUT TO YOUR  
COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE  
BROKER FAX THE FREEMAN COMPANY A RELEASE ON  
THEIR LETTERHEAD.***

THE FAX NUMBER FOR THE MARSHALLING YARD IS  
1-312-674-0748

WE MUST RECEIVE THE RELEASE BEFORE WE CAN  
ISSUE THE HARDCARD TO PICK UP THE FREIGHT

**THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE ISSUED A BILL FROM THE FREIGHT CLERK**

**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE**

OUTBOUND freight procedures

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
+1(773) 473-7080 • Fax +1(469) 621-5603  
Email: FreemanChicagoES@freeman.com

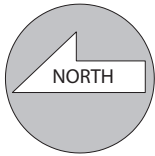
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## TRUCK scale locations

1. SOUTHSIDE FUEL CENTER  
Truck Wash & Scale  
970 W. Pershing Road (39th Street)  
Chicago, IL 60609  
+1(773) 523-1362  
Cost: \$8 fee to go over scale
  
2. TRAVEL CENTERS OF AMERICA  
A. 76 AUTO/TRUCK  
Intersection of Interstate 55 & Interstate 53  
+1(630) 739-7006  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale  
  
B. Elgin West, Hampshire, IL  
Intersection of Interstate 90 & Route 20  
+1(847) 683-4550  
Hours: 7 days a week, 24 hour service  
Cost: \$6 platform scale
  
3. PETRO/Monee  
Monee Manhattan road (Right off Interstate 57 at Milemarker 335)  
+1(708) 534-0400  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS



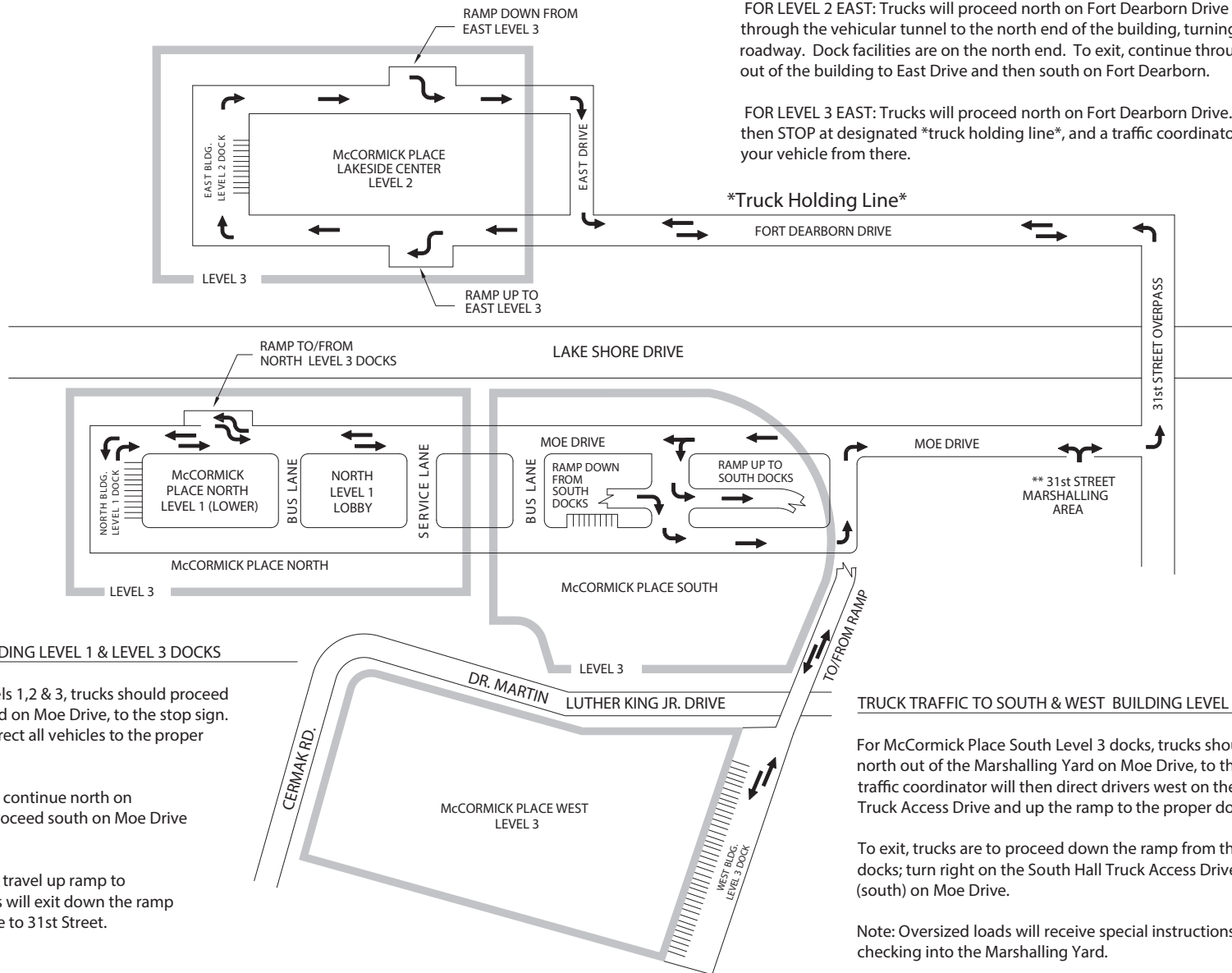


**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated \*truck holding line\*, and a traffic coordinator will direct your vehicle from there.



**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

**TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

**\*\*Marshalling Yard Address: 2900 So. Moe Drive, Chicago, IL 60616**

**F R E E M A N**

8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**McCORMICK PLACE  
 TRUCK TRAFFIC ROUTES**

# FREEMAN

Proud to Serve as Your  
Official Audio Visual Provider



October 17 - 20, 2017

Exhibits: October 18 - 20, 2017

McCormick Place | Chicago, IL

**\*Order By: September 22, 2017 to Receive Early Order Pricing!**



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
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 - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

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 - 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 September 22, 2017.**

Contact Your Freeman Representative	Total Your Order		
<b>MARTHA ARROYO</b>	<b>Equipment Sub-Total</b>		
<a href="mailto:martha.arroyo@freeman.com">martha.arroyo@freeman.com</a>	<b>State Rental Tax on Equipment Only (9%)</b>		
<b>Phone: 708.255.7125</b>	<b>Handling &amp; Onsite Freeman Audio Visual Supervision:</b>		
<b>Fax: 469.621.5603</b>	If your equipment subtotal is: Less than \$430, add \$130		
<b>Online at: <a href="http://www.freemanco.com">www.freemanco.com</a></b>	\$430-\$2,999, add \$180   Please call for quote if order is \$3,000+		
	<b>TOTAL CHARGES:</b>		
<b>Don't see what you are looking for?</b>	*Freeman Electrical will charge the exhibitor directly for the in-booth delivery, set-up, and dismantle fees. Please contact Freeman Electrical for a labor quote.		
<b>Please call to discuss the options!</b>			



**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

<b>Your Name:</b>	<b>Booth Number:</b>
<b>Exhibiting Company Name:</b>	
<b>Company Address:</b>	
<b>City / State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Third Party (If Applicable):</b>	
<b>Signature:</b>	

**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 708.255.7125 with questions.*

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>	
<b>Please Select Your Preferred Date and Time of Delivery (Choose One):</b>		
Monday, October 16, 2017	<input type="checkbox"/> 8:30am - 12pm	<input type="checkbox"/> 1pm - 4:30pm
Tuesday, October 17, 2017	<input type="checkbox"/> 8:30am - 12pm	<input type="checkbox"/> 1pm - 4:30pm
<b>If You Have a Special Delivery Request, Please Note it Here:</b>		

**Payment Information**

**Method of Payment (Choose One):**

**Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

**Check** \*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.

**Key Account** \*Key Account customers have been pre-approved with net 30 terms.

**Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

*\*\* 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.*

*\*\*Full payment, including any applicable tax, is due at the time the order is placed.*

**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.



October 17 - 20, 2017

Exhibits: October 18 - 20, 2017

McCormick Place | Chicago, IL

**\*Order By: September 22, 2017 to Receive Early Order Pricing!**

<b>Company Name:</b>
----------------------



Meeting Room Audio Visual Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
<b>Small Meeting Room Package (Up to 50 people)</b>				
* 96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt		\$470.00	\$611.00	
<b>Medium Meeting Room Package (50 - 150 people)</b>				
* 7.5' X 10' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt		\$645.00	\$838.50	
<b>Large Meeting Room Package (150 people +)</b>				
* 10.5' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt		\$990.00	\$1,287.00	
<b>Meeting Room Flat Screen Packages (Daily Rentals)</b>				
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	
<b>A La Carte Meeting Room Projection Equipment (Daily Rentals)</b>				
* LCD XGA Computer Projector (4000 lumens)		\$425.00	\$552.50	
* Projection Stand (for LCD Projectors)		\$20.00	\$26.00	
* Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
* Flip Chart w/ Pad and Markers		\$40.00	\$52.00	
<b>*NOTE: Any orders that include Projection Equipment (Projectors, Tripod/Fast Fold Screens, &amp; Flip Charts) will require Projectionist Labor. Projection Equipment designated (*) above. Please see below for Projectionist Labor Rates.</b>				



A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
HP Laser Printer (40 PPM)		\$97.50	\$126.75	
Wireless Presentation Mouse		\$30.00	\$39.00	
<b>**Freeman Electrical will charge exhibitors directly for delivery, install, and dismantle fees of (non-projection) equipment listed above. Handling &amp; Onsite Freeman Audio Visual Supervision of \$130 or \$180 will apply. Call for a quote on orders \$3,000+.</b>				



Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total
<b>Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you! Please contact us at: 708.255.7125 for a custom quote.</b>				



**Early order rate is subject to a 30% increase when ordering equipment after September 22, 2017.**



Contact Your Freeman Representative	Total Your Order	
<b>MARTHA ARROYO</b> <a href="mailto:martha.arroyo@freeman.com">martha.arroyo@freeman.com</a> Phone: 708.255.7125 Fax: 469.621.5603 Online at: <a href="http://www.freeman.com">www.freeman.com</a>  <b>Don't see what you are looking for? Please call to discuss the options!</b>	Equipment Sub-Total	
	*Projectionist Labor on Projection Equipment	
	**Handling & Onsite Freeman Audio Visual Supervision	
	State Rental Tax on Equipment Only (9%)	
	<b>TOTAL CHARGES:</b>	
	*Projectionist Labor is based on a 5 hr minimum -or- 8 hr minimum if an Operator is required: \$82.50 Straight Time, \$123.75 Overtime, \$165 Double Time A Projectionist Labor Estimate for projection equipment, install, and dismantle will be provided by your Freeman representative upon confirmation of your Audio Visual order.	
**Handling & Onsite Supervision: If your equipment subtotal is less than \$430, add \$130 handling; \$430-\$2,999, add \$180 handling. For orders over \$3,000, call for a handling quote.		



<b>Contact Information</b>	
Name:	
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

<b>Meeting Information</b>	
<i>A representative must be in your meeting room at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the meeting room and set-up. Please call us at 708.255.7125 with questions.</i>	
On-Site Contact Person:	Cell Phone:
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:
Rehearsal Required: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what time?	
<b>Additional Meeting Days:</b>	
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:

<b>Payment Information</b>
<p><b>Method of Payment (Choose One):</b></p> <p><input type="checkbox"/> <b>Credit Card</b> * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.</p> <p><input type="checkbox"/> <b>Check</b> *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.</p> <p><input type="checkbox"/> <b>Key Account</b> *Key Account customers have been pre-approved with net 30 terms.</p> <p><input type="checkbox"/> <b>Bank Transfer</b> * Please reference the Show Name and Booth Number so we may properly credit your account.</p> <p><b>Wire Transfer:</b> Bank Transfer to Bank of America, N.A.; Dallas, TX          ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.          Physical address routing identifiers: 100 West 33rd Street, New York, NY</p> <p><b>International Wire Transfer</b>          Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.          CHIPS address: 0959 Freeman Audio Visual, Inc.          Physical address for international routing identifiers: 100 West 33rd Street, New York, NY</p> <p><b>ACH Direct Deposit</b>          ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  <b>ABA routing transit number physical bank address: 901 Main Street, Dallas,TX</b></p> <p><b>Note:</b> Customers assume responsibility for any bank processing fees.</p>

*\*\* 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 WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

#### DEFINITIONS

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

#### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

#### ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

#### LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

#### INDEMNIFICATION

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

#### IMPORTANT

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

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

- 1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to lose 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-weighted 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 of 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.

**AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT**

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

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

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

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

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

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

(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 \$ 5.50 (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 CLASSIFICATION 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 INTER-NATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**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 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 re-garding 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, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage 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 thermostat controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostat controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

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

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

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

**THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the **retained 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.**

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

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

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

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

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



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m. — 6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alicia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616





## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.**



McCORMICK PLACE®  
C H I C A G O



## TECHNOLOGY SERVICES

# ORDERING GUIDE AND FACILITY INFORMATION

## NACS Show 2017

Advance Deadline Date:  
**SEPTEMBER 29, 2017**

Please note:

Complimentary Wi-Fi is no longer available on the exhibit floors.

To order VIP or VIP Plus Wireless service, see page 12.

To utilize the VIP Wireless services, your device must support 5.0 GHz.

[Click here to access the Calendar of Events and begin your On-Line order.](#)

**Please contact us if you need assistance.**

(312) 791-6113 (Call Center)  
[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

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## \$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at [www.mccormickplace.com](http://www.mccormickplace.com).
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

## PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

### A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage\*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

### DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

\*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

## CABLE TELEVISION ACCESS

(South and West Buildings only)

## INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com).

**Please note:**

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

### DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. <b>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
<b>Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a>.</b>			
VIP Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	
VIP Plus Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 10 Mbps		



**“READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS”**

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	\$300 <i>(\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3<sup>rd</sup> party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</i>
<i>Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.</i>		
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
<b>Estimated total for a 4-day show</b>	<b>\$684</b>	<b>\$300</b>

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who are having issues
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

## CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor or in any space used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F, and in one Hotspot area per exhibit hall (A-F). The Hotspot location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP or VIP Plus Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

## WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
  - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
  - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
  - Any approved access points must be capable of manual power output and channel selection adjustments.
  - The exhibitor must configure the approved access point to the requirements specified by the facility.
  - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
  - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
  - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.



## **MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES**

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
  
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b) collecting information required to complete the installation that customer fails to provide.
  
3. **Use of Internet Services.**
  - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  
  - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on [mccormickplace.com](http://mccormickplace.com) or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit [mccormickplace.com](http://mccormickplace.com) and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  
  - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  
  - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  
  - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
- j) **NO “SPAMMING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO “HACKING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- l) NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
  - m) NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
  - n) NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
  - o) NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
  - p) Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

## TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [www.mccormickplace.com](http://www.mccormickplace.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## **PAYMENT POLICY**

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card or company check.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## **CANCELLATION POLICY**

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## **LIMITATION OF LIABILITY**

**Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.**

## **SUBMITTING YOUR ORDER**

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:  
"MCCORMICK PLACE / SMG"**

**[Click here to access the Calendar of Events and begin your On-Line order.](#)**

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):  
Metropolitan Pier and Exposition Authority • McCormick Place/SMG  
301 E. Cermak Road • Chicago, IL 60616
- Wire Transfer:  
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository  
**All wire transfers should include the following information:**
  - Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

Federal Tax ID Number: 366009091

Illinois Tax ID Number: E9988509303

## ORDER AND PAYMENT SUMMARY FORM

<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>SQ. FT.:</b>
<b>ADDRESS:</b>		<b>PHONE #:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>FAX #:</b>
<b>TODAY'S DATE:</b>			
<b>ON-SITE CONTACT NAME:</b>		<b>CELL #:</b>	
<b>EMAIL ADDRESS:</b>		<b>SUBMITTED BY:</b>	

<b>EVENT NAME:</b> NACS Show 2017	<b>DATE RECEIVED:</b> <i>FOR OFFICE USE ONLY</i>	
<b>EVENT CODE:</b> 16066	<b>ORDER #:</b>	
<b>DEADLINE DATE:</b> September 29, 2017	<b>CUST #:</b>	<b>CK AMT \$:</b>
<b>EVENT DATES:</b> October 18-20, 2017	<b>BATCH #:</b>	<b>CK#:</b>
WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. <b>REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.</b>		

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER \_\_\_\_\_ ● WIRE TRANSFER ● CREDIT CARD

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG**

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

**EXHIBITOR AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

**FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:** WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

**THIRD PARTY AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

<b>Telephone</b>	<b>\$</b>
<b>Cable TV</b>	<b>\$</b>
<b>Internet</b>	<b>\$</b>
<b>*Tel/Internet tax</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
 Order and Full Payment Must Be Received By Deadline Date for Advance Rate.

**Labor Not Included**

**Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.**

Signature:
------------

Please contact us if you need assistance:  
 (312) 791-6113 (Call Center)  
 technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line At:  
 www.mccormickplace.com

## INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b> <b>NACS Show 2017</b>	<b>EVENT DATES:</b> <b>October 18-20, 2017</b>
<b>COMPANY NAME:</b>	<b>BOOTH #:</b> <b>DATE:</b>
<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>

### DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

### DEDICATED WIRED INTERNET SERVICES

3404	1.54 mbps Service		\$3,510.00	\$4,390.00	
3405	3.0 mbps Service		\$5,700.00	\$7,125.00	
3406	6.0 mbps Service		\$8,700.00	\$10,875.00	

**Dedicated Services Greater than 6.0 Mbps  
Please call us at (312) 791-6113**

3354	Additional TCP/IP Address		\$125.00	\$160.00	
3358	Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.		\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367	Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.		\$625.00	\$780.00	

### WIRELESS INTERNET SERVICES

#### VIP Wireless Service

To utilize the VIP Class Wireless service your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

3410	VIP Wireless (Speed 1.5 mbps) Contact us for multi-user pricing.		\$300.00	\$375.00	
3420	VIP Plus Wireless (Speed 10 mbps) Contact us for multi-user pricing.		\$450.00	\$525.00	

**SUB-TOTAL**

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

### LABOR

**LABOR RATES ARE EFFECTIVE:  
June 1, 2017 – May 31, 2018**

Straight Time	\$96.00
Overtime	\$140.00
Double Time	\$184.00

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **SEPTEMBER 29, 2017** to receive the Advanced  
Rate.

### TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps



# WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: <b>NACS Show 2017</b>	EVENT DATES: <b>October 18-20, 2017</b>
COMPANY NAME:	BOOTH #:                      DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **SEPTEMBER 29, 2017.**

1. Have you ordered Internet Services?    Yes             No

If so, please provide your Technology Services Order Number:

*(Located on the Service Order Confirmation email that you received after your Internet order was placed.)*

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments?    Yes             No

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 Ghz Channel (please check one): 1  6  11

Intended 2.4 Ghz Signal Strength: \_\_\_\_\_

Intended 5 Ghz Channel: \_\_\_\_\_

Intended 5 Ghz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

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

Printed Name: \_\_\_\_\_

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

***Please contact us for assistance.***  
(312) 791-6113 (Call Center)  
[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)  
Order Technology Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)



## TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b> <b>NACS Show 2017</b>	<b>EVENT DATES:</b> <b>October 18-20, 2017</b>
<b>COMPANY NAME:</b>	<b>BOOTH #:</b> <b>DATE:</b>
<b>PHONE #:</b>	<b>EMAIL ADDRESS:</b>

### TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
				<b>SUB-TOTAL</b>	

**Do you want your telephone number published in the Event Directory?**

Yes       No

If yes, please print how your company's name should appear : \_\_\_\_\_

### CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	\$32.00	\$47.00	
				<b>SUB-TOTAL</b>	

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

**Unlimited Free Toll-free calls**

- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge.**

**We will continue to charge for all international calls**

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **SEPTEMBER 29, 2017** to receive the Advanced Rate.

## COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

<b>EVENT NAME:</b> <b>NACS Show 2017</b>	<b>EVENT DATES:</b> <b>October 18-20, 2017</b>
<b>COMPANY NAME:</b>	<b>REQUESTED BY (Name):</b>
<b>BOOTH #:</b>	<b>DATE:</b>
<b>BUILDING :</b> <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
<b>THE LINE BELOW IS FOR INTERNAL USE</b>	
<b>WORK ORDER #:</b>	<b>MCCORMICK PLACE ASSIGNED PHONE #'S:</b>

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

Fanning out network (Internet/fiber/etc.) drops inside booth

Other: Please specify \_\_\_\_\_

**THE TABLE BELOW IS FOR INTERNAL USE**

Date	Technician	Straight Time Hours Code 3930 @ \$96.00	Overtime Hours Code 3940 @ \$140.00	Double time Hours Code 3950 @ \$184.00	Inbound or Outbound Labor (Designate below)

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

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

Print Name: \_\_\_\_\_

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

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** fax copy to the telephone equipment room.

