



Please Return this Acknowledgement Letter

To ensure this Exhibitor Services Manual reaches the appropriate party, please acknowledge receipt of this manual by signing below and faxing this page to 774-759-3048. If you are not the person directly responsible for coordinating your exhibit set-up, then please forward this manual to that person and inform us by emailing avoltz@1105media.com. Thank You.

Dear Exhibitor:

Welcome to the Campus Technology Conference!

We are very excited to have you participating at this year's event, scheduled for July 29 – August 1, 2013. The exhibit hall is open on July 30th and 31st at the Hynes Convention Center.

This Exhibitor Services Manual is intended to provide you with complete information on all of the resources available for the successful operation of your exhibit. To maximize the benefits of your booth at Campus Technology, please familiarize yourself with every aspect of this manual.

Please thoroughly review the contents of this Exhibitor Service Manual:

- ▶ **Deadlines:** a chronological checklist to assist you in managing promotional opportunities in a timely and efficient manner.
- ▶ **General Information:** a description of the basic details of the show.
- ▶ **Show Rules:** the guidelines and regulations of the show.

Don't forget to bring copies of your service orders to the show for reference. If you have any questions or need assistance in the interim, please feel free to contact our Operations Director, Sara Ross at 972-304-5380.

We are dedicated to making this year's event a successful one for everyone and we look forward to working with you in the coming months.

Sincerely,

Campus Technology Conference Staff

Exhibitor Services Manual Acknowledgement

Received by: *Please sign and fax back to (774) 759-3048*

Name

Title

Company Name

Date



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If you can't find what you're looking for, if a form appears to be missing, or if you just have a question, please call our Operations Director, Sara Ross at 972-304-5380. Please **DO NOT** fax all of your forms to show management.

PLEASE BE SURE TO FAX BACK THE ACKNOWLEDGEMENT LETTER INDICATING THAT YOU'VE RECEIVED THIS MANUAL

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Important Deadlines

Show Management – Decorator – Service Contactors

For prompt service, submit orders well in advance of due date. Late orders can cause needless delays and added expenses. Please send order forms to the appropriate supplier as indicated on each form.

PLEASE DO NOT SEND ORDER FORMS TO SHOW MANAGEMENT UNLESS INDICATED

Show Management Deadlines

Action Item	Section	Deadline	Indicate Date Completed
Fax Back Acknowledgement Letter	Cover	Upon Receipt	
Read Show Rules & Regulations	2	Upon Receipt	
Read & Complete Forms for Promotional Opportunities	2	Upon Receipt	
Booth Staff Registration Due	1	July 12	

Decorating Company Deadlines

Action Item	Section	Deadline	Indicate Date Completed
Discount Deadline for most Freeman orders	7	July 8	
Drayage/Shipping Direct to Warehouse	7	July 22	
Shipping Direct to Show Site	7	July 29th and 30th – specific times apply	
Outbound Carrier Check-in Deadline	7	July 31 st by 5:30pm	

Other Service Company Deadlines

Action Item	Section	Deadline	Indicate Date Completed
Lead Retrieval System Order	5	July 5	
Hotel Reservations	4	July 5	
Electrical Services	8	July 5	
High Speed Internet Connection	8	July 5	
Audio Visual Order	6	July 5	

1. General Show Information

1.1 Show Management

Campus Technology Show Management will be available in the show office throughout the entire show. Show Management representatives will also be present on the floor during move-in, set-up, show hours and move-out.

Freeman will have a desk on the Campus Technology show floor to help you with questions that may arise regarding your exhibit booth space. If you think you will have any special needs in advance, please call us (Show Management) for assistance.

1105 Media, Inc.
Campus Technology

Phone: (850) 219-9600 (9:00am – 5:00pm EST)
Email: conferences@campustechnology.com
Conf URL: <http://www.campustechnology.com/summer13>



1.2 Contracted Vendors

Host Hotel:	Sheraton Boston 39 Dalton Street Boston, MA 02199	
Decorating Company:	Freeman 275 Bodwell Street Avon, MA 02322	Phone: (781) 380-7550 Contact: Customer Service
AV Company:	To Be Determined	
Electrical Company:	See order form in Section 8.	
Internet:	See order form in Section 8.	
Security:	Contact Sara Ross for more information (972-304-5380)	

1.3 Scheduled Hours: Move in → Exhibit → Teardown → Move out

Please review the following schedule and note the exhibitor set-up times and show hours. **Exhibitor name badges must be shown to gain access to the exhibit hall at all times.** Remember each booth staff **must** pick up their own name badge at the conference registration desk. Please register your exhibit staff online at www.campustechnology.com/summer13, click on **Register Online** then select the **Exhibitor Registration** link.