**Total Amount \$**

**Please call us if you would like assistance completing this form (312) 791-6113.**

## FLOOR PLAN TEMPLATE

Event Name: <u>NACS Show 2017</u>	Event Dates: <u>October 18-20, 2017</u>
Deadline Date: <u>September 29, 2017</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

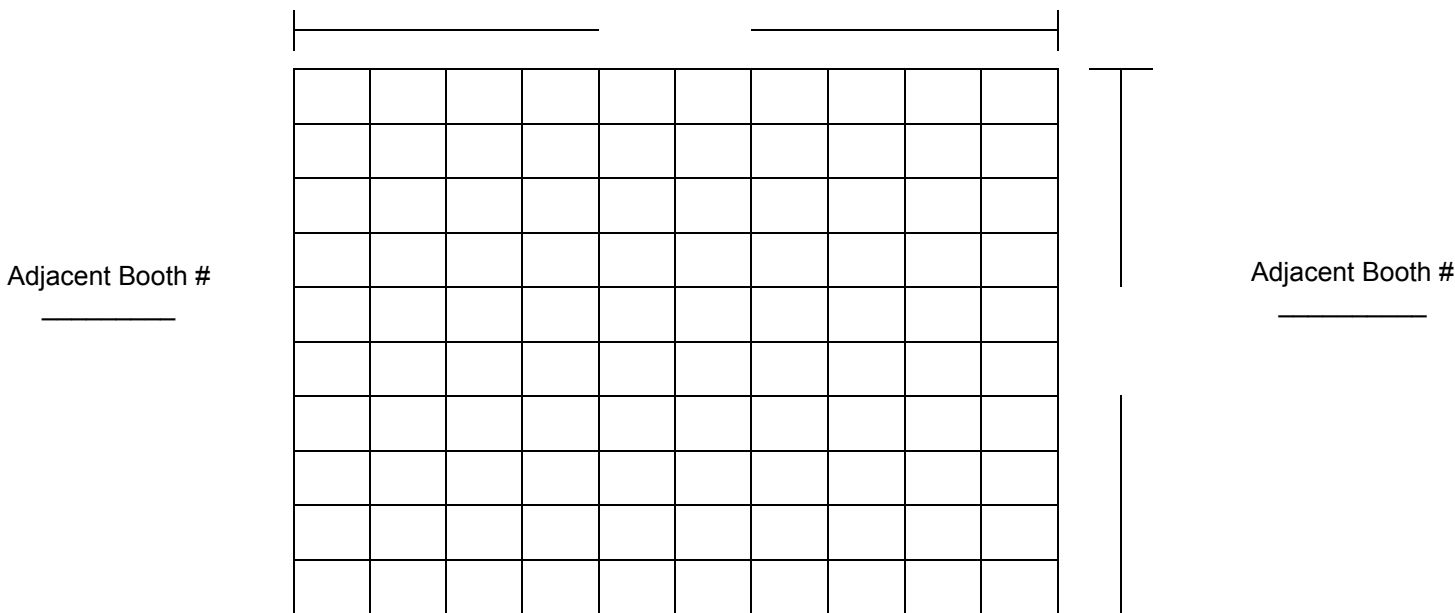
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**1 square = 1 square foot (Unless otherwise noted)**

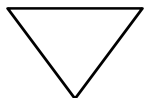
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)

# **FACILITY REGULATIONS**

## **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

## **Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

## **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## **Hanging Items**

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## **Parking**

### **Exhibitor Guaranteed Parking**

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

## **Automobile and Small Utility Vehicle (ASUV) Program**

### **Self-loading/Unloading ASUV**

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [ASUV](#) for complete details.

### **Hand Carried Items**

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

# Exhibit Hall Use And Guidelines

## Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or [dcozzi@mccormickplace.com](mailto:dcozzi@mccormickplace.com) can answer any questions or provide a set of fire code information.

## Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

## Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

### **Open Flame Devices**

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

## **Cooking and Heat-Generating Devices**

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

## **Exhibits or Product Displays in Meeting Rooms**

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

## **Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

## **Vehicle Displays**

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.



## Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

**Fire Code Compliance  
Exhibits with Multiple Levels or Ceilings**

Fire Code Item	Booth Format			
	1	2	3	4
<b>1. Maximum Dimensions</b>	Yes	Yes	No	Yes
<b>2. Second Level</b>	Yes	Yes	No	No
<b>3. Exit Stairways</b>	Yes	Yes	No	No
<b>4. Smoke Detectors</b>	Yes	Yes	Yes	Yes
<b>5. Fire Extinguishers</b>	Yes	Yes	Yes	Yes
<b>6. Posted Certificate of Fire Retardancy</b>	No	Yes	No	Yes
<b>7. Certified Approval</b>	Yes	Yes	No	Yes
<b>8. Fire Marshal Review</b>	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

## Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

# **FACILITY REGULATIONS**

## **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

## **Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

## **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## **Hanging Items**

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## **Parking**

### **Exhibitor Guaranteed Parking**

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit:

[www.mccormickplace.clickandpark.com](http://www.mccormickplace.clickandpark.com) . Please note: This option is available beginning January 1, 2017

## **Automobile and Small Utility Vehicle (ASUV) Program**

### **Self-loading/Unloading ASUV**

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [www.mccormickplace.com/exhibitors/asuv.php](http://www.mccormickplace.com/exhibitors/asuv.php) for complete details.

### **Hand Carried Items**

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

# Exhibit Hall Use And Guidelines

## Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or [dcozzi@mccormickplace.com](mailto:dcozzi@mccormickplace.com) can answer any questions or provide a set of fire code information.

## Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

## Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

### **Open Flame Devices**

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

## **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

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Exhibits with Multiple Levels or Ceilings**

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<b>7. Certified Approval</b>	Yes	Yes	No	Yes
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- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
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# SAVOR...Chicago

## at McCormick Place

Catering • Concessions • Special Events

### SAMPLING AUTHORIZATION REQUEST – FOOD INDUSTRY SHOWS

#### Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

#### GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Chicago.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 6oz.** portions
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
  - Beer 7 oz.
  - Wine / wine coolers / spirit coolers 2 oz.
  - Liquor / liqueurs 0.5 oz.
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
  - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

# SAVOR...Chicago

## at McCormick Place

Catering • Concessions • Special Events

### 5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- Additional charge for Rental of Equipment and Kitchen space, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago unless coordinated in advance with a Catering Manager prior to the show dates.

### COMPANY REQUESTING SAMPLING PERMISSION INFORMATION

Show Name

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Date of Show Sampling Dates

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Company Name and Booth Number and Hall Name

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Name	Booth # and Hall
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Contact Information

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Name	Telephone	Email address
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Address	City	Zip
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Email

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Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

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Approved by:

Date:

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The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO:

Denise Kamm

[dkamm@mccormickplace.com](mailto:dkamm@mccormickplace.com)

312.791.7280 fax

Sohana Cantwell

[scantwell@mccormickplace.com](mailto:scantwell@mccormickplace.com)

312.791.7280 fax

# SAVOR...Chicago

at McCormick Place

## ORDER FORM

<b>TRADE SHOW</b>		<b>ORDER DEADLINE</b>	3 weeks before show open
<b>CONTACT</b>		<b>ON-SITE CONTACT</b>	
<b>COMPANY</b>		<b>ON-SITE PHONE #</b>	
<b>ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>PHONE #</b>		<b>FAX #</b>	<b># OF GUESTS:</b>
<b>EMAIL ADDRESS</b>			
<b>BOOTH # or ROOM #</b>			
<b>BUILDING</b>	PLEASE CIRCLE	<b>N</b>	<b>S</b>
		<b>E</b>	<b>W</b>

### PLEASE PLACE ORDER BELOW

All tables, electrical requirements, and garbage removal service must be ordered through your contractor.

Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price

A signed Catering Agreement and full payment in advance is required to confirm your order.  
Prices are only guaranteed at the time of contract execution.

Please remit this form to your Catering Sales Manager:  
Denise Kamm | [dkamm@mccormickplace.com](mailto:dkamm@mccormickplace.com) | 312.791.7261  
Or Sohana Cantwell | [scantwell@mccormickplace.com](mailto:scantwell@mccormickplace.com) | 312.791.7265

### PAYMENT INFORMATION

<b>METHOD OF PAYMENT</b>	<b>check</b> <input type="radio"/>	<b>credit card</b> <input type="radio"/>	<b>wire</b> <input type="radio"/>
PLEASE NOTE: All checks and wires must be received before opening of the Show, and all clients must have a credit card on file for any additional on-site orders or increase in quantities. All cards will be automatically run after the show for the on-site orders or increases.			
<b>CREDIT CARD #</b>			
<b>EXPIRATION DATE</b>		<b>V-CODE</b>	
<b>BILLING ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			
<b>CARD HOLDERS NAME</b>			

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH SAVOR  
Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.  
There is a \$50 food and beverage minimum requirement for all booth deliveries. There is a 2.5% charge on all credit cards over \$1000.  
SAVOR Does not supply tables for food and beverage in your booth. You must order these through the general contractor.  
Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

# SAVOR...

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WELCOME TO SAVOR...Chicago  
at McCormick Place

CATERING MENU  
through June 30, 2015

- MEETING ROOMS
- BANQUET
- SPECIAL EVENTS

**ENJOY AND SAVOR...Chicago!**

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Prices do not include 21.50% service charge and applicable sales tax.  
Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...

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SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. No food or beverage of any kind will be permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of exhibitor personal consumption). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Menus – Menu selections and other details pertinent to your functions are required to be submitted to the catering department a minimum of four weeks prior to the first function date. Our culinary team is happy to customize the perfect menu for your event.

Pricing – Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Guarantee/ Payment – The estimated charges and costs for the Event are set forth in the Agreement (the "Event Price"). Client must notify us of the guaranteed number of people attending the event at least five (5) full business days prior to the Event for functions up to 2,000 guests. Functions of 2,000 guests or more must be guaranteed ten (10) full business days prior to the Event. This guarantee must be submitted by noon Monday through Friday, 8am – 5pm central time. Holidays and weekends are excluded from receiving guarantees. If the guarantee is not received, SAVOR... reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges within the applicable 5 or 10 business days based on your estimated guest count. Also, any cancellations and reductions of specialty items are subject to full charges within 21 days prior to the event. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). Attendance higher than the given guarantee will be charged the actual event attendance.

Overset Policy – SAVOR... will be prepared to provide service staff and have seats available for 3% over-set up to 1,000 guests (maximum over-set of 30 guests) for plated meals and buffet meals with complete table setups only. There will be an additional \$150.00 charge for each over-set of 20 guests.

Service Staff – Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 40 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Breakfast/Lunch service times are three hours and dinner is four hours. Holiday labor rates may apply.

Event Timeline – Breakfast and lunch is based on a three hour service window and dinner is based on four hour service window. Extended service time will be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted will have additional labor fees per hour, per server scheduled.

Beverage Services – We offer a complete selection of beverages to compliment your function. Please note alcoholic beverages and services are regulated by the Liquor Control Board, SMG/SAVOR..., as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts – A signed copy of the contract outlining all catering services will be provided. The signed contracts outlines terms and specific function sheets constituting the entire agreement between the client and SAVOR.... Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations – In the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event for groups under 2,000 and 30 business days prior for groups of 2,000 and over. Cancellations made less than 21 days (under 2,000) or 30 days (2,000 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

Payment/Deposit – An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment, consumption or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.



## BREAKFAST BUFFETS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

All selections are served with freshly brewed regular and decaffeinated coffee, hot tea and orange juice

### **Lake Shore Continental**

A Display of Seasonal Whole Fruit, Assorted Freshly Baked Breakfast Breads, Muffins, Scones and Croissants with Sweet Butter and Preserves

### **Mid Town Continental**

A Display of Seasonal Sliced Fruit, Assorted Freshly Baked Sweet Breads, Muffins, Scones and Croissants with Sweet Butter and Preserves



### **Power Continental**

A Display of Seasonal Sliced Fruit, Freshly Baked Whole Grain Muffins, Low-Fat Yogurt and House Made Granola

### **Rustic Strata Breakfast**

A Display of Seasonal Sliced Fruit, Slow Baked Strata with Egg and Cream, Tri-Color Tortilla, Cumin and Fresh Seasonal Vegetables, Salsa Verde, Turkey Bacon, Sausage Patties, Breakfast Potatoes, Assorted Yogurt, Cereals with Milk and Assorted Breakfast Pastries

### **Farm Fresh Breakfast**

A Display of Seasonal Sliced Fruit, Scrambled Eggs, Country Style Potatoes, Crisp Applewood Smoked Bacon and Turkey Sausage, Assorted Muffins, Yogurt and Cereals with Milk

### **Smoked Salmon and Bagels Breakfast**

A Display of Seasonal Sliced Fruit, Sliced Smoked Salmon, Cream Cheese, Chopped Eggs, Capers, Red Onion, Chopped Tomatoes, Scrambled Eggs, Hash Brown Potatoes and Assorted Bagels

### **Little Village Breakfast**

A Display of Seasonal Sliced Fruit, Scrambled Eggs with Peppers, Onions and Cilantro, Chicken Sausage, Cumin Scented Black Beans, Flour Tortillas and Assorted Muffins

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Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

## PLATED BREAKFAST

*Published pricing includes china service. Final invoice reflects china service separately along with applicable sales tax. All selections are served with freshly brewed regular and decaffeinated coffee, hot tea and orange juice*

### **Traditional**

Freshly Scrambled Eggs, Herb Roasted Potatoes and Crisp Applewood Smoked Bacon or Turkey Sausage

### **Vegetable Frittata**

Farm Fresh Eggs with Seasonal Vegetables, Aged Cheddar Cheese, Fresh Herbs and Roasted Red Pepper Coulis, Crispy Potatoes and Turkey Fennel Sausage

### **Puff Pastry with Eggs and Pancetta**

*Limited to parties of 200 people or less*

Puff Pastry Tart with Scrambled Eggs, Spinach, Fontina Cheese, Basil, Pepperonata and Pancetta



### **Eggs Benedict Southern Style**

*Limited to parties of 200 people or less*

Poached Eggs with a Green Onion-Cheddar Grit Cake, Spicy Tasso Ham, Slow Cooked Greens and Red Pepper Hollandaise

### **Duck Hash and Egg**

*Limited to parties of 200 people or less*

Duck Confit Hash with Yukon Gold Potatoes, Balsamic Onions, Poached Egg, Slow-Roasted Tomatoes and Sautéed Greens

### **Cinnamon French Toast**

Cinnamon French Toast topped with Seasonal Berry Compote Served with Brown Sugar Butter, Maple Syrup, Crisp Applewood Smoked Bacon and Seasonal Sliced Fruit

## BREAKFAST ENHANCEMENTS

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Minimum order of 12 per item

### **Breakfast Burrito**

Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese

### **Bacon Egg and Cheese Biscuit**

Bakery Fresh Biscuit Topped with Scrambled Eggs, Cheese and Crisp Applewood Smoked Bacon

### **Croissant Sandwich**

Freshly Scrambled Eggs, Country Ham and Cheddar Cheese or Scrambled Eggs and Cheddar Cheese

### **English Muffin Sandwich**

Eggs with Cheddar Cheese and Sausage, Crisp Applewood Smoked Bacon or Ham

### **Asiago Gougere Sandwich**

Black Pepper, Thyme and Asiago Gougere with Fresh Scrambled Eggs on Ciabatta

### **Breakfast Wrap**

Whole Wheat Tortilla filled with Scrambled Eggs, Spinach, Broccoli, Green Onion and Jack Cheese

### **Seasonal Fruit Parfait**

Seasonal Fresh Fruit, Layered with Granola and Low-Fat Yogurt

### **Oatmeal or Cream of Wheat**

Brown Sugar, Cinnamon, Almonds, Raisins and Low-Fat Milk

### **Belgian Waffles, Cinnamon French Toast or Buttermilk Pancakes**

Whipped Butter, Maple Syrup, Berries and Whole Bananas with Toasted Pecan Topping

### **Assorted Miniature Frittata**

3" Round Broccoli and Cheddar, Ham and Cheddar or Mixed Herbs with Spinach, Tomato and Goat Cheese



## BREAKFAST ENHANCEMENT PLATTERS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

Serves approximately 12 people

### **Smoked Salmon Platter**

Smoked Salmon with Cream Cheese, Capers, Red Onion, Chopped Eggs, Tomatoes and Bagels

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **European Charcuterie Platter**

Thinly Sliced Cured and Smoked Meats, Imported Cheeses, Pâté, Cornichons and Sliced French Baguette

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **Sliced Seasonal Fruit Platter**

A Selection of Seasonal Fresh Fruit and Berries

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

## MADE TO ORDER

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

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All made to order stations require a SAVOR... chef, \$265.00 per SAVOR chef

Minimum order of 25 people

### **Omelets to Order**

Omelet Station with a Variety of Ingredients Including Black Forest Ham, Crisp Applewood Smoked Bacon, Turkey Sausage, Bell Peppers, Mushrooms, Onions, Tomatoes and Cheeses

### **Huevos Rancheros**

Scrambled Eggs served with Cumin Scented Black Beans, Crispy Corn Tortillas, Salsa Rojas, Guacamole, Queso Fresco and Cilantro Crema



### **Breakfast Paninis**

*Please select one of the following:*

Egg with Fontina, Prosciutto and Arugula on Ciabatta

Egg with Roasted Tomato, White Cheddar and Basil on Focaccia

Egg with Steak, Peppers, Onion and Watercress on Ciabatta

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Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

## BREAKFAST ADDITIONS

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**Assorted Muffins**

**Assorted Danish**

**Assorted Breakfast Breads or Coffee Cake**

**Pecan Sticky Rolls**

**Assorted Bagels & Cream Cheese**

**Individually Boxed Cereals with Milk**

**Assorted Donuts**

**Assorted Yogurt or Greek Yogurt**

**Whole Fresh Fruit**

**House Made Granola**

**Assorted Scones**

**Assorted Biscotti**

**Assorted Croissants**



## BEVERAGES

**Pepsi, Diet Pepsi or Sierra Mist**

**Regular and Decaffeinated Coffee or Hot Tea**

**Aquafina Bottled Water (20 oz)**

**Starbucks Coffee or Tazo Hot Tea**

**Aquafina Bottled Water (12 oz)**

**Cranberry, Grapefruit, Apple or Orange Juice**

**Sparkling Bottled Water**

**Iced Tea or Lemonade**

**Assorted Bottled Juices (10 oz)**

**Bottled Iced Tea**

**Milk (Whole, 2% or Skim)**

**Energy Drink**

**Starbucks Frappuccino**

## HYDRATION STATIONS

### **Fruit Infused Water**

A healthy green alternative to soda and manufactured bottled water (includes 3 gallon water dispenser)

Please choose one of the following flavors:

- Lemon
- Lime
- Cucumber
- Pineapple-Orange
- Mixed Berry
- Cucumber-Mint



## WATER COOLERS

Client is responsible for supplying:

110 v / 15 amp circuit of power at the location

Advance order is required – subject to availability

### **50 degree Cold Water Cooler**

### **Hot and Cold Water Cooler**

### **Water Bottles**

Available in 5 Gallon Purified Drinking Water Bottles  
(includes 100 Flat-Bottom Cold Cups)



## AFTERNOON SNACKS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.  
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**Assorted Freshly Baked Cookies**

**Fudge Brownies**

**Rice Krispy Treats**

**Quaker Oats Granola Bars**

**Assorted Energy Bars**

**Lemon Bars**

**Premium Mixed Nuts**

**Honey Roasted Peanuts**

**Miniature Pretzels**

**Assorted Miniature Hershey's Chocolates**

**Individual Bags of Stacy's Pita Chips**

**Individual Bags of Baked Lays, Kettle Chips,  
Sun Chips and Pretzels**



**Potato Chips and French Onion Dip**

**Pita Chips and Hummus**

**Tortilla Chips and Salsa**

**Ice Cream and Frozen Fruit Bars**

**Chocolate Dipped Strawberries**

**Blondies**



## REFRESHMENT BREAKS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

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Minimum order of 12 per item. Prices based on 1 hour of service

### **Morning Coffee Bar**

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Assorted Bottled Juice

### **Sweet & Salty**

Assorted Ice Cream Bars, Chocolate Covered Raisins, Salty Pretzels, Yogurt Covered Pretzels, Honey Roasted Peanuts, Freshly Brewed Regular and Decaffeinated Coffee and Hot Tea

### **La Villita**

Tri-Colored Tortilla Chips, Guacamole, Salsa Roja, Tomatillo Salsa, Pico de Gallo and Cinnamon Churros, Assorted Mexican Jarritos Soda



### **Artisanal North American Cheese Platter**

A Selection of Cow, Goat, Sheep and Bleu Cheeses from Local Artisanal Producers, Dried Figs, Roasted Nuts, Seasonal Sliced Fruit served with Bread, Crackers, Freshly Brewed Regular and Decaffeinated Coffee and Hot Tea

### **Afternoon High Tea**

Smoked Salmon with Cream Cheese, Cucumber with Watercress and Egg Salad Tea Sandwiches Accompanied by Cookies, Scones, Whipped Butter, Assorted Jams and Hot Tea

### **Healthy Choice**

Assorted Bottled Fruit Smoothies, Granola Bars, Assorted Whole Fruits and Trail Mix

## BOX LUNCHEES

All sandwiches come with an apple, a bag of chips and a cookie

*Orders of 6 boxed lunches or more; maximum of 3 selections*

*Orders of 6 boxed lunches or less; maximum of 2 selections*

### **Mesquite Turkey with Applewood Smoked Bacon Sandwich**

Mesquite Turkey, Crisp Applewood Smoked Bacon, Sharp Cheddar, Basil Aioli, Lettuce and Tomato on Whole Wheat Ciabatta

### **Ham and Cheese Sandwich**

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll

### **Roast Beef Sandwich**

Slow Roasted Beef with Crumbled Bleu Cheese, Balsamic Onion Jam, Lettuce and Tomato on a Brioche Bun

### **Italian Club Sandwich**

Italian Salami, Capicola, Arugula, Pesto, Provolone Cheese, Tomato and Lettuce on Herb Focaccia

### **Grilled Chicken Sandwich**

Herb Marinated Grilled Breast of Chicken with Sun Dried Tomato Aioli, Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia

### **Low Carb Lettuce Wrap**

ABF Turkey, Swiss Cheese, Honey Mustard and Tomato in a Lettuce Wrap



### **Vegetarian Waldorf Salad Sandwich**

Crunchy Waldorf Salad with Tofu, Grapes, Celery Root and Walnuts on Whole Grain Bread

### **Balsamic King Mushroom Sandwich**

Grilled King Mushroom, Zucchini, Yellow Squash, Carrots, Roasted Red Peppers and Roasted Spinach Spread on a Multigrain Roll

## BOX SALAD LUNCHESES

All salads come with an apple, a bag of pita chips and a cookie

*Orders of 6 boxed lunches or more; maximum of 3 selections*

*Orders of 6 boxed lunches or less maximum of 2 selections*

### **Florentine Chicken and Roasted Shiitake Mushroom Salad**

Chicken Breast, Roasted Shiitake Mushrooms, Sweet Red Peppers, Baby Spinach, Shaved Bermuda Onion and Monterey Jack Cheese served with Palm Sugar Raspberry Vinaigrette

### **Cobb Salad**

Herb Roasted Chicken, Chopped Bacon, Hard Boiled Egg, Tomato and Crumbled Bleu Cheese with Ranch Dressing