OFFICIAL SHOW HOURS:

Exhibits officially open at 12:15pm on Tuesday, July 30, 2013.

Exhibit Hours:	Tuesday	July 30	12:15pm – 3:30pm 4:30pm – 6:00pm - Reception
	Wednesday	July 31	12:15pm – 3:15pm

All exhibits must be open and staffed during show hours. For security reasons, the hall will be cleared and locked 30 minutes after the close of the show each day. Exhibitors possessing exhibitor badges will be allowed into the exhibit hall two hours prior to the official opening to prepare their booth. If someone from your company is attending the conference and they have a conference badge but not an exhibitor badge, they will not be allowed onto the floor before or after show hours. No one will be allowed into the exhibit area after show closing without permission of Show Management. Show Management will provide hall-roving security.

EXHIBITOR REGISTRATION HOURS:

Exhibitor Registration Hours:	Sunday	July 28	5:00pm – 9:00pm
	Monday	July 29	7:30am – 4:30pm
	Tuesday	July 30	7:30am – 6:00pm
	Wednesday	July 31	7:30am – 5:30pm
	Thursday	August 1	7:30am – 12:00pm

PLEASE NOTE:

Exhibitor badges will NOT be mailed. They will be held for pick up at Exhibitor Registration. Please be advised that each person will need to pick up his or her own badge. They will not be able to pick up badges for other workers.

MOVE-IN TIMES:

Times exhibitors are allowed to come in and set up display booth and equipment

Move-in Hours:	Monday	July 29	8:00am – 4:30pm
	Tuesday	July 30	8:00am – 11:45am

*All exhibits must be set up and ready to view by 11:45am on Tuesday, July 30. Any exhibitor who is not present and set up by the time listed above will be considered a NO SHOW. Show Management considers a "No Show" an exhibitor who has forfeited their booth and does not intend on exhibiting.



TEARDOWN & MOVE-OUT TIMES:

Move-out Hrs: Wednesday July 31 3:15pm – 7:30pm

IT IS EXPRESSLY FORBIDDEN FOR EXHIBITORS TO DISMANTLE OR PACK ANY PORTION OF THEIR EXHIBIT BOOTH PRIOR TO THE OFFICIAL CLOSING OF THE SHOW. PLEASE COMMUNICATE THIS MESSAGE TO YOUR BOOTH STAFF.

* The move-out schedule is subject to change. Please inquire at the Freeman Service Desk near the end of the show to confirm final move out times.

1.4 Booth Staff Registration: Exhibitor Badges

REGISTRATION DEADLINE DATE
July 12, 2013

How to Register

To register for your exhibitor badges, visit the Campus Technology Conference website at www.campustechnology.com/summer13, click on **Register Online** then select the **Exhibit Staff Registration** link.

Follow the directions on the page to register and order your badges. **Please make sure to register all staff by July 12th**. Badges can be picked up onsite at the registration desk. Information for badges will be processed directly from the information received from the website. Please be sure the information is clear, complete and correct.

Staff badges are for employees working the booth during show hours. These badges are for admittance to the exhibit hall only and are not valid for any of the conference sessions.

Exhibitor badges allow the following access: Move-in & Move-out & the exhibit hall two hours before regular show opening to prepare your exhibit

All exhibitors must wear their badges during move-in, move-out and show hours.

Please Note: There is a limit of four (4) badges per 10x10 booth space. Companies requesting additional badges will be invoiced \$25 per badge over their allotment.

Please do not register your customers as booth staff. This is for the security of your booth possessions and other exhibitors.

Badges are not to be issued to representatives of leasing companies, financial institutions, suppliers, vendors, clients, or others who wish to gain admittance for the purpose of making contacts other than in your exhibit. False certification of individuals as an exhibitor's representative, misuse of exhibitor badges or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the violator from the exhibition hall or banning him from future entrance on the exhibit floor, or removing his exhibit from the floor without obligation on the part Campus Technology for refund of any fees. Upon the exercise of this authority by Campus Technology, the exhibitor, for himself, his employees and agents and anyone claiming a right to be on the exhibit floor through the exhibitor, waives any rights or claims for damage arising out of the enforcement of this paragraph.