### **Caesar Salad**

Herb Marinated Grilled Salmon Filet with Hearts of Romaine, Garlic Croutons with Classic Caesar Dressing

Add Chicken

Add Salmon

### **Thai Beef Salad**

Thai Spiced Marinated Seared Beef with Thai Basil, Bean Sprouts, Carrot, Cucumber, Spinach, Arugula, Mint with Lemon Grass-Ginger Vinaigrette

### **Greek Vegetable Salad**

Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano, Red Onion and Mixed Greens with Aged Red Wine Vinaigrette



## Upgraded Side Salad Choices as an Alternative for Chips

*One side option per order, additional per item*

Penne Pasta Salad with Sun Dried Tomatoes, Kalamata Olives and Basil

Cous Cous with Artichoke, Kalamata Olives, Feta Cheese and Oregano Red

Bliss Potato Salad with Celery, Parsley and Whole Grain Mustard Seasonal

Fresh Fruit Salad with Mint

Black Bean Salad with Cilantro, Corn, Peppers and Chipotle

## LUNCH BUFFETS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

For groups under 25 people – please ask your sales representative for alternative buffet options

Minimum order for 25 people

### Build Your Own Sandwich Buffet

Vegetable Minestrone Soup

Mixed Greens Salad with Cucumbers, Tomatoes and Herb Vinaigrette

A Selection of Deli Meats and Cheeses to Include: Smoked Turkey, Roast Beef, Honey Baked Ham, Dry Italian Salami, Swiss, Provolone and Sharp Cheddar Cheeses

Grilled Vegetable Display

Leaf Lettuce, Tomatoes, Kosher Pickle Spears and Deli Condiments

Gourmet Breads, Rolls and Butter

Individual Bags of Kettle Chips

Assorted Freshly Baked Cookies

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

### Pulaski Avenue

Wild Mushroom Soup with Garlic and Thyme

Mixed Greens Salad with Tomatoes, Sliced Cucumbers, Fresh Dill and Poppy Seed Dressing

Barley Salad with Fennel

Three Bean Salad with Haricot Verts, Garbanzo Beans and Kidney Beans

Assorted Rolls and Butter

Polish Kielbasa with Red Cabbage, Caraway and Onion

Herb Crusted Breast of Chicken with Caramelized Apples and Rhubarb

Potato Pancakes with Green Onion and Marjoram

Roasted Seasonal Vegetables

Assorted Kolaczki's and Assorted Cheesecake Bars

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## Lower West Side Latin

Corn and Potato Soup

Hearts of Romaine Salad with Red Onion, Tomatoes and Pumpkin Seeds with Queso Fresco Vinaigrette

Assorted Rolls and Butter

House Seared Beef and Chicken Fajitas with Onion and Sautéed Pepper Trio

Flour Tortillas, Red and Green Salsa, Shredded Jack Cheese and Sour Cream

Seasonal Vegetable Ragout; Cumin Scented Black Beans and Green Cilantro Rice

Mexican Cookies and Tres Leches Cake

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## Greek Town

Baby Spinach Salad with Cucumbers, Red Peppers, Chickpeas and Feta-Oregano Vinaigrette

Orzo Pasta Salad with Sun Dried Tomatoes, Kalamata Olives, Pine Nuts and Basil

Pita Bread with Hummus

Sustainable Harvested Seafood Choice with Tarragon Seasoning

Lemon Marinated Roasted Breast of Chicken

Cous Cous with Red and Green Bell Peppers

Sautéed Greens with Shallots and Raisins

Traditional Greek Baklava and Amygthalota

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## The Loop

Organic Mixed Green Salad with Sun Dried Cranberries, Goat Cheese, Toasted Walnuts and Citrus-Dijon Vinaigrette

Chopped Romaine and Bibb Lettuce with Radicchio, Radishes, Tomatoes, Fennel, Herbed Croutons and Green Goddess Dressing

Assorted Rolls and Butter

Grilled Strip Loin of Beef with Charred Onions and Pinot Noir Reduction

Sustainable Harvested Market Catch Baked with Tomatoes, Capers, Garlic and Oregano

Seasonal Vegetables with Fresh Thyme

Rosemary Roasted Yukon Gold Potatoes

Assorted Cakes

Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## Little Italy

Mixed Greens with Artichokes, Roasted Peppers and Balsamic Vinaigrette  
Farro and Lentil Salad with Basil and Olive Oil  
Orecchiette Pasta Salad with Cauliflower, Capers, Olives and Tomato  
Assorted Rolls and Butter  
Grilled Breast of Chicken with Rosemary Jus  
Braised Top Round with Porcini Cream Sauce  
Creamy Polenta with Parmesan and Parsley  
Zucchini with Fennel, Tomatoes and Fresh Herbs  
Tiramisu and Fresh Fruit Salad with Seasonal Berries and Vanilla Yogurt  
Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## Old Town

Butter Lettuce and Belgian Endive Salad  
Fresh Herbs, Candied Pecans and Champagne Vinaigrette  
Assorted Rolls and Butter  
Grilled Chicken Breast with Red Pepper Vinaigrette  
Roasted Pork Loin with Garlic, Rosemary and Whole Grain Mustard  
Grilled Asparagus with Balsamic Roasted Mushrooms, Shallots, Baby Carrots and Parsley  
Potato-Onion Au Gratin  
Wild Rice Pilaf with Toasted Almonds  
Peach Cobbler Cake and Apple Pie  
Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea and Iced Tea with Lemon

## PLATED SALAD LUNCHE'S

*Published pricing includes china service. Final invoice reflects china service separately along with applicable sales tax.*

*All two course lunch selections include assorted rolls and butter, freshly brewed regular and decaffeinated coffee, hot tea, iced tea and dessert*

### **Ahi Tuna**

Sesame Crusted Tuna Loin with Seasonal Mixed Greens, Mizuna and Napa Cabbage, Sugar Snap Peas, Daikon, Carrots and Crispy Won Tons with Ponzu Vinaigrette

### **Cobb Salad**

Diced Turkey, Black Forest Ham, Cucumber, Vine Tomato, Chopped Egg and Crumbled Bleu Cheese over Chopped Romaine and Watercress with Buttermilk Herb Dressing

### **Chopped Salad**

A Mix of Radicchio, Iceberg, Frisée with Radishes, Feta Cheese, Red Onion, Cucumber, Sweet Corn, Grape Tomatoes, Scallions, Hearts of Palm and Kalamata Olives with a Creamy Oregano Dressing

### **Mediterranean Plate**

Cumin Spiced Hummus, Tabbouleh, Dolma and Tzatziki Sauce, Marinated Peppers, Olives with a Bed of Mixed Greens Served with Greek Dressing and Toasted Pita Chips

## Desserts

*Please select one of the following:*

Tiramisu

Fresh Fruit Tart

Chocolate Maquise

New York Cheesecake

Flourless Chocolate Cake

Dessert Trio of Chocolate Dipped

Strawberry, Hand Made Marshmallow

and French Macaroon





## PLATED LUNCHESES

*Published pricing includes china service. Final invoice reflects china service separately along with applicable sales tax.*  
All hot plated lunch selections include choice of house salad, assorted rolls and butter, freshly brewed regular and decaffeinated coffee, hot tea, iced tea and dessert

### House Salads

*Please select one of the following:*

**SAVOR...Chicago Mixed Greens Salad**

Butter Leaf and Bibb Lettuce, Red Radish, Fresh Herbs, Cherry Tomatoes and Green Goddess Dressing

**Sui Choy Salad**

Fresh Soya Beans, Mung Bean Sprout, Wonton Crisp and Young Ginger Asian Plum Dressing



### Upgraded Salads

*Please select one of the following:*

*Additional per person*

**Mixed Greens**

Organic Mixed Greens, Slow Roasted Tomatoes, Shaved Parmesan Cheese, Toasted Pecans, Black Olive Crostini and Zinfandel Vinaigrette

**Roasted Beet**

Orange and Thyme Roasted Beets with Seasonal Greens, Goat Cheese Crumble, Salata, Toasted Almonds and Sherry-Orange-Thyme Vinaigrette

**Caesar**

Hearts of Romaine, Shaved Parmesan Cheese, Herbed Croutons, Kalamata Olives and Classic Caesar Dressing

**Grilled Pear**

Organic Mixed Greens and Frisée with Grilled Pear, Shaved Fennel, Walnuts, Crumbled Maytag Bleu Cheese and Pear Vinaigrette

## Lunch Entrées

*Please select one of the following:*

### **Roasted Chicken**

Lemon and Garlic Roasted Breast of Chicken Served with Rosemary Roasted Seasonal Vegetables and Creamy Herbed Polenta

### **Braised Lamb**

Slow Braised Lamb Shank, Moroccan Spices and Fennel, Oranges, Olives and Garlic Cous Cous with Dried Fruit and Mint and served with Seasonal Vegetables

### **Pork Chop**

Spice Rubbed Grilled Pork Chop with a Sweet Pepper Barbecue Sauce, Buttermilk Mashed Potatoes and Seasonal Vegetable Ragout

### **Herb Rubbed Flat Iron Steak**

Rosemary Salt and Pepper Rubbed Flat Iron Steak served with Sautéed Spinach, Green Beans, Slow Roasted Tomato and Potato-Onion Au Gratin

### **Oven Roasted Market Catch**

Oven Roasted Market Catch Served with Tomatoes, Braised Beans, Sweet Corn and Onion Relish with Saffron Rice

## Desserts

*Please select one of the following:*

- Tiramisu
- Fresh Fruit Tart
- Chocolate Marquise
- New York Cheesecake
- Flourless Chocolate Cake
- Dessert Trio of Chocolate Dipped Strawberry, Hand Made Marshmallow and French Macaroon



## PLATED DINNERS

*Published pricing includes china service. Final invoice reflects china service separately along with applicable sales tax. All plated dinner selections include choice of house salad, assorted dinner rolls and butter, freshly brewed regular and decaffeinated coffee, hot tea, iced tea and dessert*

### House Salads

*Please select one of the following:*

#### **SAVOR... Chicago Mixed Green Salad**

Butter Leaf and Bibb Lettuce with Red Radish, Fresh Herbs, Cherry Tomatoes and Green Goddess Dressing

#### **Sui Choy Salad**

Fresh Soya Beans with Mung Bean Sprout, Wonton Crisp and Young Ginger Asian Plum Dressing

### Upgraded Salads

*Your choice of one of the following for an additional per person*

#### **Mixed Greens**

Organic Mixed Greens, Slow Roasted Tomatoes, Shaved Parmesan Cheese, Toasted Pecans, Black Olive Crostini and Zinfandel Vinaigrette

#### **Roasted Beet**

Orange and Thyme Roasted Beets with Seasonal Lettuces, Goat Cheese Crumble, Toasted Almonds and Sherry-Orange-Thyme Vinaigrette

#### **Endive and Fennel**

Endive and Boston Bibb Lettuce with Shaved Fennel, Red Radish, Tomatoes and Lemon-Mint Vinaigrette

#### **Grape and Walnut**

Seasonal Mixed Greens with Grapes, Toasted Walnuts, Maytag Bleu Cheese and Sherry-Thyme Vinaigrette

#### **Chicory and Cherry**

Endive, Radicchio and Frisée with Stone Fruit, Dried Cherries, Candied Pecans, Herbed Goat Cheese and Balsamic Honey Vinaigrette



#### **Grilled Pear**

Organic Mixed Greens and Frisée with Grilled Pear, Shaved Fennel, Walnuts, Crumbled Maytag Bleu Cheese and Pear Vinaigrette

# SAVOR...

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## Dinner Entrées

### **Grilled Filet of Beef**

Grilled Filet of Beef with Wild Mushroom Ragout, Sautéed Seasonal Vegetables and Thyme Scented Potato Puree

### **Herb Crusted Rack of Lamb**

Herb Crusted Rack of Lamb with an Onion Jam, Seasonal Vegetables and White Bean Ragout

### **Roasted Breast of Chicken**

Garlic and Lemon Infused Roasted Chicken, Asparagus with Balsamic Roasted Mushrooms and Shallots, Wedge Cut Potatoes with Rosemary and Olive Oil

### **Wild Salmon**

Slow Roasted Wild Salmon with Spring Onions, Spinach, Wild Mushrooms, Grilled Asparagus and a Yukon Gold Potato Puree

### **Slow Braised Beef Short Ribs**

Red Wine Braised Short Ribs with Shallot Compote, Seasonal Vegetables and Braised Greens and Yukon Gold Potato Puree

## Desserts

*Please select one of the following:*

Classic Tiramisu with Mascarpone and Kahlua Chocolate Bisque

JR's Blueberry Cheesecake

Flourless Chocolate Cake with Chocolate Liqueur

Orange and Chocolate Dome with Blood Orange Mouse and Dark Chocolate Cream

Dessert Trio of Chocolate Dipped Strawberry, Hand Made Marshmallow and French Macaroon



## Upgraded Dessert

*Additional per person*

Mini Apple Pie with Vanilla Ice Cream

## COLD HORS D'OEUVRES

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

All selections are available in groups of 50 pieces

### **Assorted Filled Cucumber Cups Trio**

*Please select one of the following:*

Mini Chickpeas and Roasted Peppers with Mint

Mint Herbed Goat Cheese with Lemon Zest

Curried Chicken with Currants

### **Belgian Endive Spears Trio**

*Please select one of the following:*

Roquefort Cheese and Glazed Walnuts

Chicken Caesar with Shaved Parmesan

Grilled Shrimp and Fennel Aioli

### **Assorted Open Faced Tea Sandwiches**

*Please select one of the following:*

Honey Ham, Grainy Mustard and Golden Pineapple

French Brie and Toasted Walnut

Roasted Beef with Stilton and Onion Jam

### **Crostini's**

*Please select one of the following:*

Grilled Vegetables, Chives and Goat Cheese

Roasted Lamb with Goat Cheese and Fig Jam

Smoked Duck Breast and Pistachio

### **Grilled Shrimp Lollipop**

with Baby Lettuce and Mustard Aioli

### **SAVOR Seafood Display**

Pan Seared Prawns, Day Boat Scallops with Olive Oil, Sesame Seeds Baked Salmon and Sustainable Harvested Seafood with Fresh Herbs Garnished with Grilled Lemon, Micro Greens and Sauce Trio

### **Duck, Papaya and Cress Spring Rolls**

Spicy Plum Sauce

### **La Quercia Prosciutto**

Seasonal Fruit with Olive Oil

### **Goat Cheese Canape**

Roasted Tomatoes, Truffle Oil and Micro Greens

### **Grilled Basil Scallop**

with Tomato Confit on Herbed Crouton

### **Deviled Eggs**

with Micro Tarragon

### **Seared Ahi Tuna Canape**

on Seaweed Sheets

### **Blue Crab Salad**

Citrus, Avocado Puree, Chives and Ginger Aioli

### **Smoked Salmon Cornet**

with Crème Fraiche and Caviar on a Blini

---

Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

## HOT HORS D'OEUVRES

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

*All selections are available in groups of 50 pieces*

### **Applewood Smoked Bacon Wrapped Scallop**

with Citrus Beurre Blanc

### **Filled Filo Dough**

Chicken, Feta and Green Apple

### **Fig and Caramelized Onion Puffs**

Goat and Cream Cheese in Puff Pastry

### **Adobe Chicken**

Yellow Rice, Diced Chicken, Andouille Sausage, Herbs and Spices in Phyllo

### **Crispy Spring Rolls**

Shrimp or Vegetarian with Sweet and Sour, Hot Mustard and Soy Dipping Sauces

### **Arancini**

Rice with Panko Crust Mixed with Fontina and Truffle Oil

### **Lamb Lollipops**

Lavender, Salt and Olives

### **Blue Crab Cakes**

Spicy Rémoulade Sauce

### **Mini Sandwiches**

Pulled Pork Slider

Slow Cooked BBQ Pork with Slaw on a Mini Roll

Wisconsin Cheddar and Beef Slider on Mini Brioche

Italian Beef on a Petite Rustic Roll  
with Mild Pepper Giardiniera

### **Assorted Kabobs**

Chicken Kabob with Garlic, Ginger, Spices and Lime

Szechwan Beef Kabob with Garlic, Ginger and Teriyaki

Sauce Shrimp and Andouille Sausage Kabob with  
Red and Green Peppers

### **Artichoke and Parmesan Fritters**

Baby Artichoke Hearts with Parmesan Crust

### **Lady Liberty Duck Confit Fritters**

Cherries, Black Pepper with Red Onion Confit

### **Pot Sticker**

Chinese Chicken or Vegetarian Dumplings with Soy  
and Rice Wine Vinegar Dipping Sauce

### **Gorgonzola and Cranberry Puffs**

---

Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

## SPECIALTY PLATTERS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.  
Final invoice reflects china service separately along with applicable sales tax.*

### **Deluxe Imported and Domestic Cheese Platter**

Chef's Selection of Imported and Domestic Cheeses Garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguettes and Assorted Crackers

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **Antipasto Platter**

Dry Italian Salami, Provolone Cheese, Roasted Peppers, Marinated Bocconini, Grilled Eggplant, Mushrooms, Squash, Assorted Olives, Gardiniera, Cherry Peppers and Marinated Artichoke Hearts

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **Smoked Salmon Platter**

Salmon with Crostinis, Hardboiled Eggs, Diced Red Onion, Chopped Tomatoes, Capers and Cream Cheese

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **Deluxe Crudité's and Dip Platter**

Chef's Selection of Seasonal Fresh Vegetables Served with White Bean Garlic Dip and Traditional Ranch

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **European Charcuterie Board**

Thinly Sliced Cured and Smoked Meats, Imported Cheeses, Pate, Cornichons and Sliced French Baguette

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50

### **Sliced Seasonal Fruit Platter**

A Selection of Seasonal Fresh Fruit and Berries

Small Platter Serves 12

Medium Platter Serves 25

Large Platter Serves 50



## CARVERY STATIONS

*Published pricing includes china service. A 3% adjustment will be applied for disposable services.*

*Final invoice reflects china service separately along with applicable sales tax.*

Carved items include mini sandwich rolls and condiments

All carved items require a SAVOR... chef at an additional charge of \$265.00

### **Whole Honey Baked Ham**

Grilled Pineapple Chutney and Gourmet Mustards  
Serves 50

### **Roasted New York Strip**

Wild Mushroom Ragout  
Serves 40

### **Roasted Turkey Breast** Tomato Tarragon Aioli

Serves 50

### **Flame Grilled Tri-Tip**

Tomatillo Salsa  
Serves 50

### **Herbed Leg of Lamb**

Rosemary Jus and Olive Tapenade  
Serves 40

### **Pepper Roasted Pork Loin**

Orange Marmalade Cranberry Relish  
Serves 50

### **Whole Roasted Baron of Beef**

Served with Horseradish Cream and Au Jus  
Serves 100

### **Roasted Beef Tenderloin**

Traditional Béarnaise  
Serves 25

## CHEF ATTENDED ACTION STATIONS

*All Action Stations require a SAVOR... chef at an additional charge of \$265.00 - Sushi chef as quoted*

Minimum order for 25 people

### **Beef Sliders**

Mini Cheese Burgers served with Caramelized Onions and Pickles

### **Crab Cakes**

Seared to order with Remoulade Sauce, Celery Root Slaw, Micro Greens and Chive Oil

### **Agnolotti Pasta**

Pasta "Pillows" with Grilled Pears, Gorgonzola Cream and Pine Nuts

### **Tokyo Ramen**

Ramen with Korobuto Pork, Bok Choy, Wakame, Green Onion and Miso Broth

### **Quesadillas**

Choice of Grilled Chicken or Carne Asada Fresh Tortillas, Cheddar and Jack Cheese, Sour Cream, Pico de Gallo, Molcajete Salsa and Guacamole

### **Wrigley Field**

Foot Long All Beef Hot Dog on a Mini Bun

### **From Up North**

Slow Roasted Short Rib, Smashed Yukon Gold Potatoes with Short Rib Gravy and Cheese

---

Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



## BARS

*All bars must have a bartender. Bar lists and prices are subject to change.*

Minimum of \$800.00 average sales per bar

### **Prestige Bar**

Ketel One, Tanqueray, Captain Morgan, Cuervo Gold, Chivas Regal, Maker's Mark, Crown Royal, Hennessy with a variety of Woodbridge Wines, Domestic & Imported Beer and Pepsi Products

Variety of Woodbridge Wines,  
Domestic Beer and Pepsi Products

Variety of Woodbridge Wines,  
Imported Beer and Pepsi Products

### **Premium Bar**

Svedka, Beefeater, Bacardi, Cuervo Gold, Dewars, Jack Daniels, Seagrams 7, Korbel Brandy  
Variety of Woodbridge Wines, Domestic & Imported Beer and Pepsi Products

*Add local craft beer by Revolution and Half Acre Breweries to your party. Supplies Limited.*

### **Wine Service**

Woodbridge Chardonnay, Cabernet, Malbec, Sauvignon Blanc, Pinot Grigio and Pinot Noir

### **Sparkling Wine**

Korbel

### **Beer, Wine and Soft Drink Bar Consumption Bar**

Prestige Cocktail  
Premium Cocktail  
House Wine  
Imported Beer  
Domestic Beer  
Bottled Water  
Assorted Soft Drinks  
Assorted Juices



**Bartenders** are required for all bars; 1 bartender per 100 guests;  
\$265.00 per bartender (four hour minimum); \$75.00 per bartender for each additional hour

**Pricing** includes disposableware service.

Glassware service is available at an additional \$2.50 per person.

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Prices do not include 21.50% service charge and applicable sales tax.

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.

# SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

## EXHIBITOR ICE AND EQUIPMENT MENU

\*\*\*There is a \$50 minimum requirement for all booth deliveries\*\*\*

### PAPER PRODUCTS

6 inch Doilies - 1,000/case	\$25.00
8 inch Doilies - 500/case	\$25.00
10 inch Doilies - 500/case	\$30.00
14 inch Doilies - 500/case	\$50.00
7 inch Plates (Biodegradable) - 1,000/case	\$140.00
9 inch Plates (Biodegradable) - 500/case	\$105.00
Paper Food Boats 1 lbs – 1,000/case	\$55.00
Paper Food Boats 3 lbs - 500/case	\$60.00
Cocktail Napkins - 3,000/case	\$90.00
Dinner Napkins - 3,000/case	\$80.00
C-Fold Paper Towels – 1,600/case	\$60.00

### CUPS

3 oz Soufflé cups - 2,500/case	\$90.00
5 oz Soufflé cups - 2,500/case	\$115.00
8 oz Hot Beverage Cups – 1,000/case (Biodegradable)	\$175.00
7 oz Clear Beverage Cups - 500/case	\$100.00
12 oz Clear Beverage Cups – 1,000/case	\$260.00

### ICE

22 lbs. Bag Cubed Ice	\$18.00
Disposable Ice Buckets - 100/case (advanced orders only)	\$215.00
5 lbs. Dry Ice Pellets	\$20.00

### EQUIPMENT RENTAL

(SUBJECT TO AVAILABILITY)

Bus Tubs	\$15.00 each per day
Lexan Tubs	\$25.00 each per day
Chafers	\$50.00 each per day
China Service	\$3.00 per person
Serving Utensils	\$5.00 each per day
Cambros	\$50.00 each per day

### MISCELLANEOUS

5 Gallon Jugs of Water	\$38.00
Coffee Stirrers - 1,000/box	\$10.00
Sugar Packets - 2,000/case	\$44.00
Sweet & Low Packets - 3,000/case	\$92.00
Equal Packets - 2,000/case	\$128.00
Splenda Packets - 2,000/case	\$122.00
Creamers - 360/case	\$45.00
3 inch Frill Picks - 1,000/box	\$12.00
4 inch Frill Picks - 1,000/box	\$14.00
12 inch Black Trays - 25/box	\$45.00
Sterno - 72/case	\$80.00
Plastic Foodservice Gloves 50 pair/box – Medium or Large	\$12.00
Styrofoam Cooler	\$15.00
Plastic Forks, Knives or Spoons - 1,000/case (Biodegradable)	\$125.00

### SERVICE STAFF

Booth Server – per 4 hour shift minimum	\$265.00
In Booth Cook – per 4 hour shift minimum	\$265.00
Bartender – for the first 4 hours	\$265.00
Bartender – per each additional hour	\$75.00

### ADDITIONAL SERVICES

(ADVANCED ORDERS ONLY)

Contact your catering representative for more information and pricing.

#### Food – Prepared or Raw

Order requires grocery list and delivery schedule.

#### Dish Washing

SAVOR can pick up, wash and return items to your booth.

#### Kitchen Rental

Limited space available on a first come, first serve basis.

**PLEASE CONTACT YOUR CATERING REPRESENTATIVE LISTED BELOW FOR WITH ANY QUESTIONS:**

Prices do not include tax, 21.50% service charges and/or delivery charges.

A \$50 minimum order required.

SAVOR...Chicago DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

# SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

## EXHIBITOR ICE AND EQUIPMENT MENU

\*\*\*There is a \$50 minimum requirement for all booth deliveries\*\*\*

TRADE SHOW				ORDER DEADLINE	
CONTACT				ON-SITE CONTACT	
COMPANY				ON-SITE PHONE #	
ADDRESS					
CITY, STATE, ZIP					
PHONE #				FAX #	
EMAIL ADDRESS					
BOOTH/ROOM #					
BUILDING	PLEASE CIRCLE	N	S	E	W

**PLEASE PLACE ORDER BELOW**

Date	Time	Quantity	Item Description	Unit Price

**PAYMENT INFORMATION**

METHOD OF PAYMENT	check	credit card	wire
<i>PLEASE NOTE, a credit card must be on file for any additional on-site orders or increase in quantities</i>			
CREDIT CARD #			
EXPIRATION DATE		V-CODE	
BILLING ADDRESS			
CARD HOLDERS NAME			
AUTHORIZED SIGNATURE			

A copy of the contract outlining all services will be forwarded to you via facsimile. A signed Terms & Conditions page must be returned to Savor.. and full payment in advance is required to complete your order. Prices are only guaranteed 60 days from event date.  
 Savor..., 2301 South Lake Shore Drive, Chicago, IL 60616 FAX: 312-791-7280

Prices do not include tax, 21.50% service charges and/or delivery charges.  
 A \$50 minimum order required.

SAVOR...Chicago DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

# SAVOR...Chicago

at McCormick Place



## BILLING INFORMATION AND CREDIT CARD AUTHORIZATION FORM

### CONTACT INFORMATION

<b>TRADE SHOW</b>		<b>INVOICE #</b>	
<b>COMPANY</b>			
<b>CONTACT</b>		<b>PHONE #</b>	
<b>ACCOUNTING CONTACT</b>		<b>PHONE #</b>	
<b>EMAIL ADDRESS</b>		<b>FAX #</b>	

### PAYMENT INFORMATION

<b>METHOD OF PAYMENT</b>	<b>check</b>	<input type="radio"/>
	<b>credit card</b>	<input type="radio"/>
	<b>wire transfer</b>	<input type="radio"/>
PLEASE NOTE, a credit card must be on file for any additional on-site orders or increase in quantities. A 2.5% processing fee will be added to invoices over \$1000.00 paid by credit card.		
<b>CREDIT CARD #</b>		
<b>EXPIRATION DATE</b>	<b>V-CODE</b>	
<b>BILLING ADDRESS</b>		
<b>CITY, STATE, ZIP</b>		
<b>CARD HOLDERS NAME</b>		
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>	

A copy of the contract/receipt for all services will be forwarded to you via facsimile or e-mail  
**FULL PAYMENT IS DUE IN ADVANCE**

**Please return completed form to:**

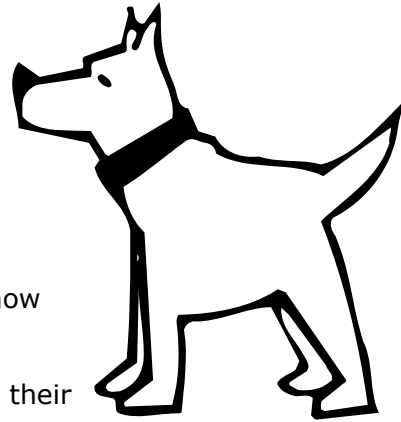
**SAVOR...Chicago**  
**2301 S Lake Shore Drive, Chicago, IL 60616**  
**Phone 312-791-7250 Fax 312-791-7280**



If your company plans to bring an animal to your booth, please complete and return this form by September **22**, 2017

McCormick Place Guidelines for animals in the convention center are:

- Domestic animals (i.e., cat or dog) are permitted on the show floor with approval from Show Management.
- An insurance disclaimer will need to be completed.
- Show Management will need to provide written approval to their Event Manager, and then McCormick Place will provide the disclaimer form to the Exhibitor/Show Manager.
- Non - domestic, endangered or exotic animals are permitted on the show floor with approval from Show Management. In addition to the information above, the exhibitor must also contact our Loss Prevention Manager at 312.791.7113.



### Exhibiting Company Information

Exhibiting Company Name: \_\_\_\_\_  
Exhibit Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Exhibit Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Exhibit Contact Email: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_

### Animal Information

Type of animal(s): \_\_\_\_\_  
Number of animals: \_\_\_\_\_  
Purpose of animal(s): \_\_\_\_\_  
\_\_\_\_\_

Days and times animal(s) will be featured in your booth:  WED \_\_\_\_\_  
 THURS \_\_\_\_\_  
 FRI \_\_\_\_\_

DEADLINE: September **22**, 2017

RETURN FORM TO:  
Kym Selph, Exhibits & Membership Services Coordinator  
NACS  
1600 Duke Street  
Alexandria, VA 22314-2792  
Kselph@convenience.org

NACS 2017 Exhibitor  
Service Kit

# Charging Station Rental

BATTERY POWERED • NO ELECTRICAL OUTLET REQUIRED • PORTABLE • MULTI DEVICE COMPATIBLE



Unit has a 6" x 6" Footprint



Charge Multiple Devices At Once



Featuring **FIVE** interchangeable retractable cables and **ONE** USB port.  
Works with all Apple, Samsung, Android devices and many more.

## Benefits of Charging Stations

- **Increase attendee capture rate at your booth!**
  - Attendees will spend more time at your booth learning about your company and its products, while charging their mobile devices.
- **Save money!**
  - Devices are battery powered and do not need an electrical outlet.
- **No labor needed!**
  - The unit will be fully charged each evening and returned to your booth prior to show opening each day.

**\$65.00 Per Show Day**  
**(3 day minimum)**

Orders received less than 15 days prior to exhibitor move in:  
**\$80.00 a day (3 day minimum)**



**Custom Branding**  
**Starting at \$45.00**

QUANTITY	COST	NUMBER OF SHOW DAYS

<b>SUB TOTAL</b>	
<b>RECHARGE FEE</b>	<b>\$30.00</b>
<b>9.25% SALES TAX:</b>	
<b>GRAND TOTAL:</b>	

Please contact me regarding branding options:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.**

SHOW NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_

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

BOOTH REPRESENTATIVE: \_\_\_\_\_ ONSITE PHONE#: ( ) \_\_\_\_\_ - \_\_\_\_\_

CC BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE#: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PAYMENT ENCLOSED: Check: \_\_\_\_\_ CC: \_\_\_\_\_

Name of Credit Card Holder: \_\_\_\_\_ Email Address: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code (CVV)#: \_\_\_\_\_

\*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

**RENTAL POLICIES**

- All charging stations are available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: servicing and removal at end of show.

**PAYMENT POLICIES**

- Checks need to be drawn from a U.S. bank.
- All orders must be paid in full in U.S. currency prior to show date.
- Adjustments cannot be made after the close of the show.

EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES

CALL US 407-855-0339 or FAX US 407-855-0242 or EMAIL US [orders@floralexpo.net](mailto:orders@floralexpo.net)





# FLORAL EXPOSITIONS

1264 La Quinta Drive, Suite D Orlando, FL 32809  
Email: [orders@floralexpo.net](mailto:orders@floralexpo.net) Phone: 407-855-0339 Fax: 407-855-0242

## PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 3

<p><b>A1</b> 4" square 4" round   \$30</p>	<p><b>A2</b> 4" round   \$30</p>	<p><b>A3</b>   \$30</p>	<p><b>B</b> 5" w x 5" h   \$50</p>	<p><b>C</b> 5" w x 6" h   \$75</p>	<p><b>D</b> 6" w x 6" h   \$50</p>	<p><b>E</b> 5" w x 5" h   \$45</p>
<p><b>F</b> 8" w x 10" h   \$75</p>	<p><b>G</b> 5" w x 12" h   \$45</p>	<p><b>H</b> 8" w x 8" h   \$75</p>	<p><b>I</b> 8" w x 8" h   \$95</p>	<p><b>J</b> 8" w x 8" h   \$50</p>	<p><b>K</b> 12" w x 12" h   \$95</p>	
<p><b>L</b> 10" w x 14" h   \$95</p>	<p><b>M</b> 14" w x 12" h   \$75</p>	<p><b>N</b> 8" w x 18" h   \$95</p>	<p><b>O</b> 14" w x 12" h   \$75</p>	<p><b>P</b> 14" w x 14" h   \$135</p>		
<p><b>Q</b> 12" w x 18" h   \$85</p>	<p><b>R</b> 14" w x 10" h   \$55</p>	<p><b>S</b> 9" w x 6" h   \$75</p>	<p><b>T</b> 14" w x 12" h   \$95</p>	<p><b>U</b> 12" w x 18" h   \$85</p>		
<p><b>V</b> 20" w x 10" h   \$150</p>	<p><b>X</b> 6" w x 24" h   \$120</p>	<p><b>Y</b> 20" w x 30" h   \$200</p>	<p><b>Z</b> 36" w x 48" h   \$250</p>			
<p><b>W</b> 18" w x 10" h   \$150</p>						

Please call to create a custom design!



## GREEN PLANTS 3FT – 8FT: ORDER ON PAGE 4



ARBICOLA



Rubber Plant



SPATHIPHYLUM



CROTON



CAT PALM



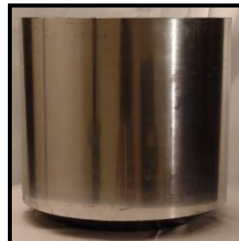
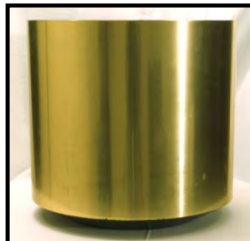
BAMBOO PALM



FICUS TREE



## UPGRADED CONTAINER SELECTION: ORDER ON PAGE 4

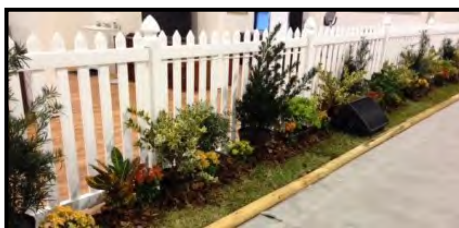
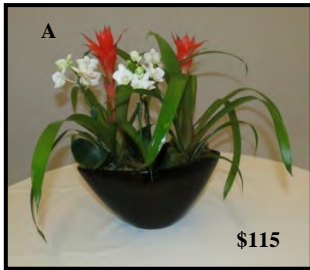




**BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4**



**SPECIALTY DESIGNS (A to J): ORDER ON PAGE 4**



**FLORAL EXPOSITIONS**

<b>PROFESSIONAL FLORAL</b>	<b>Option (A to Z)</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color:			
	Height:      Width:			
Clear Bubble Bowl	8" For Business Cards	\$30.00		

Customized floral arrangements for hospitality suites, luncheons and banquets available.

<b>GREEN PLANTS</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
3 Foot Green Plant	\$41.00		
4 Foot Green Plant	\$51.00		
5 Foot Green Plant	\$61.00		
6 Foot Green Plant	\$71.00		
7 - 8 Foot	\$16.00/ft		

Standard containers come with all plant orders. Indicate preference: **Black** \_\_\_\_\_ **White** \_\_\_\_\_  
Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More

**UPGRADED CONTAINER SELECTION**

Dark Wicker \_\_\_\_\_ Green Marble \_\_\_\_\_ Mahogany Marble \_\_\_\_\_ Black Marble \_\_\_\_\_  
 White Marble \_\_\_\_\_ Brushed Brass \_\_\_\_\_ Brushed Chrome \_\_\_\_\_

\*Small - \$5 \_\_\_\_\_ (Blooming Plants) \*Medium - \$10 \_\_\_\_\_ (3 to 4 Ft. Plants) \*Large - \$15 \_\_\_\_\_ (5 to 6 Ft. Plants)  
 Black Urns - \*Small - \$15 \_\_\_\_\_ (11"Æ/15" Tall) \*Medium - \$20 \_\_\_\_\_ (14"Æ/18" Tall) \*Large - \$25 \_\_\_\_\_ (19"Æ/22" Tall)  
 Marble Pedestal - \$125 Green \_\_\_\_\_ Mahogany \_\_\_\_\_ Black \_\_\_\_\_ White \_\_\_\_\_

<b>TOTAL:</b>
---------------

<b>Blooming, Ferns,</b>	<b>Color/Type</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
<b>Ivy &amp; Pothos</b>	Fern _____ Ivy _____ Pothos _____	\$35.00		
<b>Azaleas</b>	Red _____ White _____ Pink _____	\$35.00		
<b>Bromeliads</b>	Red _____ Orange _____ Yellow _____	\$35.00		
<b>Mums</b>	Yellow _____ White _____ Lavender _____ Bronze _____	\$25.00		
<b>Seasonal Blooming</b>	Available Upon Request	Please Call		

<b>SPECIALTY DESIGNS</b>	<b>(A thru J)</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
Planted Gardens				
Planted Gardens				
Planted Gardens				

<b>DELIVERY/MAINTENANCE</b>	<b>\$15.00</b>
<b>SUB TOTAL</b>	
<b>9.25% SALES TAX:</b>	
<b>GRAND TOTAL:</b>	

**RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.**

SHOW NAME: NACS SHOW 2017      LOCATION: McCormick Place - Chicago  
 SHOW DATES: October 17-20, 2017 BOOTH#: \_\_\_\_\_ BOOTH REPRESENTATIVE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_      ONSITE PHONE#: (    ) \_\_\_\_\_ - \_\_\_\_\_  
 CC BILLING ADDRESS: \_\_\_\_\_      CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 ZIP CODE#: \_\_\_\_\_      AUTHORIZED SIGNATURE: \_\_\_\_\_  
 PAYMENT ENCLOSED: Check: \_\_\_\_\_ CC: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 Credit Card#: \_\_\_\_\_      Expiration Date: \_\_\_\_\_  
 Name of Credit Card Holder: \_\_\_\_\_      Security Code (CVV)#: \_\_\_\_\_

\*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

**EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES**  
**CALL US 407-855-0339 or FAX US 407-855-0242 or EMAIL US [orders@floralexpo.net](mailto:orders@floralexpo.net)**

RENTAL POLICIES

- All materials and plants available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: servicing and removal at end of show.
- The availability of some items is subject to season and geography.
- Some specialty items must be ordered in advance to assure availability.

PAYMENT POLICIES

- Checks need to be drawn from a U.S. bank.
- All orders must be paid in full in U.S. currency prior to show date.
- Adjustments cannot be made after the close of the show.
- All orders are final 30 days prior to the show.

We will happily discuss and price your ideas or offer suggestions for unique, distinctive decorating.

\_\_\_\_\_ Enclosed is a photo or layout of our booth. Please have a designer contact me.  
 \_\_\_\_\_ Please have a designer see us at our booth.

Date/Time \_\_\_\_\_ Representative \_\_\_\_\_





October 18-20, 2017  
McCormick Place  
Chicago, IL

**JVA, Inc.**  
**Corporate Headquarters**  
3753 Howard Hughes Pkwy., Suite 200  
Las Vegas, NV 89169  
+1 702-259-4494 ■ +1 800-553-8855  
Email: LVinfo@judyvonn.com

**Sales & Marketing**

**Billing:** 3183-F Airway Ave., Suite 118  
Costa Mesa, California 92626  
+1 714-957-8300 ■ Fax +1 714-957-8301  
Email: info@judyvonn.com

**Cities:** Atlanta • Chicago  
Orlando • Miami • Washington DC  
Philadelphia • Boston • New York  
Nashville • New Orleans • Denver  
Hawaii • Dallas • Houston • Austin  
San Antonio • San Francisco  
San Jose • Los Angeles • Anaheim  
San Diego • Las Vegas • Reno

**ONLINE ORDERING LINK:** <https://www.jvainc.com/booktalent.asp>

**NATIONWIDE CONVENTION SERVICES**  
**+1 800-553-8855 ■ www.judyvonn.com**

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Crowd Gatherers ■ Interpreters
- Special Talent ■ Street Marketing
- Chair Massage Therapists ■ Shoe Shine Services

**IN-STORE DEMOS • FOOD SERVERS DIVISION**



**Going  
Beyond What's  
Expected...  
Since 1971!**

**ORDER FORM/CONTRACT**

PLEASE PRINT OR TYPE  
(Signature required on page 2.)

Date \_\_\_\_\_

Company \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Contact \_\_\_\_\_

Name of Event \_\_\_\_\_

City \_\_\_\_\_

Facility \_\_\_\_\_ Booth # \_\_\_\_\_

On-Site Contact Person \_\_\_\_\_

On-Site Phone \_\_\_\_\_

**Dates Services Required:**

\_\_\_\_\_ From \_\_\_\_\_ am to \_\_\_\_\_ pm

\_\_\_\_\_ From \_\_\_\_\_ am to \_\_\_\_\_ pm

\_\_\_\_\_ From \_\_\_\_\_ am to \_\_\_\_\_ pm

\_\_\_\_\_ From \_\_\_\_\_ am to \_\_\_\_\_ pm

**Indicate Number of People Needed:**

- |  |   |
|--|---|
| <input type="checkbox"/> Exhibit Hostess/Host/Brand Ambassador | <input type="checkbox"/> Hospitality Suite Hostess/Host |
| <input type="checkbox"/> Narrator/Spokesperson                 | <input type="checkbox"/> Interpreter                    |
| <input type="checkbox"/> Demonstrator/Sales Assistant          | <input type="checkbox"/> Costumed Character             |
| <input type="checkbox"/> Crowd Gatherer                        | <input type="checkbox"/> Food Server/Street Marketing   |

Special Talent/Qualifications \_\_\_\_\_

- Type of Apparel**     Business     Cocktail     Costume
- Food Server \_\_\_\_\_

**METHOD OF PAYMENT AND TERMS**

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

**If terms are not met, balance will be charged to credit card.**

**Cancellation Charges**

- If cancelled 46 or more days before show . . . . . 10% Processing Fee of Total Bill  
If cancelled 15–45 days before show . . . . . 50% of Total Bill  
If cancelled 14 days or less before show . . . . . 100% of Total Bill

Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)

AMEX     MasterCard     Visa     Diners Club

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Charge 50% deposit to credit card     Charge total to credit card

P.O. # \_\_\_\_\_ Security Code \_\_\_\_\_

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

**“EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER.”**

## TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

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

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

Print Name & Title: \_\_\_\_\_

*NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.*

~ Sales & Marketing Office ~

Mail to: 3183-F Airway Avenue, Suite 118, Costa Mesa, CA 92626



REDUCE - REUSE - RECYCLE

# Lead Management Order Form

**NACS Show** October 17 - 20, 2017 • Chicago, Illinois

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 8/22/17	from 8/23/17 to 9/6/17	after 9/6/17	number of units	TOTAL
<b>SWAP® "2 Pack"</b> One license and two activations.	\$299	\$335	\$370		\$
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "2 Pack" or the RT2000.	\$129	\$129	\$129		\$
<b>Optium™ RT2000</b> Includes Optional Custom Survey <b>RT2000 Portable Bluetooth printer</b>	\$350 \$75	\$425 \$100	\$500 \$125		\$ \$
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$
<b>See page 2 for system descriptions and requirements.</b>					
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					
				Sub-Total	\$
				Processing Fee *	\$ 9.99
				(Applicable to phone or faxed orders)	
				3.6% Sales Tax	\$
				<b>Total</b>	\$

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.

\* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

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

Card #: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

## For Assistance Contact:

Marie Zinnert  
**P:** 888.270.8467  
**E:** [marie.zinnert@experient-inc.com](mailto:marie.zinnert@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

## Descriptions & Requirements



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifier
- All leads consolidate in your SWAP Portal for immediate follow-up



### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifier
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



RENTAL  
EQUIPMENT

TRADE SHOW  
& EVENTS



# LOWE

WORLDWIDE RENTAL SPECIALISTS



Worldwide  
Rental Specialists In  
Refrigerated, Frozen  
& Hot Equipment



## ABOUT US

Lowe Refrigeration, Inc opened in 1990 as an extension of our European Company for support of the trade show/convention industry in the United States. We have since provided our services beyond our Contracted Shows to include Non-Contracted Shows and Special Events. Lowe Refrigeration's equipment is housed in our Fayetteville, GA facility located approximately 20 miles south of Atlanta's Hartsfield Jackson International Airport. All orders are processed through this facility along with any required maintenance and repairs to our fleet of equipment. We have a complete inventory of spare parts and components which allows us to maintain the technical condition and cosmetic appearance of our equipment to the very high standards expected by our clients. With over 30 years of experience in refrigerations sales, exhibition, event, and corporate refrigeration rental, you can be certain that we will have the answers to all of your refrigeration requirements.

## SERVICES

### Contracted Shows:

Since 1990, Lowe Refrigeration, Inc. has been the show appointed "refrigeration contractor" shipping refrigerated display cases to the major food tradeshow across the United States. Lowe Refrigeration's staff are always onsite to offer the technical support and service necessary to ensure the success of your display. Order forms and color brochures are included in the tradeshow kits and can also be found on the show website as well as the Lowe Refrigeration website under "Trade Show Order Forms".

### Non-Contracted Shows:

For any size show, expo, convention, or meeting Lowe Refrigeration, Inc. can offer a complete selection of equipment. Non-contracted shows differ from contracted shows, hence in order for Lowe Refrigeration to offer our range for these types of events, we ask that the client cover 50% of the round trip freight. Equipment in small quantity is usually shipped crated to ensure safe arrival to the show as well as the return to Lowe Refrigeration without damage. This allows our clients to have access to our entire range in any quantity, anywhere in the United States. Equipment orders of a larger quantity will usually be shipped as a full truckload, and a staff member from Lowe Refrigeration will be onsite in order to assist in the unload and reload of the equipment. Therefore, if you have a need for equipment in relation to a non-contracted show, keep us in mind. Forms for these events can be faxed or emailed by request.

### Special Events:

Following the popularity and success of the Modular Cold Rooms that have been utilized by our locations in Europe and Asia, we decided to introduce the very same to the sporting event/hospitality world in the United States. Modular Cold Rooms (Refrigerators or Freezers) are available, 8ft by 8ft size and multiples thereof, for short-term and long-term rentals. Clean, quiet, electric powered units ensure your equipment will be free of loud engine noise and diesel fumes. Perfect for any indoor or outdoor occasion - sporting events, catered events, carnivals, private gatherings, emergency refrigeration needs, and so much more. Our rental division (trade shows/conventions) compliments our support of the event industry by making available copious amounts of refrigerated display equipment found throughout this brochure.

**Call with your request and we will provide the rental package to suit your needs. Lowe Refrigeration, Inc. will work with you to provide what you want, where you want, when you want it!**

## Refrigerated 2 – 20

B Series .....	2	C Series.....	9	K Chillers .....	16
B – LG .....	3	Genova.....	10	K3T Chiller .....	17
B Corner .....	4	Sara.....	11	K Wood Chillers .....	18
Jinny .....	5	Mandy.....	12	H1 .....	19
P360° .....	6	Memphis .....	13	G223 .....	19
Oasis .....	7	Isola .....	14	Starlet .....	19
F2 Chiller .....	8	G4T / G6T Chillers .....	15	Prep .....	20

## Bakery 21 – 25

B1P .....	21	Victoria.....	23	L Harmony.....	25
Kubo 500R .....	22	L Symphony .....	24		

## Wine Display 26

Bodega.....	26
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## Frozen 27 – 41

K1T .....	27	E2 .....	30	DC8.....	37
K4TF.....	27	E3 .....	31	SS2P .....	38
VV17.....	28	E4 .....	32	SS2P .....	39
K4T .....	28	D1C .....	33	200GBT .....	40
G1T .....	29	Kubo 500F .....	34	H4IB.....	40
G6FT.....	29	B2F.....	35	Penguin.....	41
E1 .....	30	F2 .....	36	H2 .....	41

## Hot 42 – 48

Isola 4H .....	42	MCTM.....	45	DW .....	47
B1H .....	43	CO25.....	46	200 Hot.....	48
BR13H .....	44	MW .....	46	HSD2 .....	48
MCT.....	45	Top2.....	47		

## Non Refrigerated 49 – 52

I1.....	49	MSU.....	50	SSB3.....	52
I3.....	49	HWS.....	50	SSB1.....	52
MS12.....	49	PTS.....	51		
200 Dry .....	49	PT .....	51		

## Cold Rooms 53 – 57

Ready Built Cold Room .....	53	Modular Cold Room.....	55	Modular Cold Room.....	57
Modular Cold Room .....	54	Modular Cold Room.....	56		

## B Series



### Features

- Automatic defrost
- Heater pan evaporation (no plumbing required)
- Built in preparation counter
- Castors supplied with case
- Easy to clean surfaces
- Forced air cooling
- Fully self contained unit
- Illuminated stainless steel display deck
- Rear access to display deck for server
- Refrigerated under-storage (accessed through rear doors with magnetic gaskets)
- Simple plug in operation
- Top hinged glass with hydraulic arm support for curved glass unit
- ABS foamed end walls
- Ice insert for fish display available upon request

**B - Back View**

\* Display shelf available upon request (NOT refrigerated)

### Specifications

### Model Numbers

	B1	B2	B3
Width (inches)	52 3/8	77	101 5/8
Depth (inches)	43	43	43
Height (inches)	52 1/2	52 1/2	52 1/2
Width without end walls (inches)	47	70 1/4	94
Display area (square feet)	11	16 1/2	22
Storage capacity (cubic feet)	5 1/2	8 1/4	10 3/4
Storage area width (inches)	47	70 1/4	94
Storage area depth (inches)	20	20	20
Storage area height (inches)	10	10	10
Condensing unit size (HP)	1/3	1/3	1/2
Refrigerant	R404	R404	R404
Power supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Deck fans	1	2	3
Temp Range	34/42°F or 1/6°C	34/42°F or 1/6°C	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

**B - LG**  
*Low Glass Option*  
*Self Service*



**B - LG Back View**

**Features**

- Automatic defrost
- Heater pan evaporation (no plumbing required)
- Built in preparation counter
- Castors supplied with case
- Easy to clean surfaces
- Forced air cooling
- Fully self contained unit
- Illuminated stainless steel display deck
- Rear access to display deck for server
- Refrigerated under-storage (accessed through rear doors with magnetic gaskets)
- Simple plug in operation
- Ice insert for fish display available upon request
- ABS foamed end walls

**Specifications**

**Model Numbers**

	<b>B1LG</b>	<b>B2LG</b>	<b>B3LG</b>
Width (inches)	52 3/8	77	101 5/8
Depth (inches)	43	43	43
Height (inches)	38 1/4	38 1/4	38 1/4
Width without end walls (inches)	47	70 1/4	94
Display area (square feet)	11	16 1/2	22
Storage capacity (cubic feet)	5 1/2	8 1/4	10 3/4
Storage area width (inches)	47	70 1/4	94
Storage area depth (inches)	20	20	20
Storage area height (inches)	10	10	10
Condensing unit size (HP)	1/3	1/3	1/2
Refrigerant	R404	R404	R404
Power supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Deck fans	1	2	3
Temp Range	34/42°F or 1/6°C	34/42°F or 1/6°C	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# B Corner

90° Corner



**'B' Corner - Back View**



## Features

- Automatic defrost
- Heater pan evaporation (no plumbing required)
- Built in preparation counter
- Castors supplied with case
- Easy to clean surfaces
- Forced air cooling
- Fully self contained 90° corner
- Ice insert for fish display available upon request
- Illuminated stainless steel display deck
- Rear access to display deck for server
- Simple plug in operation
- Top hinged glass with hydraulic arm support for curved glass unit

## Specifications

## Model Numbers

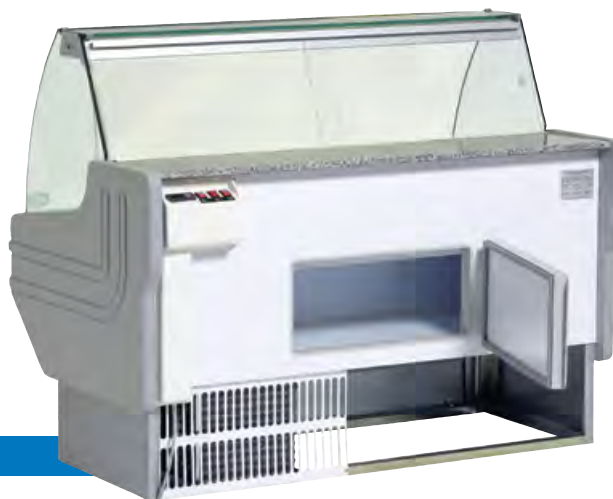
	B Corner
Width (inches)	52 ½
Depth (inches)	52 ½
Height (inches)	50 ½
Width without end walls (inches)	50
Display area (square feet)	11 ½
Condensing unit size (HP)	½
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	2
Temp Range	34/42°F or 1/6°C
Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.	

REFRIGERATED

# Jinny



**Jinny - Back View**



## Features

- Bottom hinged glass
- Easy access for loading, setting of display and cleaning
- Simple disassembly for cleaning
- Castors supplied with case
- Euro style front and side glass
- Ice insert for fish display available upon request
- Illuminated stainless steel, display deck
- Rear access to the display for the server
- Under counter refrigerated storage
- Fully self contained unit
- Simple plug in operation
- Granite preparation counter built in
- Easy to clean surfaces and attractive lines
- ABS foamed end walls
- Magnetic door gasket for perfect seal
- Forced air cooling



*J-150 Also Available In Black*

## Specifications

## Model Numbers

	J104	J150	J250
Width (inches)	41	59	99
Depth (inches)	36 ½	36 ½	36 ½
Height (inches)	50 ½	50 ½	50 ½
Display area (inches)	38 w x 26 ½ d	55 ½ w x 26 ½ d	95 ½ w x 26 ½ d
Display area (square feet)	7	10 ¼	17 ½
Condensing unit size (HP)	1/3	3/8	½
Refrigerant	R404	R404	R404
Power supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Temp Range	34/42°F or 1/6°C	32/42°F or 0/6°C	32/42°F or 0/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# P360°

*Grab & Go Island*



## Features

- 360° product visibility
- Forced air system
- Castors supplied with case
- Stainless steel deck
- Protective bumpers
- European appearance
- Digital thermostat
- Suitable for all refrigerated products
- Gray bottom panels
- Simple plug in operation
- Ice insert for fish display available upon request

## Specifications

## Model Number

	P360°
Width (inches)	55 ½
Depth (inches)	47
Height (inches)	35
Display area (square feet)	12 ¼
Condensing unit size (HP)	1/3
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	2
Temp Range	36/50°F or 2/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# Oasis

Sealed Deck, Suitable for Ice

## Features

- Wooden finish
- Acrylic dome for 360° viewing
- Stainless steel display deck-sealed
- Suitable for ice
- Drain fitted
- Lid is raised electronically
- Self service with lid up
- Display with lid down
- Multipurpose display case
- Smooth finish and appearance
- Fully mobile
- Economical system
- Static evaporation system
- Very rapid pull down time
- Strong construction
- Efficient, quiet system
- Easy to clean surfaces and smooth lines
- Illuminated display
- Fully self contained
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Thermostat control
- Operator friendly
- Castors supplied with case
- Spot display



REFRIGERATED

## Specifications

## Model Numbers

	Oasis 1	Oasis 2
Width (inches)	43	55
Depth (inches)	43	55
Height (inches)	52 closed / 68 raised	52 closed / 68 raised
Display area (square feet)	10 ¼	17 ½
Condensing unit size (HP)	1/3	1/3
Refrigerant	R134	R134
Power supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Deck fans	2	2
Temp Range	34/42°F or 1/6°C	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## F2 Chiller



### Features

- Modern, state-of-the-art styling
- Wear resistant black vinyl coated steel exterior with all stainless steel countertop and slide lids for lifetime durability
- Heavy duty, long lasting galvanized steel interior
- Front, rear and side venting louvers allow greater condenser air flow for tight fit installations
- Easily accessible and serviceable slide out condensing unit
- Automatic, energy saving, non-electric condensate disposal system with easily accessible, front mounted cleanout drainage hose and drain pan
- High density, non-CFC polyurethane foamed-in-place insulation

### Specifications

### Model Number

#### F2 Chiller

Width (inches)	64
Depth (inches)	27 ½
Height (inches)	37
Inside Height (inches)	27
Inside Width (inches)	60
Inside Depth (inches)	20
Storage capacity (cubic feet)	18 ¾
Condensing unit size (HP)	1/3
Refrigerant	R134
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Temp Range	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## C Series

*Euro Dairy/Deli Merchandiser  
Adjustable Shelves*

### Features

- Open front – self service grab and go
- Easy access for loading and cleaning
- Excellent vision through attractively styled side glass
- White interior
- Four fully adjustable shelves
- Shelves can be angled
- Extra shelves available upon request
- Peg bars and pegs available upon request
- Energy saving self contained night blind
- Efficient, quiet system
- Castors supplied with case
- Fully self contained unit
- Simple plug in operation with simple controls
- No drain required (hot gas evaporation of defrost water)
- Impact resistant finish
- Pricing rails on each shelf
- Shelf product stoppers available upon request



REFRIGERATED

### Specifications

### Model Numbers

	C1	C2	C3
Width (inches)	39 ¾	52 ¼	77
Depth (inches)	34	34	34
Height (inches)	84	84	84
Width without end walls (inches)	36 ¾	49 ½	73 ½
Number of shelves	4	4	4
Shelf width x depth (inches)	36 ¾ w x 17 ½ d	49 ½ w x 17 ½ d	73 ½ w x 17 ½ d
Display area (inches)	36 ¾ w x 24 d	49 ½ w x 24 d	73 ½ w x 24 d
Display area (sq.ft.)	18 ¼	24	36 ¼
Condensing unit size (HP)	¾	¾	1 ⅛
Refrigerant	R404	R404	R404
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1	
120/60/1			
Amps (unit)	20	20	20
Watts (unit)	2000	2000	2000
Deck fans	1	2	3
Temp Range	35/42°F or 2/6°C	35/42°F or 2/6°C	35/42°F or 2/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Genova

Open Front Merchandiser

## Features

- Open front – self service grab and go
- Easy access for loading and cleaning
- White Interior
- Five fully adjustable shelves
- Additional shelves available upon request
- Peg bars and pegs available upon request
- Shelves can be angled
- Energy saving self contained night blind
- Efficient, quiet system
- Castors supplied with case
- Fully self contained unit
- Simple plug in operation with simple controls
- No drain required (hot gas evaporation of defrost water)
- Impact resistant finish
- Pricing rails on each shelf
- Glass or solid end walls
- Shelf product stoppers available upon request



## Specifications

## Model Numbers

	Genova 1	Genova 2
Width (inches)	40 ½	52 ¾
Depth (inches)	35 ½	35 ½
Height (inches)	86	86
Width without end walls (inches)	37	49 ¼
Number of shelves	5	5
Shelf width and depth (inches)	36 ½ w x 17 ¾ d	49 w x 17 ¾ d
Display area (inches)	36 ½ w x 21 ¾ d	49 w x 21 ¾ d
Display area (square feet)	27 ½	37
Condensing unit size (HP)	1	1
Refrigerant	R404	R404
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Deck fans	1	2
Temp Range	35/42°F or 2/6°C	35/42°F or 2/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Sara

Open Front Merchandiser

## Features

- Open Front – self service grab and go
- Easy access for loading and cleaning
- White interior
- 3 Fully adjustable shelves
- Additional shelves available upon request
- Peg bars and pegs available upon request
- Castors supplied with case
- Energy saving self contained night blind
- Efficient, quiet system
- No drain required (hot gas evaporation of defrost water)
- Pricing rails on each shelf
- Fits through single door
- Forced air cooling
- Shelf product stoppers available upon request



## Specifications

## Model Number

### Sara

Width (inches)	52 ½
Depth (inches)	27
Height (inches)	69
Width without end walls (inches)	49
Display area (square feet)	16.88
Top shelf (inches)	49 w x 7 d
Middle shelf (inches)	49 w x 10 d
Bottom shelf (inches)	49 w x 14 d
Bottom Deck (inches)	49 w x 18 ¾ d
Condensing unit size (HP)	¾
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck Fans	2
Temp Range	35/42°F or 2/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# Mandy

Open Front Merchandiser

Black or White



## Features

- Automatic defrost
- Castors supplied with case
- Easy to clean surfaces
- Fits through single door
- Forced air cooling
- Fully self contained unit
- Heater pan evaporation (no plumbing required)
- Illuminated top shelf
- Simple plug in operation
- Stainless steel shelves and display deck
- 3 shelves standard
- Energy saving self contained night blind

## Specifications

## Model Number

### Mandy 100

Width (inches)	39 1/2
Depth (inches)	29 3/4
Height inches)	52
Width without end walls (inches)	36 1/2
Top shelf	34 3/4 w x 8 1/4 d
Middle shelf (inches)	34 3/4 w x 10 d
Bottom shelf (inches)	34 3/4 w x 12 d
Bottom Deck (inches)	35 1/4 w x 22 d
Display area (square feet)	13
Condensing unit size (HP)	3/4
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	1
Temp Range	35/42°F or 2/6°C
Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.	

# Memphis



## Non-Refrigerated

### Features

- Grab and Go refrigerated lower section
- Non refrigerated upper section
- Lockable Castors
- Sliding rear doors on upper section
- Glass shelf in upper section
- Fully mobile
- Smooth end walls
- Available in Black or Bronze
- No drain required (hot gas evaporation of defrost water)
- Efficient, quiet system

## Refrigerated

REFRIGERATED

## Specifications

## Model Numbers

	Memphis 90	Memphis 120
Width (inches)	35 ½	47 ½
Depth (inches)	32 ¾	32 ¾
Height (inches)	56 ½	56 ½
Display deck (inches)	32 w x 22 d	44 w x 22 d
Display deck (square feet)	5	6 ¾
Condensing unit size (HP)	¼	¼
Refrigerant	R404	R404
Power supply v/Hz/Ph	20/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Deck Fans	1	2
Temp Range	37/42°F or 3/6°C	37/42°F or 3/6°C
Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.		



# Isola

## Features

- Internal basin in AISI stainless steel
- External in wood or stainless steel
- Gastronorm pans available upon request
- Different configurations available
- Pans available upon request
- Accepts deep or shallow pans
- Static refrigeration system
- Digital control panel
- Electronic lid for ease of loading/serving
- Castors supplied with case
- Serving trays optional
- LED lighting optional



## Specifications

## Model Numbers

	Isola 4S/S	Isola 6	Isola 6S/S
Width (inches)	59 ¼	81 ¼	86
Depth (inches)	29 ½	29 ½	29 ½
Height (inches) top down	45	45 ¼	45
Height (inches) top up	59	59	59
Condensing unit size (HP)	1/3	1/3	1/3
Refrigerant	R134	R134	R134
Powers supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Temp range	38/50°F or 3/10°C	38/50°F or 3/10°C	38/50°F or 3/10°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## Features

- For all chilled food products
- Fully self contained bottom mounted condensing unit
- Efficient, quiet system
- Fan assisted
- Automatic evaporator of defrost water
- Ozone friendly
- White interior and black exterior
- Full length internal vertical lights
- Sturdy handle
- Magnetic door gaskets
- Easy access for loading and cleaning
- Easy clean surfaces
- Illuminated canopy for graphics
- Fully adjustable shelves
- Four shelves per door
- Castors supplied with case
- Minimum maintenance
- Low energy consumption
- Double pane glass door(s)
- Self closing door(s)



**G4T**



**G6T**

## Specifications

## Model Numbers

	G4T	G6T
Width (inches)	30	54 ¼
Depth (inches)	28 ¼	28 ¼
Height (inches)	82 ½	82 ½
Canopy dims (inches)	26 ½ w x 5 ½ h	52 w x 5 ½ h
Shelf width x depth (inches)	23 w x 20 ½ d	23 ½ w x 20 d
Number of shelves	4	8
Condensing unit size (HP)	⅓	½
Refrigerant	R134	R134
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Temp Range	34/42°F or 1/6°C	34/42°F or 1/6°C

Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# K Chillers

## K2TF

## K2T

### Features

- LED lighting
- Anodized gold or silver finish
- Automatic defrost
- Castors supplied with case
- Easy to clean surfaces
- Forced air cooling
- Fully self contained unit
- Glass on four sides
- Heater pan evaporation (no plumbing required)
- Illuminated display
- Rotating glass shelves (K2T) (mirrored bottom shelf)
- Rotation stops when door is opened
- Simple plug in operation



Rotating Shelves



Wire Shelves

\*K2TF: adjustable wire shelf version of K2T.  
Shelf size (inches) 17 ½ x 17 ½

### Specifications

### Model Numbers

	K2T	K2TF
Width (inches)	23 ½	23 ½
Depth (inches)	24	24
Height (inches)	71	71
Shelf dimensions (inches)	16 ½ diameter	17 ½ x 17 ½
Number of shelves	6	5
Condensing unit size (HP)	1/3	1/3
Refrigerant	R134	R134
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Evaporator fans	1	1
Temp range	35/50°F or 4/10°C	35/50°F or 4/10°C

Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# K3T

## Features

- LED lighting
- Anodized gold or silver finish
- Automatic defrost
- Castors supplied with case
- Easy to clean surfaces
- Forced air cooling
- Fully self contained unit
- Glass on six sides (K3T)
- Heater pan evaporation (no plumbing required)
- Illuminated display
- Rotating glass shelves (mirrored bottom shelf)
- Rotation stops when door is opened
- Simple plug in operation



REFRIGERATED

## Specifications

## Model Number

	K3T
Width (inches)	31 ¾
Depth (inches)	36
Height (inches)	69
Shelf diameter (inches)	22
Number of shelves	5
Condensing unit size (HP)	7/8
Refrigerant	R134
Power supply v/Hz/Ph (unit)	120/60/1
Amps	20
Watts	2000
Evaporator fans	1
Temp range	35/50°F or 4/10°C
Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.	