1.5 Freight Shipment Information

All advance freight should be scheduled to arrive at the advance shipment warehouse **between Monday, July 1 and Monday, July 22** to avoid a late penalty surcharge. **(Please note the warehouse will be closed on July 4)**

Please address as follows:

**Campus Technology 2013
Exhibiting Company Name and Booth #
c/o Freeman
275 Bodwell Street
Avon, MA 02322**

Direct freight will be received at the Hynes Convention Center beginning on July 29th. Please be aware that your driver will have to wait until all advanced freight is unloaded before direct freight is allowed in. Please be aware that this may impede on your setup time, which is why advance freight is more favorable. All freight must be marked "c/o Freeman". DO NOT send freight directly to the hotel. Union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

We highly recommend you send your freight as early as possible to avoid any delays in moving your boxes onto the show floor. Please contact Freeman Customer Service at 781-380-7550 (Mon-Fri) if you foresee any problems. See Decorator/Freight Information and Forms, Section 7 for all information regarding freight and drayage.

Freight Type	Address	Due Date
Advance Freight	Campus Technology 2013 Exhibiting Company Name and Booth # c/o Freeman 275 Bodwell Street Avon, MA 02322	July 1 - July 22
Direct Freight	Campus Technology 2013 Exhibiting Company Name and Booth # c/o Freeman Hynes Convention Center 900 Boylston Street – Cambria Street Entrance Boston, MA 02115	July 29 - 31
Literature Distribution and Bag Insert Sponsorships ONLY	Show Management – Sara Ross Campus Technology 2013 c/o Freeman 275 Bodwell Street Avon, MA 02322	July 1 - July 22

*****Clearly mark all boxes as literature distribution or bag inserts and use the Tracking Form on the next page to inform us of your delivery.**

If shipping after July 22nd call Sara Ross at 972-304-5380 for specific instructions.



1.6 Vendor Sponsorship Tracking Form

*Please use this form for any boxes shipped for show management's use (ie. Literature distribution, bag inserts, raffle prizes, etc.).

DO NOT USE THIS FORM FOR YOUR EXHIBIT BOOTH MATERIALS

Advance Shipments will be accepted at the following address starting July 1. All Advanced Shipments must arrive by July 22nd.

Show Management – Sara Ross
 Campus Technology 2013
 c/o Freeman
 275 Bodwell Street
 Avon, MA 02322

***Clearly mark all boxes as bag inserts or literature distribution and use this Tracking Form to inform us of your delivery. If shipping after July 22nd call Sara Ross at 972-304-5380 for specific instructions.

① CONTACT INFO

Company Name: _____

Contact Name: _____

Company Address: _____

City, State, Zip: _____

Your Phone Number: _____

Email Address: _____

② SHIPPING INFO

Shipping Carrier	Date Shipped:	Sched. Arrival Date	No. Boxes Sent:
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> Other			
Address Shipped To: _____			

③ TRACKING INFO

	Tracking No for Each Box:	Package Contents - Items Being Shipped	Identify: Bag Insert or Lit Bin
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Please complete this form and fax back to 949-265-1528



1.7 Attendee List Request

Mailing List Authorization and Confidentiality Agreement

As an exhibitor of the Campus Technology Conference, you are entitled to a one-time usage of the full conference and exhibition attendee list. The list of all registered conference and exhibition attendees and inquiries will be made available as a pre-show list on July 12th or as a post-show list approximately 1 week after the show.

These lists are the unique and valuable property of 1105 Media and Campus Technology Conferences and their one-time use is limited to a single Pre or Post-conference mailing. Attendee lists will be sent to bonded third party mail houses only. Sorry, we cannot provide this information directly to exhibitors. You must complete this form to obtain usage of the list. The list includes attendee name, title, school/company, address, city, state, zip, and country. Phone numbers and email addresses are not included.

AGREEMENT:

The undersigned parties agree that they will not copy, reproduce or in any way distribute the information herein provided and defined as *Campus Technology 2013* attendee list, other than for the use of a **ONE-TIME MAILING ONLY** on behalf of the mailing organization named below (Vendor).

To ensure that the list is not used in any way other than that stated above, it will be seeded with decoy names in order to monitor its usage and prevent improper or unauthorized use. It is agreed that any unauthorized usage of the list will result in compensatory damages payable to 1105 Media by Vendor and/or its designated mail house, with damages to be no less than \$15,000 (fifteen thousand dollars).