## K2TWR

### Features

- Humidity controlled (K2TWCF, K2TWCR)
- Rotating or square glass shelves available
- Beautiful wood finish
- Castors supplied with case
- Economical system
- Glass on all four sides
- All around view of product
- Mirrored bottom shelf
- Adjustable shelves
- Strong construction
- Efficient, quiet system
- Easy to clean surfaces and lines
- Forced air system
- Illuminated display
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Thermostat control
- Operator friendly
- Single door access
- Rotation stops when door is opened



Rotating Shelves

## K2TWF



Square Shelves

### Specifications

### Model Numbers

	K2TWF	K2TWR	K2TWCF	KWTWCR
Application	General	General	Chocolate	Chocolate
Humidity control	No	No	Yes	Yes
Width (inches)	32 ½	32 ½	32 ½	32 ½
Depth (inches)	33 ½	33 ½	33 ½	33 ½
Height (inches)	72	72	72	72
Shelves (square or rotating)	square	Rotating	square	Rotating
Shelf width x depth (inches)	20 ½ w x 22 ½ d	-----	20 ½ w x 22 ½ d	-----
Shelf diameter (inches)	-----	22	-----	22
Number of shelves	5	6	5	6
Condensing unit size (HP)	⅓	⅓	⅓	⅓
Refrigerant	R134	R134	R134	R134
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1	120/60/1	120/60/1
Amps	20	20	20	20
Watts	2000	2000	2000	2000
Evaporator fans	1	1	1	1
Temp Range	35/50°F or 4/10°C	35/50°F or 4/10°C	56/62°F or 14/16°C	56/62°F or 14/16°C
Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.				

## H1

### Features

- Storage Chiller
- Weighs 73 lbs



## G223

### Features

- 23 Liter Total Capacity
- 11.5 Liters Per Bowl
- 6.34 Gallon Total Capacity
- 3.17 Gallons Per Bowl
- Motorized paddles maintain mixing of product



## Starlet

### Features

- Counter top chiller
- Electronic thermostat
- Weighs 85 lbs



## Specifications

## Model Numbers

	H1	G223	Starlet
Width (inches)	20 ¾	13 ½	24
Depth (inches)	20 ½	17	23
Height (inches)	32 ¼	25	23
Shelf dimensions (inches)	17 w x 13 d	-----	20 ¾ w x 6 ¾ d
Deck dimensions (inches)	17 ½ w x 9 d	-----	20 ¾ w x 6 ½ d
Condensing unit size (HP)	1/6	1/10	1/8
Refrigerant	R134	R134	R134
Power Supply v/Hz/Ph (unit)	120/60/1	120/60/1	120/60/1
Amps	5	15	10
Watts	500	1500	1000
Deck Fans	-----	-----	yes
Temp Range	35/42°F or 2/6°C	39/61°F or 4/16°C	35/42°F or 2/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# Prep



## Features

- Refrigerated Prep Counter
- Stainless steel finish
- Low energy consumption
- Two storage levels
- Adjustable shelves
- Six poly-carbonate inserts included
- Corrosion resistant white interior finish
- Automatic defrost cycle
- Extra deep removable cutting board
- Lockable castors
- Fully mobile

## Specifications

## Model Number

	Prep 1	Prep 2
Width (inches)	44 ½	67 ½
Depth (inches)	32 ½	35 ½
Height (inches)	41 ½	41 ½
Storage area (inches)	25 ¼ w x 27 d x 24h	48 w x 27 d x 24 h
Shelf (inches)	24 w x 26 d	23 w x 26 d (x2)
Cutting board dimensions (inches)	44 w x 16 ½ d	67 ½ w x 19 ½ d
Condensing unit size (HP)	1/6	1/2
Refrigerant	R134	R134
Power supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fan assisted	yes	yes
Temperature Range	33.8°/41°F	33.8°/41°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# B1P

## Features

- Top shelf is non-refrigerated
- Top hinged glass, hydraulic arm support
- Easy access for loading, setting of display and cleaning
- Euro style front and side glass
- Illuminated stainless steel, display deck and glass shelves
- Rear access to the display for the server
- Main display deck is accessed via a stainless steel pull out drawer from the rear of the case. Magnetic gaskets ensure a perfect seal
- Three level display
- Preparation counter built in
- Automatic defrost
- No plumbing required, auto evaporation of defrost water
- Easy to clean surfaces and attractive lines
- Castors supplied with case
- Fully self contained unit
- Simple plug in operation
- ABS foamed end walls
- Forced air system



Back View

## Specifications

## Model Numbers

	B1P
Width (inches)	50 ½
Depth (inches)	43
Height (inches)	51 ½
Top Shelf size (inches)	46 w x 7 ½ d
Bottom Shelf size (inches)	46 w x 10 d
Drawer dimensions (inches)	37 w x 32 ¾ d
Bottom display area total (inches)	47 w x 32 ¾ d
Condensing unit size (HP)	½
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Temp Range	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Kubo 500R

Display Refrigerator

## Features

- Adjustable wire shelves
- Hinged doors
- Vertical lights
- Castors supplied with case
- 360° visibility
- Easy to clean
- Automatic defrost
- No drain required
- Stainless steel front



## Specifications

## Model Number

500R

Width (inches)	60
Depth (inches)	28
Height (inches)	54
Number of shelves	8
Shelf dimensions (inches)	23 ½ w x 15 ¾ d
Condensing unit size (HP)	1 ⅛
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	Yes
Temp range	36°/ 50° F or 2°/10° C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Victoria

## Features

- Three exhibition levels
- Rear sliding glass doors
- Available in black or stainless steel finish
- Front access to condensing unit
- Double tempered curved glass
- Castors supplied with case
- Low energy consumption
- Easy to clean
- Automatic defrost cycle
- No drain required
- Stainless steel deck
- Stainless steel front
- Stainless steel shelves
- Static air system
- Wide stainless steel top



## Specifications

## Model Numbers

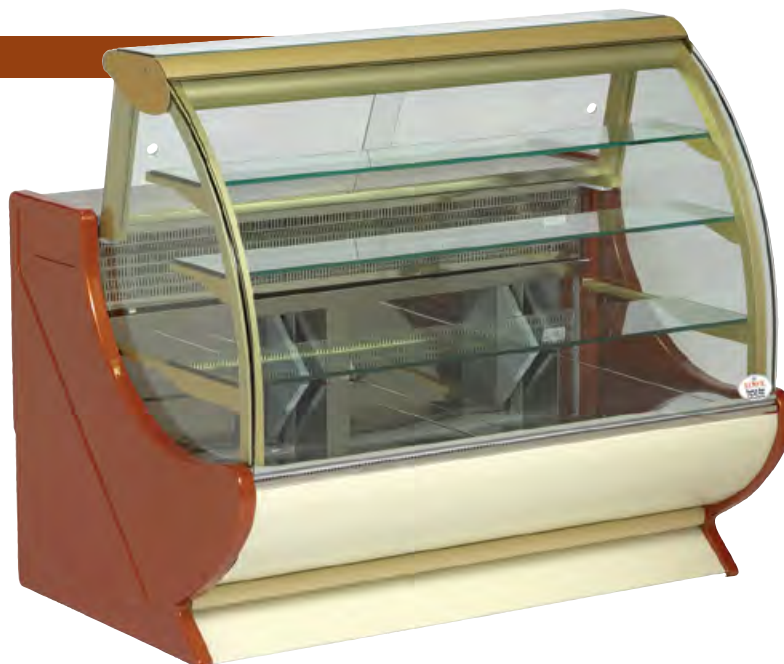
	V-150	V-200
Width (inches)	56 2/3	74
Depth (inches)	36	36
Height (inches)	50	50
Number of shelves	4	4
Top shelf dimensions (inches)	24 1/4 w x 15 d	32 7/8 w x 15 d
Other shelf dimensions (inches)	24 1/4 w x 17 d	32 7/8 w x 17 d
Condensing unit size (HP)	1/4	1/3
Refrigerant	R134A	R134A
Power Supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Temp Range	33/50°F or 2/10°C	33/50°F or 2/10°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# L Symphony

## Features

- Anodized finish
- Top hinged, curved front glass
- Glass ends
- Fixed glass shelves (3)
- Dual temperature zones
- Top two shelves are non refrigerated
- Stainless steel display deck
- Granite preparation counter built in
- Pull out drawers (stainless steel)
- Magnetic gasket on drawers
- European finish and appearance
- Castors supplied with case
- Economical system
- Static evaporator system
- Strong construction
- Efficient, quiet system
- Easy to clean surfaces and lines
- Illuminated display
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Thermostat control
- Operator friendly
- Sliding door access at rear of case for server



Additional Colors Available

## Specifications

## Model Numbers

	L1	L3	L5
Width (inches)	55 ¼	87	114 ¼
Depth (inches)	40	40	40
Height (inches)	50	50	50
Number of shelves	3	3	3
Top shelf dimensions (inches)	51 w x 8 2/3 d	82 ½ w x 8 2/3 d	110 w x 8 2/3 d
Middle shelf dimensions (inches)	51 w x 8 2/3 d	82 ½ w x 8 2/3 d	110 w x 8 2/3 d
Lower shelf dimensions (inches)	51 w x 11 d	82 ½ w x 11 d	110 w x 11 d
Number of Drawers	2	3	4
Drawer dimensions (inches)	20 ¾ w x 33 ¾ d	20 ¾ w x 33 ¾ d	20 ¾ w x 33 ¾ d
Condensing unit size (HP)	¼	½	1
Refrigerant	R404	R404	R404
Power supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Static Refrigeration	Yes	Yes	Yes
Temp Range	36/50°F or 2/10°C	36/50°F or 2/10°C	36/50°F or 2/10°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# L Harmony

## Features

- Anodized finish
- Curved front glass
- Glass ends
- Fixed glass shelves (3)
- Glass all around display
- Stainless steel lower display deck
- Sliding glass doors at rear, full size for access
- European appearance
- Castors supplied with case
- Economical system
- Forced air system- uniform cooling on all levels
- Strong construction
- Efficient, quiet system
- Easy to clean surfaces and lines
- Illuminated display (light above each shelf)
- Fully self contained
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Thermostat control
- Operator friendly
- No plumbing required



Additional Colors Available

## Specifications

## Model Numbers

	L1H	L3H	L5H
Width (inches)	37	52 ½	83
Depth (inches)	31 ¼	31 ¼	31 ¼
Height (inches)	54 ½	54 ½	54 ½
Number of shelves	3	3	3
Top shelf dimensions (inches)	35 ½ w x 13 d	51 w x 13 d	81 ½ w x 13 d
Middle shelf dimensions (inches)	35 ½ w x 13 ½ d	51 w x 13 ½ d	81 ½ w x 13 ½ d
Lower shelf dimensions (inches)	35 ½ w x 16 d	51 w x 16 d	81 ½ w x 16 d
Condensing unit size (HP)	¼	½	1
Refrigerant	R404	R404	R404
Power Supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Fan assisted	Yes	Yes	Yes
Temp Range	34/42°F or 1/6°C	34/42°F or 1/6°C	34/42°F or 1/6°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# Bodega

WINE DISPLAY

## Features

- Glass doors
- Interior full length lighting
- Sturdy handle
- Easy to clean interior
- Suitable for refrigerated products
- Efficient, quiet system
- Fully self contained
- Ozone friendly
- Castors supplied with case
- Single temperature or four temperature zones



**Bod1**



**Bod2**

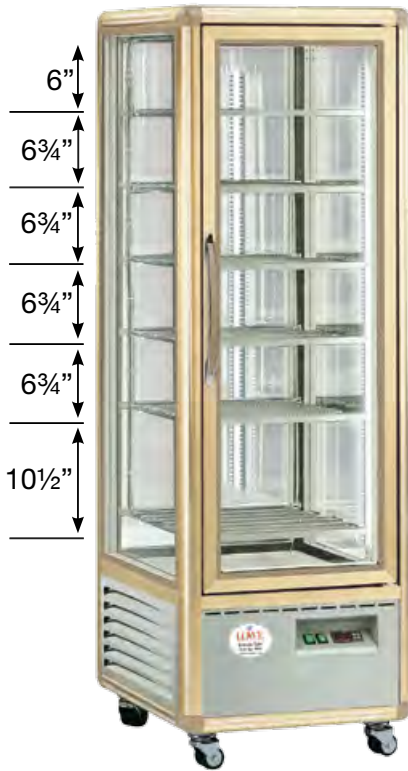
## Specifications

## Model Numbers

	Bod1	Bod2
Width (inches)	22 ¾	43
Depth (inches)	25 ½	25 ½
Height (inches)	77 ½	77 ½
Capacity: bottle size – 90	15x4= 60	32x4=128
bottle size – 77	24x4=96	50x4=200
bottle size – 75	24x4=96	52x4=208
Condensing unit size (HP)	1/3	1/2
Refrigerant	R134	R134
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fan assisted	yes	yes
Temp Range	41/60°F or 5/15°C	41/60°F or 5/15°C

Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

**K1T**  
4-Sided  
Fixed Shelf Freezer



**K4TF**  
4-Sided  
Fixed Shelf Freezer



**Features**

- Anodized Finish
- Glass on all sides
- All around view of product
- Castors supplied with case
- Economical system
- Fixed evaporator shelves
- Efficient, quiet system
- Digital Thermostat control
- No plumbing required

Also Available In Silver

FROZEN

**Specifications**

**Model Numbers**

	K1T	K4TF
Width (inches)	23 1/2	28
Depth (inches)	25 1/2	29 1/2
Height (inches)	71 1/4	70
Number of shelves	6	5
Shelf type	Fixed	Fixed
Condensing unit size (HP)	2/3	3/4
Refrigerant	R404	R404
Power Supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fixed shelf evaporator	yes	yes
Temp Range	0/-18°C or 32/0°F	0/-18°C or 32/0°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# VV17



### Features

- Fully adjustable shelves
- 3 shelves standard
- Digital thermostat control
- Vertical lighting
- No plumbing required
- Efficient, quiet system
- Forced air system

## K4T

4-Sided  
Revolving Shelf Freezer



### Features

- LED lighting
- Anodized finish
- Glass on all sides
- All around view of product
- Castors supplied with case
- Economical system
- Rotating shelves
- Mirrored bottom shelf
- Adjustable shelves
- Efficient, quiet system
- Forced air system
- Digital thermostat control
- No plumbing required
- Gold finish available

FROZEN

### Specifications

### Model Numbers

	VV17	K4T
Width (inches)	36	28
Depth (inches)	26	29 ½
Height (inches)	60 ½	71 ½
Number of shelves	3	6
Shelf type	Adjustable	Revolving
Shelf Dimensions	30 ½ w x 15 ¾ d	18" Diameter
Condensing unit size (HP)	½	¾
Refrigerant	R404	R404
Power Supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fan assisted	yes	yes
Temp Range	0/-18°C or 32/0°F	0/-20°C or 32/-4°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



**G1T**

**Features**

- LED lighting
- Fully adjustable shelves
- Frost free
- Triple pane glass doors
- Self closing doors
- Stainless steel bottom
- No plumbing required, evaporator condensing pan included
- Automatic defrost cycle
- Forced air system
- Illuminated display
- Castors supplied with case



**G6FT**

**Improved Visibility  
and Lighting**

FROZEN

**Specifications**

**Model Number**

	<b>G1T</b>	<b>G6FT</b>
Width (inches)	30	54
Depth (inches)	29 ½	29 ½
Height (inches)	83 ¾	83 ¾
Number of shelves	4	4
Shelf dimensions	23 w x 20 ½ d	23 ½ w x 20 d
Number of doors	1	2
Canopy dims (inches)	26 ½ w x 5 ½ h	52 w x 5 ½ h
Condensing unit size (HP)	½	1
Refrigerant	R404	R404
Power supply v/Hz/Ph (unit)	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fan assisted	Yes	Yes
Temp Range	0/-20°C or 28/-4°F	0/-20°C or 28/-4°F

Plug – each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# E1 / E2

Display Freezer

## Features

- Curved glass front cabinets allow for more product visibility
- 2 sliding glass lids
- Easy access for loading, setting of display and cleaning
- Suitable for all frozen products
- Efficient, quiet system
- Easy to clean surfaces and attractive lines
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Castors supplied with case



## Specifications

## Model Number

	E1	E2
Width (inches)	60	88
Depth (inches)	35 ½	35 ½
Height (inches)	40	40
Condensing unit size (HP)	½	½
Refrigerant	R404	R404
Power Supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Static Refrigeration	Yes	Yes
Temp Range	0/-22°C or 32/-8°F	0/-22°C or 32/-8°F
Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.		



## E3

### Display Freezer

#### Features

- Curved glass front cabinets allow for more product visibility
- 2 sliding glass lids
- Easy access for loading, setting of display and cleaning
- Suitable for all frozen products
- Efficient, quiet system
- Easy to clean surfaces and attractive lines
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Castors supplied with case



FROZEN

#### Specifications

#### Model Number

E3

Width (inches)	77
Depth (inches)	34
Height (inches)	37
Condensing unit size (HP)	½
Refrigerant	R404
Power Supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Static Refrigeration	Yes
Temp Range	0/-22°C or 32/-8°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# E4

Display Freezer

## Features

- Glass front cabinets allow for more product visibility
- 2 sliding glass lids
- Easy access for loading, setting of display and cleaning
- Suitable for all frozen products
- Efficient, quiet system
- Easy to clean surfaces and attractive lines
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Castors supplied with case



## Specifications

## Model Number

	E4
Width (inches)	77
Depth (inches)	34
Height (inches)	39
Condensing unit size (HP)	1/2
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Static refrigeration	Yes
Temp range	0/-22°C or 32/-8°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# D1C

Display Freezer

## Features

- 5 baskets standard
- 2 sliding glass lids
- LED lighting
- Easy access for loading, setting of display and cleaning
- Suitable for all frozen products
- Efficient, quiet system
- Easy to clean surfaces and attractive lines
- Fully self contained unit
- Simple plug in operation with simple controls
- Castors supplied with case



FROZEN

## Specifications

## Model Number

	D1C
Width (inches)	58
Depth (inches)	30
Height (inches)	34
Condensing unit size (HP)	½
Refrigerant	R134A
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Static refrigeration	Yes
Temp range	0/-20°C or 50/-4°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Kubo 500F

Display Freezer

## Features

- Adjustable wire shelves
- Hinged doors
- Vertical lights
- Castors supplied with case
- 360° visibility
- Easy to clean
- Automatic defrost
- No drain required
- Stainless steel front



FROZEN

## Specifications

## Model Number

500F

Width (inches)	60
Depth (inches)	28
Height (inches)	54
Number of shelves	8
Shelf dimensions (inches)	23 1/2 w x 15 3/4 d
Condensing unit size (HP)	1 1/8
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	Yes
Temp range	0/-18°C or 32/0°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

**B2F**  
Display Freezer



Limited Quantity Available

**Features**

- Top hinged glass, hydraulic arm support
- Easy access for loading, setting of display and cleaning
- Euro style front and side glass
- Stainless steel interior
- Rear access to the display for the server
- Preparation counter built in
- Easy to clean surfaces and attractive lines
- Castors supplied with case
- Fully self contained unit
- Simple plug in operation with simple controls
- Impact resistant finish
- ABS foamed end walls

**\*Note: No Refrigerated Understorage.**

**Specifications**

**Model Number**

	B2F
Width (inches)	73 ½
Depth (inches)	43
Height (inches)	51 ½
Condensing unit size (HP)	1
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amp	20
Watts	2000
Deck fans	Yes
Temp range	0/-18°C or 32/0°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# F2



## Features

- 2 sliding glass lids
- Easy access for loading, setting of display and cleaning
- Excellent vision through top glass
- White interior and exterior
- Suitable for all frozen products
- Efficient, quiet system
- Easy to clean surfaces and attractive lines
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Manual defrost and drain
- One standard basket included
- Impact resistant finish
- Castors supplied with case

## Specifications

## Model Number

	F2
Width (inches)	47 ¼
Depth (inches)	24 ¾
Height (inches)	34 ¼
Inside width (inches)	42
Inside depth (inches)	20
Inside height (inches)	25
Storage capacity (cubic feet)	12 ¼
Condensing unit size (HP)	¾
Refrigerant	R404
Power supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Deck fans	n/a
Temp range	0/-20°C or 32/-4°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## DC8 Dipping Cabinet

### Features

- Modern design with high visibility
- Stainless steel preparation counter
- Stainless steel deck
- Silver painted end walls
- Sliding plexi rear doors
- Illuminated logo panel
- Internal lighting for product
- Pricing rails
- Castors supplied with case
- No drain required
- Automatic defrost
- 8 and 12 flavor cabinet available
- Holds 2 ½ gallon size tubs (10 inch deep x 10 diameter)



### Specifications

### Model Numbers

	DC8	DC12
Width (inches)	50 ¼	72
Depth (inches)	43 ½	43 ½
Height (inches)	56	56
Condensing unit size (HP)	¾ x 2	¾ x 2
Refrigerant	R404	R404
Power supply v/Hz/Ph	120/60/1	120/60/1
Amps	30	30
Watts	3000	3000
Deck fans	Yes	Yes
Temp range	3/-4°F or -16/-20°C	3/-4°F or -16/-20°C

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



# G12

*Gelato-Italian Ice Cream*



## Features

- Modern design – high visibility
- Painted gray ABS end walls
- Stainless steel preparation counter
- Fully mobile
- Castors supplied with case
- Stainless steel bins
- Stainless steel front
- Sliding rear doors
- Full length illumination of product
- Pricing rails
- Illumination panel for product transparencies

## Specifications

## Model Number

	G12
Width (inches)	50 ¼
Depth (inches)	44 ¾
Height (inches)	54 ¾
Condensing unit size (HP)	¾
Refrigerant	R404
Power supply v/Hz/Ph	220v single phase
Amps	30
Watts	3000
Deck fans	Yes
Temp range	0/-18°C or 03/0°F

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## SS2P

Two Flavor Soft Serve Ice Cream Machine

### Features

- Small foot print, saves valuable floor space
- Easy cleaning and operation
- No installation required, plug it in and it is ready to go
- Castors supplied with case
- Soft serve mix not included
- Sanitized prior to each rental
- Serves two flavors plus a swirl option.
- Overnight switch to keep product refrigerated when not in use
- Automatic shut off when product is low



FROZEN

### Specifications

### Model Number

	SS2P
Width (inches)	21
Depth (inches)	27 ½
Height (inches)	52
Condensing unit size (HP)	1 ⅛, 1/8
Refrigerant	R404
Power supply v/Hz/Ph	220V single phase
Amps	30
Watts	3000

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

## 200 GBT

Fixed Shelves



### Features

- Gold or silver anodized finish
- Glass walls
- Smooth finish. Rounded corners
- Static evaporator system
- Rapid pull down time
- Strong construction
- Efficient, quiet system
- Easy to clean surface and lines
- Illuminated display
- Fully self contained unit
- Ozone friendly refrigerant
- Simple plug in operation with simple controls
- Operator friendly
- Thermostat control
- Fixed shelves are 7 ¼ inches apart

## H4IB

Storage Freezer



### Features

- Adjustable shelves
- Glass display
- Counter top unit
- Efficient, quiet system

### Specifications

### Model Numbers

	200 GBT	H4IB
Width (inches)	47 ½	23 ½
Depth (inches)	19 ½	20 ¼
Height (inches)	28	26 ½
Condensing unit size (HP)	1/3	1/4
Refrigerant	R404	R134
Power supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000
Fan assisted	no	yes
Temp range	0/-18°C or 32/0°F	0/-18°C or 32/0°F
Fixed shelf evaporator	yes	no

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.