Mailing list must be used for product promotions only and cannot be used to promote other conferences or events. **Vendor must provide a sample fulfillment piece 7 days prior to mailing to avoltz@1105media.com.**

Please indicate which list option you will be using: Pre-show List Post-show List Neither
(July 12th) (1 week post)

Please provide information below and fax to: (774) 759-3048

Name of Exhibiting Company (Vendor)

Name of Mailing Organization

Name of Authorized Representative

Signature of Authorized Representative

Title of Authorized Representative

Tel:

Fax:

Email:

Date:

Third Party Bonded Mail House

Name of Designated Mail House

Name of Authorized Representative

Signature of Authorized Representative

Title of Authorized Representative

Address of Mail house (for delivery of list)

Tel:

Fax:

Email:

Date:

Note: List requests will not be processed without complete third-party mail house information. Lists will not be disclosed directly to vendors.



2. Show Rules & Regulations

What You Can and Cannot Do

2.1 Attendee Restrictions

Campus Technology is open to anyone involved in the technology and higher education industries. No one under the age of 18 will be allowed on the show floor at any time. When the show opens, no one without a proper badge will be allowed on the show floor. That said, exhibitor badges are for booth staff only. All clients and guests need to register as a show or conference attendee.

2.2 Demonstrations and Booth Activities

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their specific booth area and during show hours only. The press will not be allowed into the exhibition area any time prior to the opening of the show.

2.3 Material Handling

Please closely read the material handling information in section 7 of this manual.

2.4 Handouts and Literature Distribution

Literature, samples or other promotional materials may only be handed out within the confines of contracted booth space. Show management will discard any materials placed elsewhere. Literature distribution sponsorship opportunities are available to exhibitors. Please contact your sales representative for questions and information.

Room Drops:

If you would like to have literature distributed to the hotel rooms of Campus Technology attendees, please contact your sales representative. There is a fee from the conference for distributing to attendees as well as a charge from the hotel for distributing your materials.

2.5 Hazardous Materials

Hazardous operations including the use of flammable, explosive or toxic materials are not permitted. Any material, equipment, substance or object which reasonably may endanger the life of, or cause bodily injury to, any person or which reasonably may constitute a hazard to the building or to any property therein will not be permitted. **Helium filled products (balloons, advertising balloons, etc.) and helium tanks are NOT allowed due to Hynes Convention Center restrictions.**

2.6 Independent Contractors

Please see section 7 for the rules on independent or non-official contractor rules.

2.7 Official Service Contractor

Freeman is the official service contractor for Campus Technology. They are responsible for efficient operations of the show including scheduling freight at the loading dock, keeping aisles clear and delivering freight to booths. Please direct inquiries to Freeman Customer Services at 781-380-7550.



2.8 Photography

Taking of pictures or recordings within the exhibit area or meeting rooms is prohibited. Show Management and accredited members of the press are exempt from this rule. Picture taking or video recordings of an exhibitor's own booth is permitted with approval from Show Management.

2.9 Smoking Policy

Campus Technology and the Hynes Convention Center have a NO SMOKING policy on the show floor. Please observe all signs. Thank you for your cooperation.

2.10 Sound Systems / Presentations / Demos

Show Management reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable. The sound level from an exhibitor's booth shall not intrude nor violate the rights of any and all adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor's booth.

2.11 Storage

Fire regulations prohibit storage of any kind, behind exhibits, including empty packing materials. Please tag all your empty storage boxes and have Freeman store them until move-out.

2.12 Unsportsmanlike Conduct

Tampering with another party's exhibit will not be tolerated. Said activity is actionable under law. In such case, the offender will be immediately removed from the Campus Technology show floor at his/her expense, and will be restricted from future participation.

2.13 Insurance

1105 Conferences Statement

Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverage's must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming **1105 Media and Campus Technology Conferences**, a division of **1105 Media** and Show Management as additional insured of at least 30 days before the proposed exhibit date. It is strongly recommended that the Exhibitors also carry insurance to cover the loss of or damage to their exhibits of other personal property while such property is located at or is in transit to or from the exhibit site. **Campus Technology Conferences**, a division of **1105 Media** and Management assume no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, water, theft or any other cause whatsoever. Neither the Management, nor the owners or lessees of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

Please fax your certificate of insurance to 774-759-3048.

Hynes Convention Center

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment and or property while on Hynes Convention Center premises and hereby waives any claim or demand it may have against the Hynes Convention Center arising from such loss, theft, or damage.