**Penguin 1**  
Single Bowl  
Frozen Drink Display

**Penguin 2**  
Double Bowl  
Frozen Drink Display



**Features**

- One or two bowl frozen drink display
- Full access to all the components for quick and easy maintenance
- Simple bowl removal for easy cleaning
- One compressor for each bowl
- Manual control of the thickness of the drink
- Quick product preparation
- Internal illumination system

**H2**



**Features**

- Efficient, quiet system
- Perfect for under counter use

FROZEN

**Specifications**

**Model Numbers**

	H2	Penguin 1	Penguin 2
Width (inches)	19 ½	7 ¾	15 ½
Depth (inches)	21 ½	17	17
Height (inches)	32 ¾	34 ¼	34 ¼
Bowl capacity in liters	n/a	12	12
Bowl capacity in gallons	n/a	3.17	3.17
Condensing unit size (HP)	¼	¼	½
Refrigerant	R134	R134	R134
Power supply v/Hz/Ph	120/60/1	120/60/1	120/60/1
Amps	20	20	20
Watts	2000	2000	2000
Temp range	0/-18°C or 32/0°F	frozen drinks	frozen drinks

Plug - each unit requires a single dedicated power supply; 24 hour power if keeping product in unit overnight.

# Isola 4H

## Features

- Electrically raised canopy
- Castors supplied with case
- Divider bars included
- Stainless steel option available
- Adjustable water temperature control
- Fitted drain
- Heat lamps for additional heating
- 'Low water level' alarm
- Serving trays optional
- Digital control panel
- Pans available upon request
- Internal basin in AISI stainless steel
- Accepts deep or shallow pans
- Different configurations available
- Gastronorm pans available upon request



**Isola 4H**  
*Lid Electronically Lowered.*

## Specifications

## Model Numbers

	Isola 4H	Isola 4HS/S
Width (inches)	56	59 ¼
Depth (inches)	29½	29 ½
Height (inches) top down	45 ¼	45
Height (inches) top up	59	59
Power supply v/Hz/Ph	120/60/1	120/60/1
Amps	30	30
Watts	3000	3000
Temp range	100/194°F or 38/90°C	100/194°F or 38/90°C

Plug - each unit requires a single dedicated power supply.



# B1H

## Features

- Top hinged glass, hydraulic arm support
- Easy access for loading, setting of display and cleaning
- Euro style front and side glass
- Illuminated stainless steel, perforated display deck
- Rear access to the display for the server
- Preparation counter built in
- Automatic 'low water level' power cut-off
- Easy to clean surfaces and attractive lines
- Castors supplied with case
- Fully self contained unit
- Rheostat control for heat/light
- Simple plug in operation with simple controls
- Adjustable water temperature control
- Water inlet (½ inch) and drain fitting (1 ½ inch)
- Impact resistant finish
- Stainless steel deck
- ABS foamed end walls
- Divider bars for Gastronorm pans available
- Heating area can be configured several ways using divider bars.
- Heating area dimensions: 42 x 25 ½ (inches)
- Gastronorm pans available upon request



## Specifications

## Model Number

### B1H

Width (inches)	51
Depth (inches)	43
Height (inches)	51 ½
Power Supply v/Hz/Ph	220/60/1
Amps	30
Watts	3000
Water Temperature Range	167/176°F or 75/80°C
Deck Temperature	146°F or 63°C
Plug - each unit requires a single dedicated power supply.	



# BR13H

## Features

- 4 Adjustable heated shelves
- Sliding glass rear doors
- Vertical lights
- Castors supplied with case
- No drain required
- Modern design
- 360° visibility
- Stainless steel front
- Stainless steel front
- Easy to clean



HOT

## Specifications

## Model Number

### BR13H

Width (inches)	53
Depth (inches)	29 ½
Height (inches)	54 ¼
Top shelf dimensions (inches)	50 w x 11 d
Other shelf dimensions (inches)	50 w x 11 d
Power Supply v/Hz/Ph	120/60/1
Amps	30
Watts	3000
Temperature Range	140/176°F or 60/80°C

Plug - each unit requires a single dedicated power supply.

**MCT**  
4 Burner



**Features**

- Stainless steel table with electric 4 burner ceramic cook top
- Locking castors included
- Under cabinet storage shelf
- Optional attached mirror for high visibility



**MCT**  
Back View - Under Storage



**MCTM**  
With Mirror

**Specifications**

**Model Numbers**

Width (inches)  
Depth (inches)  
Height (inches)  
Power Supply v/Hz/Ph  
Amps  
Watts

	MCT	MCTM
Width (inches)	60	60
Depth (inches)	30 ¼	30 ¼
Height (inches)	36	97
Power Supply v/Hz/Ph	220/60/1	220/60/1
Amps	30	30
Watts	3000	3000

Plug - each unit requires a single dedicated power supply.

## CO25 Convection Oven

### Features

- Convection oven with two adjustable shelves
- Holds ½ size tray: 18 x 14 ½ (inches) - not included
- Trays for oven available upon request
- Oven is attached to rolling stand
- Oven available without stand
- Rolling stand has six shelves for sheet pans
- Sheet pans for stand available upon request
- Manual 60 minute timer



### Specifications

### Model Number

#### CO25

Width (inches)	28 ½
Depth (inches)	28
Height (inches)	53 ¾
Inside width (inches)	18 ½
Inside depth (inches)	14 ½
Inside height (inches)	10 5/8
Power Supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000
Temperature Range	120/480°F or 49/249°C

Plug - each unit requires a single dedicated power supply.

## MW Microwave



### Specifications

### Model Number

#### MW

Width (inches)	24
Depth (inches)	18
Height (inches)	14
Power Supply v/Hz/Ph	120/60/1
Amps	10
Watts	1000

Plug - each unit requires a single dedicated power supply.

## Top2

Dual burner cook top



### Features

- 2 electric burners
- Compact and lightweight



## DW

Dual lamp display warmer

### Features

- Holds a 12 x 20 (inches) Pan
- Pan not included

### Specifications

### Model Numbers

	Top2	DW
Width (inches)	22 ½	13
Depth (inches)	14	19
Height (inches)	3	24 ¼
Power Supply v/Hz/Ph	120/60/1	120/60/1
Amps	20	20
Watts	2000	2000

Plug - each unit requires a single dedicated power supply.

## 200 Hot

(Self Serve) Counter Top



### Features

- Warming lamps above each shelf
- Sturdy construction designed for easy access of product
- Self serve open access

### Specifications

### Model Number

#### 200 Hot

Width (inches)	35 ½
Depth (inches)	21
Height (inches)	28
Power Supply v/Hz/Ph	120/60/1
Amps	15
Watts	1500
Temperature Range	95/160°F or 35/71°C

Plug - each unit requires a single dedicated power supply.

HOT

## HSD2



### Features

- Hard coated aluminum heat shelf
- Tempered glass sides for maximum visibility
- Heavy duty stainless steel construction for base, sides and top
- Thermostat controlled heat for base and rear overhead heat source.

### Specifications

### Model Number

#### HSD2

Width (inches)	36
Depth (inches)	28
Height (inches)	29 ¾
Power Supply v/Hz/Ph	120/60/1
Amps	20
Watts	2000

Plug - each unit requires a single dedicated power supply.





**I1 / I3**  
Display Ice Tray

**MS12**  
Electric Meat Slicer  
12" Cutting Wheel



**200 Dry**  
Self-Serve Counter Top Display

- Gold or silver anodized finish
- Easy to clean surfaces and lines
- Glass walls
- Multi purpose
- Illuminated display
- Smooth finish
- Rounded corners
- Strong construction
- Simple plug In operation with simple controls

**Specifications**

**Model Numbers**

	<b>I1</b>	<b>I3</b>	<b>MS12</b>	<b>200 Dry</b>
Width (inches)	40	64	23	35 ¼
Depth (inches)	22	22	18	21
Height (inches)	7	7	16	28
Power Supply v/Hz/Ph	n/a	n/a	120/60/1	120/60/1
Amps	n/a	n/a	15	5
Watts	n/a	n/a	1500	500

Plug - each unit requires a single dedicated power supply.



## MSU

*Mobile Sink Unit  
For Hands and Utensils Only*



### Features

- Hand sink cart with 2-compartment sink
- Two 5 gallon water tanks
- Two 7 gallon waste water tanks
- 2½ gallon hot water heater
- Soap dispenser and paper towel holder included
- Durable polyethylene construction
- Castors supplied with case

### Specifications

### Model Number

#### MSU

Width (inches)	41
Depth (inches)	32 ½
Height (inches)	45 ½
Power Supply v/Hz/Ph	120/60/1
Amps	15
Watts	1500
Fresh water capacity	2 x 5 gallon or 18.92 liters
Waste tank capacity	2 x 7 gallon or 26.49 liters
Plug - each unit requires a single dedicated power supply.	

## HWS

*Two Person Accessible Hand Washing Station*

### Features

- 1,408 single uses (22-gallon fresh water capacity; 24-gallon gray water capacity)
- Two 30-ounce soap dispensers and four 250-sheet built-in paper towel dispensers
- Fits inside most portable restrooms for easy transport to job sites
- Built-in lift handles provide added mobility for positioning once on-site.

### Specifications

### Model Number

#### HWS

Width (inches)	26 ½
Depth (inches)	21 ½
Height (inches)	61
Fresh water capacity	22 gallon or 83.28 liters
Waste tank capacity	24 gallon or 90.85 liters



## PTS

Stainless Steel Prep Table with Shelf



### Features

- Stainless steel work surface
- Model with shelf available

## PT

Stainless Steel Prep Table



NON REFRIGERATED

### Specifications

### Model Numbers

	PT4 / PT4S	PT5 / PT5S	PT6 / PT6S
Width (inches)	48	60	72
Depth (inches)	30	30	30
Height (inches)	35	35	35

# Sinks

**SSB1**



### Features

- Stainless steel bowl sink
- Plumbing required
- Single bowl and three bowl sinks available
- Water inlet (1 inch) and drain fitting (1¼ inch)

NON REFRIGERATED

**SSB3**



### Specifications

### Model Numbers

	SSB1	SSB3
Width (inches)	23 ½	84
Depth (inches)	24 ½	24 ½
Height (inches)	40	40

# Ready Built Cold Rooms

## Features

- “All-Weather” exterior
- Internal light
- Internal “glow in the dark” safety handle
- Easily made mobile
- Refrigerator & freezer temps available
- NSF approved “3-tier” racking included
- Secure, simple temperature control
- Non-slip floor
- Ramp included
- Fork lift friendly
- Lockable door - self closing!
- Strong hinge system
- External gauge displaying box temperature
- Quiet operation of ETL approved condensing unit
- Health and safety code compliant
- Simply hardwire to your generator or existing power!



## Specifications

External Width (inches)	94 ¼
External Length (inches)	117 ¾
External Height (inches)	93
Power Supply v/Hz/Ph	220/60/1
Amps	30



## Modular walk-in cold and freezer rooms.

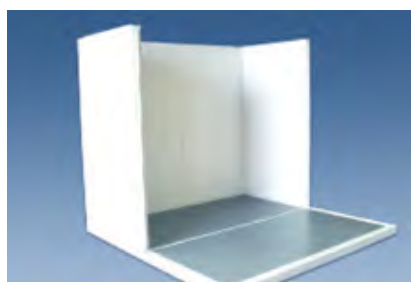
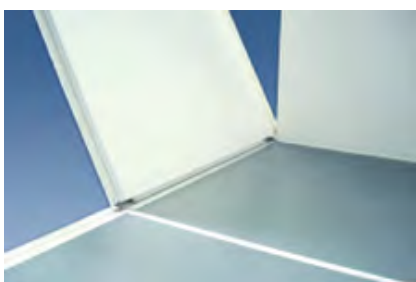
*From the world's largest sporting events to state fairs, festivals, care centers, emergency relief, construction renovation, and so much more, LOWE Cold Rooms provide the perfect refrigerated storage solution.*

*Mobile & remote, climate controlled modular refrigeration / freezer cold rooms engineered for quiet efficiency even in the most challenging environments.*



8ft by 8ft Modular Walk-in Cold Room. (smallest size available)  
Length can be increased in 2ft increments.  
Width can be increased in 8ft increments with interior walls.

COLD ROOMS



Quickly built on-site • Dual temperature • Indoor and outdoor use • Pallet size doors available.

*With the largest modular cold room rental fleet in the world, LOWE Refrigeration's extensive logistical program enables us to meet your unique event requirements and ensure successful on time delivery and installation to your event.*

## **Take advantage of our freight savings!**

A large number of modular cold rooms can be loaded onto a single trailer.

This creates an efficiency and economy that ready built rooms can't duplicate.



Our steel frame leveling system allows us to place cold rooms almost anywhere, and create efficiency by placing refrigerated storage in convenient locations.



Our quick & efficient on-site build process saves you time and money.



**Tie Down Straps** can be placed over modular cold rooms to provide extra security in high wind environments. Strapping uses a ratchet and stake system that allows each unit to be pinned in place. This system includes ratchets, pin stakes, stake puller, mid and end straps.



# Cold Storage – Where you need it. When you need it.



Build on pristine grass in front of clubhouse.  
No forklift needed.



Inside or outside of any structure.  
No fumes. Almost silent!



No vehicular access - no problem. Modular cold rooms can be taken through 3ft door to build inside.



Build on a cart path or remote site with ease!

COLD ROOMS

## Specifications

**Power Requirements** 220v / 60Hz / Single Phase / 30 Amp Breaker  
(Note: LOWE can supply a splitter box allowing 2 motors to run off a single power supply.)

**Drain** Not Required

**Inside Door Handle** Glows in the dark

**Strip Curtain** Fitted at door entry

**Color** White

<b>Dimensions</b>	<b>Internal</b>	<b>External</b>
Width (inches)	88	95
Height (inches)	80	87
Length (inches)	88	95

8ft x 8ft is the smallest size available.

Length increases by increments of 2ft. Width increases by increments of 8ft with interior walls.

**Call to reserve your customized cold room!**

## LOWE Modular Cold Room Features & Benefits

*LOWE can support events anywhere in North America with modular cold rooms suitable for indoor and outdoor use.*

*Our modular cold rooms offer a clean, safe and quiet refrigeration/frozen storage option in almost any environment.*

- uneven or sloping ground
- on a cart path
- on the beach
- on dirt, grass, gravel or asphalt
- on a platform
- under a bridge
- inside a building
- inside a room
- on a rooftop
- at limited access or remote locations

Chefs and Concessions enjoy having their refrigerated storage when they need it – right next to them!

Our modular cold rooms are also available for beer cooler configuration, a climate controlled preparation, storage room or office.

(Note: Our offices in Europe and Asia provide a similar service.)



Cold Room used for keg storage.



## Contact

### USA

105 CECIL COURT  
FAYETTEVILLE, GEORGIA  
30214  
1 770 461 9001  
1 844 655 1320

### HEAD OFFICE

UNIT J, KNOCKMORE  
INDUSTRIAL ESTATE,  
MOIRA ROAD,  
LISBURN  
NORTHERN IRELAND  
BT28 2EJ  
+44 (0) 28 9260 4619

### ENGLAND

LOWE RENTAL LTD.  
UNIT 37, MARCHINGTON INDUSTRIAL  
ESTATE  
UTTOXETER, STAFFORDSHIRE  
ENGLAND  
ST14 8LP  
+44 (0) 1283 820 717

### SCOTLAND

LOWE RENTAL LTD.  
UNIT 1B EXCELSIOR PARK  
CANYON ROAD  
NETHERTON INDUSTRIAL ESTATE  
WISHAW  
SCOTLAND  
ML2 0EG  
44 (0) 16983 72902

### DUBAI

DIP 1, BUILDING WO NO.8  
DUBAI, UAE  
(+971) 4 882 9440

### SINGAPORE

7 KAKI BUKIT CRESCENT,  
FULLION BUILDING,  
#01-01 SINGAPORE 416239.  
+65 6284 1552

### HONG KONG

LOWE REFRIGERATION LTD.  
RM. 11, 14/F, WAH WAI CENTRE,  
38-40 AU PUI WAN STREET,  
FO TAN, N.T.  
HONG KONG  
+65 6284 1552

### GERMANY

LOWE DEUTSCHLAND GMBH.  
HOHLSTUCK 4  
56368 KLINGELBACH  
GERMANY  
+49 (0) 6486 9039 68

### ITALY

LOWE ITALIA SRL.  
MILANO  
ITALY  
+39 023 6000 121

### SPAIN

LOWE RENTAL LTD.  
BARCELONA  
SPAIN  
+34 9 3800 1963



**LOWE**  
WORLDWIDE RENTAL SPECIALISTS

[loweusa.com](http://loweusa.com)





October 17 - 20, 2017

McCormick Place

Chicago, IL

Order Closing Date: October 2nd, 2017

**REMIT TO:**  
**Lowe Refrigeration, Inc.**  
 105 Cecil Court  
 Fayetteville, GA 30214  
 USA  
 Tel: (770) 461-9001  
 Fax: (770) 461-8020  
 Email: info@LoweUSA.com  
 www.LoweUSA.com

NAME OF EXHIBITOR			BOOTH #	
ADDRESS				
CITY		STATE	ZIP	COUNTRY
PHONE #			FAX #	
ORDER CONTACT NAME			EMAIL ADDRESS	

**NOTE: 3% Processing Fee Applied to ALL Orders**

**\*NO REFUNDS FOR CANCELLATION AFTER CLOSING DATE**

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MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
B CORNER	90 Degree Corner Euro Deli Display		1850	
B1	4ft Euro Deli Curved Glass Display With Refrigerated Under Storage		1850	
B2	6ft Euro Deli Curved Glass Display With Refrigerated Under Storage		2050	
B3	8ft Euro Deli Curved Glass Display With Refrigerated Under Storage		2350	
B1 L/G	4ft Euro Deli <b>Self-Service</b> Display With Refrigerated Under Storage		1850	
B2 L/G	6ft Euro Deli <b>Self-Service</b> Display With Refrigerated Under Storage		2050	
B3 L/G	8ft Euro Deli <b>Self-Service</b> Display With Refrigerated Under Storage		2350	
B1P	4ft Euro Bakery Curved Glass Display With Pull-Out Drawer		1850	
BOD1	23" Glass Door Wine Display - Holds 96 Size 75 Bottles		1260	
BOD2	43" Double Glass Door Wine Display - Holds 208 Size 75 Bottles		1850	
C1	3.5ft Euro Merchandiser 4 Shelf Display (extra shelves \$20each /Qty _____)		1750	
C2	4ft Euro Merchandiser 4 Shelf Display (extra shelves \$25each /Qty _____)		1850	
C3	6ft Euro Merchandiser 4 Shelf Display (extra shelves \$30each /Qty _____)		2050	
F2 CHILLER	64" Sliding Lid Refrigerator		700	
G4T	30" Single Glass Door Refrigerator		900	
G6T	54" Double Glass Door Refrigerator		1575	
G223	2 Bowl Drink Dispenser (23 Liters / 6.3 Gallons Total Capacity)		600	
GENOVA 1	42" Refrigerated Open Front Merchandiser		1750	
GENOVA 2	54" Refrigerated Open Front Merchandiser		1850	
H1	4 cu-ft Storage Refrigerator		250	
ISOLA 4	56" Cold Buffet Style Display (Stainless Steel Available Upon Request)		1650	
ISOLA 6	81" Cold Buffet Style Display (Stainless Steel Available Upon Request)		1850	
JINNY 104	3ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		1575	
JINNY 150	5ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		1800	
JINNY 250	8ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		2300	
K2T	4 Sided Glass Display With 16.5" Rotating Shelves		1700	
K2TF	4 Sided Glass Display With Wire Shelves		1700	
K2TWR	4 Sided Glass Display With Wood Finish & 22" Rotating Shelves		1700	
K2TWF	4 Sided Glass Display With Wood Finish & Fixed Shelves		1700	
K2TWCR	4 Sided Glass CANDY Display With Wood Finish & 22" Rotating Shelves		1700	
K2TWCF	4 Sided Glass CANDY Display With Wood Finish & Fixed Shelves		1700	
K3T	6 Sided Glass Display With 22" Rotating Shelves		1750	
KUBO 500R	60" Double Glass Door Display Refrigerator		1750	
L1	55" Euro Bakery Display With Dual Temperature Zones & Pull Out Drawer		1650	
L3	87" Euro Bakery Display With Dual Temperature Zones & Pull Out Drawer		2000	
L5	114" Euro Bakery Display With Dual Temperature Zones & Pull Out Drawer		2250	
L1HARMONY	37" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		1650	
L3HARMONY	52.5" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		1850	
MANDY 100	40" Open Front Merchandiser 3 Adjustable Shelf Display		1575	
MEMPHIS 90	36" Dual Temperature Zone Merchandiser Display		1650	
MEMPHIS 120	48" Dual Temperature Zone Merchandiser Display		1750	
OASIS 1	43" Square Island Display With Wood Finish & Suitable For Ice		1750	
OASIS 2	55" Square Island Display With Wood Finish & Suitable For Ice		1950	
P360	55" Grab & Go Island Display		1850	
PREP 1	41.5" Stainless Steel Refrigerated Prep Counter		900	
PREP 2	67.5" Stainless Steel Refrigerated Prep Counter		1325	
SARA	4ft Open Front Merchandiser 3 Adjustable Shelf Display		1700	
STARLET	24" Counter Top Refrigerator		450	
V-150	56" Curved Glass Bakery Display With Adjustable Shelves		1500	
V-200	74" Curved Glass Bakery Display With Adjustable Shelves		1950	

PAGE 1 SUBTOTAL

OFFICE USE ONLY IC BB O#

REV 11/13

PAGE 1 OF 2



October 17 - 20, 2017

McCormick Place

Chicago, IL

Order Closing Date: October 2nd, 2017

REMIT TO:  
**Lowe Refrigeration, Inc.**  
 105 Cecil Court  
 Fayetteville, GA 30214  
 USA  
 Tel: (770) 461-9001  
 Fax: (770) 461-8020  
 Email: info@LoweUSA.com  
 www.LoweUSA.com

**PRODUCT INSURANCE IS THE RESPONSIBILITY OF THE EXHIBITOR. CHARGES INCLUDE DELIVERY, INSTALLATION, COLLECTION, AND MAINTENANCE DURING THE**

SPECIAL REQUEST:

**PAYMENT IS REQUIRED PRIOR TO CLOSING DATE. EQUIPMENT WILL NOT BE INSTALLED UNLESS PAYMENT HAS BEEN RECEIVED. ADDITIONAL 10% WILL BE APPLIED TO ALL ORDERS RECEIVED AFTER THE CLOSING DATE.**

NOTE: 3% Processing Fee Applied to ALL Orders

\*NO REFUNDS FOR CANCELLATION AFTER CLOSING DATE

	MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
H O T	200H	35.5" Counter Top Hot Self-Service Display		630	
	B1H	4ft Euro Hot Curved Glass Display With Steam Deck (Bars with Pans by Req		1850	
	BR13H	53" Curved Glass Hot Display With 3 Adjustable Shelves		1850	
	CO25	Convection Oven With Stand - Fits 1/2 Size Trays		700	
	DW	13" 2 Lamp Display Warmer (Pan by Request)		125	
	HSD2	36" Aluminum Heat Shelf		700	
	ISOLA 4H	56" Hot Bain Marie Buffet Style Display		1850	
	MCT	60" Mobile 4 Burner Cook Top		800	
	MCT-M	60" Mobile 4 Burner Cook Top With Display Mirror		825	
	MW	Microwave		250	
	TOP2	23" Counter Top Dual Burner Cook Top		150	
F R O Z E N	200GBT	48" Counter Top Display Freezer		650	
	B2F	6ft Euro Curved Glass Display Freezer		2050	
	D1C	58" Wall Site Display Freezer With 5 Baskets		1500	
	DC8	8 Well Ice Cream Dipping Cabinet		1575	
	DC12	12 Well Ice Cream Dipping Cabinet		2350	
	E1	5ft Wall Site Display Freezer		1700	
	E2	7ft Wall Site Display Freezer		1900	
	E3	6ft Wall Site Display Freezer with Side Visibility		1900	
	E4	6ft Wall Site Display Freezer		1900	
	F2	47" Sliding Glass Top Freezer With 1 Basket		700	
	G1T	30" Single Glass Door Freezer		1325	
	G6FT	54" Double Glass Door Freezer		1750	
	G12	54" Gelato Ice Cream Cabinet		2050	
	H2	4 cu-ft Storage Freezer		300	
	H4IB	24" Counter Top Display Freezer		500	
	K1T	24" 4 Sided Glass Display Freezer With Fixed Shelves		1700	
	K4T	27.5" 4 Sided Glass Display Freezer With 18" Rotating Shelves		1700	
	K4TF	27.5" 4 Sided Glass Display Freezer With Fixed Shelves		1700	
	KUBO 500F	60" Double Glass Door Display Freezer		1900	
	PENGUIN 1	Single Bowl Frozen Drink Display		450	
PENGUIN 2	Double Bowl Frozen Drink Display		600		
VV17	60.5" Double Glass Door Freezer		1850		
SS2P	52" Two Flavor Soft Serve Ice Cream Machine		1850		
D R Y	200DRY	35" Counter Top Dry Display		450	
	HWS	2 Person Hand Washing Station		450	
	I1	40" Insulated Ice Tray With Drain Plug		275	
	I3	64" Insulated Ice Tray With Drain Plug		300	
	MS12	23" Electric Meat Slicer		525	
	MSU	39.5" Mobile Hand Washing Sink		525	
	PT4	4ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 check here)		160	
	PT5	5ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 check here)		185	
	PT6	6ft Stainless-Steel Prep Table (Add Bottom Shelf \$50.00 check here)		225	
	SSB1	23.5" Stainless-Steel Single-Bowl Sink (PLUMBING REQUIRED)		250	
SSB3	83" Stainless-Steel Three-Bowl Sink (PLUMBING REQUIRED)		370		

PAYMENT TYPE:  CHECK  BANK WIRE  VISA  MASTERCARD  DINER'S CLUB  AMEX

PAGE 2 SUBTOTAL

CREDIT CARD #	EXP. DATE
NAME ON CARD	SECURITY CODE

PAGE 1 SUBTOTAL

**SIGNING BELOW COMPLETES YOUR ORDER AND IS ACCEPTANCE OF OUR RENTAL TERMS & CONDITIONS AVAILABLE FROM THE ABOVE OFFICE OR www.LoweUSA.com**

MISC.

EQUIPMENT TOTAL

PROCESSING FEE 3%

TOTAL

RENTAL TAX 9%

GRAND TOTAL US \$

PAGE 1 CONTACT NAME SIGNATURE

OFFICE USE ONLY IC BB O# INV#

REV 11/13

PAGE 2 OF 2



**Chicago 2017**  
 October 17-20  
 McCormick Place

**EXHIBIT PHOTOGRAPHY**

*Includes color-corrected, high-resolution TIFFS & JPEGS with basic image manipulation and unlimited usage rights delivered on USB flash drive. E-delivery also available.*

	QTY	TOTAL
<b>First Digital View</b> .....	\$165.00	_____
<b>Additional Digital Views</b> .....	\$140.00	_____
<b>Panoramic Photography</b> .....	\$400.00	_____
<b>8 1/2" x 11" Prints of the Above Digital Views</b> .....	\$ 35.00	_____
<b>Dynamic Exhibit Photography</b> – Studio effect with post-production .....	per view \$400	_____
<i>Silhouetting – removal of background, distracting objects and minor exhibit flaws, in addition to basic image manipulation. Custom lighting options available at additional charge. Contact us for quote.</i>		
<b>Product Photography</b> – Price depends on specific needs .....	Ask for quote	_____
<b>RUSH Digital Image E-Delivery</b> .....	Add \$25.00 to total price	_____
<i>Images uploaded to dedicated ftp site for 14 days within 3 business days from the end of the show. Other electronic delivery options available.</i>		
<b>RUSH On-site Delivery of Photography</b> .....	Add \$50.00 to total price	_____
<i>All <u>unmanipulated digital images in raw format</u> surrendered on-site on USB flash drive within 24 hours after image capture.</i>		
<b>Editorial / PR Photography</b> .....	\$325.00 per hour	_____
<i>Coverage of booth or company event at our hourly rate. Includes delivery of color-corrected photos and unlimited usage rights.</i>		
<b>Green Screen</b> .....	Ask for quote	_____
<i>Coverage of booth event placing attendees into digital backgrounds with optional custom logos.</i>		
<b>Video Production</b>		
HD coverage – camera, light, microphone, B-roll footage, 2-hour minimum including setup and teardown.....	\$550 per hour	_____
<i>Editing available – pricing depends on needs. Call for a quote.</i>		

**Sub Total** \_\_\_\_\_

**The Eelpond Photo Group**

E-mail this form to:  
**ed@eelpondphotogroup.com**  
 or call (508) 360-2050  
**www.eelpondphotogroup.com**

**Tax (FL companies add 6%)** \_\_\_\_\_  
**Shipping (within US \$10.00)** \_\_\_\_\_  
**Shipping (outside the US \$25.00)** \_\_\_\_\_  
**Total Amount Due in U.S. Currency** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

Exhibit Name \_\_\_\_\_ Exhibit No. \_\_\_\_\_

Company Name (if different from Exhibit name) \_\_\_\_\_

Ordered by \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

On-Site Contact \_\_\_\_\_ On-Site Phone \_\_\_\_\_

Shipping Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**BILLING ADDRESS (IF DIFFERENT THAN SHIPPING)** \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Payment:  AmEx  Visa  MC Security Code: \_\_\_\_\_ Exp. \_\_\_\_\_ Check No. \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Card No. \_\_\_\_\_

Signature \_\_\_\_\_

**TERMS:** ORDERS MUST BE PAID PRIOR TO SHIPMENT. **STANDARD DELIVERY IS 2-3 WEEKS VIA USPS PRIORITY MAIL.** RUSH SERVICE IS AVAILABLE WHEN ARRANGED FOR IN ADVANCE.





# OFFICIAL CONTRACTOR NACSSHOW 2017

McCormick Place  
Chicago  
October 17 - 20, 2017

SECURITY GUARD  
ORDER FORM



**RETURN BY 09/15/17**  
**\* For Advance Order Rate**



## Special Operations Associates, Inc. Of Nevada

NV LIC# 525

\*ADVANCE ORDER RATE  
\$26.00 PER HOUR (6 hr. min.)

RETURN TO:  
SPECIAL OPERATIONS ASSOCIATES, INC.  
3405 Cambridge Street  
Las Vegas, Nevada 89169  
(702) 386-8065 • FAX (702) 386-9720  
E-Mail: soa@soasecurity.com • www.soasecurity.com

**ON-SITE RATE (after 09/15/17)**  
**\$34.00 PER HOUR (6 hr. min)**

**FULL PAYMENT REQUIRED WITH  
RECEIPT OF ORDER**

**NOTE: ANY ADDITIONS AFTER ADVANCE ORDER DATE WILL BE CHARGED AT HIGHER RATE.**

PLEASE ARRANGE FOR \_\_\_\_\_ GUARDS IN OUR BOOTH ON THE FOLLOWING DAYS:

DATE	HOURS	DATE	HOURS
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____

Special Operations Associates, Inc. (SOA) is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to SOA's negligence or failure to perform. SOA, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds SOA harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and claims arising from engaging in business as an exhibitor.

TOTAL HOURS REQUESTED: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

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

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

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_ EXHIBIT HALL: \_\_\_\_\_ DATE: \_\_\_\_\_

CARD TYPE: AMERICAN EXPRESS  VISA  MASTERCARD  3% processing fee added for domestic credit card  
7% processing fee added for international credit card

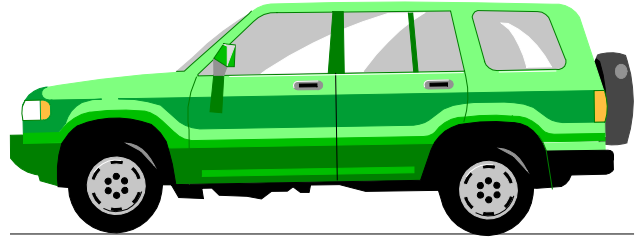
CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ PRINTED NAME OF CARDHOLDER: \_\_\_\_\_

CARDHOLDER ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

- Guard to remain in booth until exhibitor arrives.
- Guard to work scheduled times only.
- Fire watch guard.

If your company plans to Display a motor vehicle in your booth, please complete and return this form by September **15**, 2017.



McCormick Place Guidelines for displaying of vehicles on the exposition floor are:

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move - out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

A representative from Freeman will contact you regarding delivery time of your vehicle.

### Exhibiting Company Information

Exhibiting Company Name: \_\_\_\_\_

Exhibit Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibit Contact Email: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_

### Vehicle Information

Make/Model of Vehicle: \_\_\_\_\_

Vehicle Dimensions: \_\_\_\_\_

DEADLINE: September **15**, 2017

RETURN FORM TO:  
Jessica Rowe, Exhibit & Membership  
Services Coordinator  
NACS 1600 Duke Street Alexandria, VA  
22314-2792  
Email: [jrowe@convenience.org](mailto:jrowe@convenience.org)



If your company plans to use ANY non-official, exhibitor-appointed contractor not listed on the NACS Show 2017 Official List of Contractors, this form must be completed and signed by a representative of the Exhibiting Company and submitted by **September 22, 2017**. **A Certificate of Insurance must be submitted by the Exhibitor Appointed Contractor in order for them to gain access to the NACS Show Floor. NO EXCEPTIONS WILL BE MADE!**

### Exhibiting Company Information

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Exhibit Contact: \_\_\_\_\_ Exhibit Contact Phone: \_\_\_\_\_  
Exhibit Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The authorized signature confirms that the exhibiting company has committed to use the specified services of the following Exhibitor Appointed Contractor(s) for NACS and they agree to abide by all Guidelines outlined in relation to Exhibitor Appointed Contractors.

### Exhibitor-Appointed Contractor Information

EAC Contractor Name: \_\_\_\_\_  
Pre-Show EAC Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
EAC On-Site Contact: \_\_\_\_\_ EAC Onsite Number: \_\_\_\_\_

**NOTICE TO EXHIBITOR APPOINTED CONTRACTORS:**  
If you are sub-contracting your on-site labor, please complete the section below.

### Sub-Contractor Information

Sub-Contractor Name: \_\_\_\_\_  
Pre-Show Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_ Onsite Number: \_\_\_\_\_

**IMPORTANT!!! Any and all contractors who will be doing work ON-SITE must provide a CERTIFICATE OF INSURANCE in order to gain access to the NACS Show Floor.**

**APPROVED EXHIBITOR APPOINTED CONTRACTORS MAY ONLY PERFORM THE FOLLOWING SERVICES. PLEASE CHECK WHAT SERVICE(S) WILL BE PROVIDED BY THE CONTRACTOR NAMED ABOVE:**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Display Labor                        | <input type="checkbox"/> Furnishings           | <input type="checkbox"/> Audio Visual |
| <input type="checkbox"/> Installation & Dismantle Supervision | <input type="checkbox"/> Hostess/Models/Talent | <input type="checkbox"/> Signs        |
| <input type="checkbox"/> Display House Supervision            | <input type="checkbox"/> Booth Display/Rental  | <input type="checkbox"/> Floral       |
| <input type="checkbox"/> Other _____                          |  |                                       |

**The following services will be provided exclusively by the Official Contractors and/or Facility:**  
Rigging Labor ● Electrical Services/Labor ● Telecommunications Services/Labor ● Material Handling ● Computer Rental ● Plumbing Services/Labor ● Internet Services/Labor ● Booth Cleaning ● Booth Security ● Catering/Food & Beverage

**Send completed form to Jessica Rowe at [jrowe@convenience.org](mailto:jrowe@convenience.org) by 9/22/17**

# EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

While Show Management has made every effort to appoint the best-qualified contractors to provide services at the NACS Show, we recognize that many exhibitors may appoint vendors that they believe will best serve their needs before, during, and after the show. If an exhibitor chooses to designate a non-official, Exhibitor Appointed Contractor, we are happy to have them on the show floor. However, in order to assure that all contractors on the show floor are properly insured and credentialed, there are certain procedures that exhibitors must take for obtaining approval to utilize non-official contractors.

## ■ Exhibitor Responsibilities

**Exhibitors must register their Exhibitor Appointed Contractor.** The request must be made by the exhibitor. We will not accept requests from the contractor - only from the exhibitor. One Exhibitor Appointed Contractor cannot specify another Exhibitor Appointed Contractor. If an exhibitor relies upon an Exhibitor Appointed Contractor to hire and oversee the work of other Exhibitor Appointed Contractor, only the exhibitor can request approval for the other Exhibitor Appointed Contractor.

**REGISTER AT: [WWW.NACSSHOW.COM/CONTRACTORFORM](http://WWW.NACSSHOW.COM/CONTRACTORFORM)**

**EXHIBITOR APPOINTED CONTRACTORS MUST BE REGISTERED BY  
SEPTEMBER 22, 2017. NO APPROVALS WILL BE GRANTED AFTER THE DEADLINE.**

If you have any questions regarding this procedure, please contact Jessica Rowe at (703) 518-4289 or [jrowe@convenience.org](mailto:jrowe@convenience.org).

## Definition of Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor is **ANY** company (other than one of the designated official contractors) that an exhibitor wants to use inside the exhibit hall before, during, or after the show. No approval to use an Exhibitor Appointed Contractor will be given for the performance of the following services: Electrical, Plumbing, Telephone, Drayage, Rigging, Cleaning, Catering, or Millwright Labor. (Exhibitor Appointed Contractors must either obtain Labor from the Official General Contractor, or provide evidence to the official contractor that he possesses applicable and current labor contracts.)

## ■ Exhibitor Appointed Contractor Responsibilities

### The Exhibitor Appointed Contractor Must Provide:

An ORIGINAL Certificate of Insurance (valid during the dates of installation through dismantle of the show) in the amount of \$1 million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability naming NACS, Freeman, SAVOR Catering and the McCormick Place as the Certificate Holder and as an Additional Insured.

Certificates of Insurance must be sent to Jessica Rowe – NACS – 1600 Duke Street, Alexandria, VA 22314 | Fax: (571) 483-8702 | E-mail: [jrowe@convenience.org](mailto:jrowe@convenience.org) by September 22, 2017. **Without a Certificate of Insurance absolutely no contractor will be allowed in the exhibit hall.**

## ■ McCormick Place

Please refer to the [Facility Information Section](#) and/or the [Exhibitor Appointed Contractor Section](#) to complete the required forms and submit payment for the required permit.

## ■ Contractors Access To Exhibit Hall

A list of contractors who have been designated by exhibitors and who have submitted Certificates of Insurance by the deadline date will be sent to the Official Service Contractor and the NACS Show Security Company. Work badges/Wristbands will be issued to the Exhibitor Appointed Contractors' On-Site Supervisor at the Security Command post for access into the hall during installation and dismantle. If no Certificate of Insurance is on file, Exhibitor Appointed Contractors will not be allowed access into the hall. If contractors will require access to the show on show dates, exhibitors must register them as company exhibitor personnel as work badges will be invalid during all show hours. (If a company's allotment of complimentary exhibit personnel badges has been reached, such a badge will need to be purchased.)

## ■ Show Management's Discretionary Rights

Show management reserves the right, in its sole discretion to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or other reasonable interference with or inconvenience to the show or any of the exhibitors.

In the interest of providing a safe and efficient move-in, show and move-out, the cooperation from exhibitors utilizing Exhibitor Appointed Contractors and the contractors themselves to the above guidelines are appreciated.



ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/12	
1. PRODUCER <b>ABC Insurance Agency</b> 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100		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.				
2. INSURED <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819		INSUREERS AFFORDING COVERAGE				
		INSURER A: <b>Hartford Insurance Company of Illinois</b>				
		INSURER B: <b>Aetna Casualty &amp; Surety Company</b>				
		INSURER C: <b>Travelers Insurance Company</b>				
		INSURER D: <b>Royal Insurance Company</b>				
		INSURER E:				
COVERAGES						
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	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/12	01/01/13	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 6,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$2,000,000
					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"/> <input type="checkbox"/>	SKLS-029499S	01/01/12	01/01/13	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>	XL1234567	01/01/12	01/01/13	AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN AUTO	\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	<input checked="" type="checkbox"/> STATUTORY 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 Professional Liability	000P98298-A11	01/01/12	01/01/13	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
6. CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
				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		
				John Smith, CIC		

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: NACS
- CERTIFICATE HOLDER:
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

NACS  
1600 Duke Street  
Alexandria, VA 22314



<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YY) 01/01/12	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> Fax: (212) 555-6100 <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b>			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.			
<b>INSURED</b> <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			<b>INSUREERS AFFORDING COVERAGE</b> INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> INSURER E:			
<b>COVERAGES</b>						
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						
<b>INSR LTR</b>	<b>TYPE OF INSURANCE</b>	<b>POLICY NUMBER</b>	<b>POLICY EFFECTIVE DATE (MM/DD/YY)</b>	<b>POLICY EXPIRATION DATE (MM/DD/YY)</b>	<b>LIMITS</b>	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-AI1</b>	<b>01/01/12</b>	<b>01/01/13</b>	EACH OCCURENCE <b>\$1,000,000</b> FIRE DAMAGE (Any one fire) <b>\$ 50,000</b> MED EXP (Any one person) <b>\$ 5,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGRREGATE <b>\$2,000,000</b> PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>	
<b>B</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"/>	<b>SKLS-029499S</b>	<b>01/01/12</b>	<b>01/01/13</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b> (Ea accident) BODILY INJURY <b>\$</b> (Per person) BODILY INJURY <b>\$</b> (Per accident) PROPERTY DAMAGE <b>\$</b> (Per accident)	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT <b>\$1,000,000</b> OTHER THAN <b>\$ \$</b> A	
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/12</b>	<b>01/01/13</b>	EACH OCCURENCE <b>\$1,000,000</b> AGGREGATE <b>\$1,000,000</b> <b>\$</b> <b>\$</b> <b>\$</b>	
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/12</b>	<b>01/01/13</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>	
<b>D</b>	OTHER Professional Liability	<b>000P98298-AI1</b>	<b>01/01/12</b>	<b>01/01/13</b>	Each Occurrence & Aggregate <b>\$1,000,000</b> <b>\$3,000,000</b>	
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
6. CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
				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 John Smith, CIC		

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5. NAME ADDITIONAL INSUREDS:  
NACS
6. CERTIFICATE HOLDER:
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