2.14 Labor Unions

The unpacking, erection, assembling, dismantling, and packing of displays and equipment are under union jurisdiction. Please refer to section 7 of this manual for complete details on show site work rules. The official labor contractor for the Exhibition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

Please see section 7 for complete details on union jurisdictions for the Hynes Convention Center. All exhibitor materials must conform to national, state and local fire and safety codes.

Contact Freeman's Customer Service Department directly at 781-380-7550 if you have any questions or need clarification on any aspects of the union regulations.

2.15 Lead Retrieval System

For more information regarding this system, please see to the Lead Retrieval Order Form in Section 5.

2.16 Vacuuming / Booth Cleaning

Show Management will clean the aisles before the show opens and each day. Exhibitors requiring booth cleaning or vacuuming should complete and return the Cleaning form found in Section 7. Exhibitors should try to keep their booth clean during set-up – Freeman will not vacuum exhibitors' booths prior to the show unless the service has been ordered. Aisles and other common areas in the exhibit hall will be cleaned regularly.

2.17 Security

DO NOT ASSUME THE BUILDING IS SECURE. IT IS NOT!

Each exhibitor must take responsibility for the security of all items in his or her display. Show Management assumes no liability for loss or damage to exhibitors' property. While Show Management will provide security for the exhibit hall during move-in, move-out and over-night, Show Management is not liable and cannot assume responsibility for loss or damage to exhibitor's materials. Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the show.

Security Tips

1. DO NOT mark the outside of your shipping cartons with the contents; instead use a code. A label that reads "Sony 26" Color Monitor" is an open invitation to thieves.
2. Furnish your shipping company with an accurate and complete bill of lading.
3. DO NOT leave materials in containers to be stored with empties.
4. When the show closes, pack as quickly as possible and do not leave your display unattended.
5. During move-out remain with your display and equipment until it has been packed and is ready to ship. Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
6. Business tools such as tape recorders, pocket calculators and give-away items are the things most often stolen. They should be guarded and stored safely at night.

2.18 Show Terms and Conditions

Additional terms and conditions are listed on the back of the exhibit sales contract. Please review them carefully.

Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. Exhibition Rules and Regulations, which cover topics such as, exhibit services, special services, booth construction, decoration, photography, electrical, union labor, etc. are covered in detail in this Exhibitor Services Manual. Show management must pre-approve any exceptions to these rules.



All products and services exhibited must be germane to the subject matter of this show. Show Management will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, flood, earthquake, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond their control. It will however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse Exhibitor on a pro-rata basis on the amount paid in, less any and all legitimate expenses incurred, as but not limited to rent, advertising, salaries, operating costs, etc.

Use of Space

Show Management reserves the right to determine the eligibility for any company or product for inclusion in the show. Show Management also reserves the right to decline, prohibit or expel an exhibit which, in its judgment is out of keeping with the character of the exhibition, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. Show Management reserves the right to reconfigure any unallocated floor space as may be deemed necessary for the general success of the exhibition. Once space is assigned, Management also reserves the right to make minor adjustments to allocated floor space for matters of practical and/or other necessity.

Distribution of advertising material and exhibitor solicitation of any sort shall be confined to the exhibitor's booth space. Exhibitor's exhibit may not extend beyond the limits of the exhibitor's booth and part of any exhibit or product may not extend into any aisle. No exhibitor shall arrange his exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of Show Management. No exhibitors shall assign or sublet any part of his assigned space without the consent of Show Management in writing. Any space not occupied by the time set for completion of installation of displays will be reassigned at the discretion of show management. Exhibitors will keep their exhibit open and staffed at all times during show hours.

Default

Payment in full is required prior to the date of the event; otherwise Show Management reserves the right to refuse participation of Exhibitor. If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation acknowledged pursuant to the contract, then Management may, without notice, terminate this agreement and retain all monies received on account as liquidated damages. If an outstanding balance is due at the time of the event, the exhibitor will not be allowed to participate until the outstanding balance is satisfied. Outstanding invoices aging thirty (30) days or more are subject to a \$15.00 late fee plus a finance charge equal to 1.5% compounded monthly (18% Annually) on the outstanding balance. The Show Management may thereupon direct the Exhibitor forthwith to remove its employees, agents or servants, and all of its articles of merchandise and other personal property from the space contracted for and from the exhibition hall.

Limitation of Liability

The Exhibitor expressly agrees to save and hold harmless 1105 Conferences, a division of 1105 Media and all co-sponsors, their officers, management, agents and employees from any and all claims, demands, suits, liability, damage, costs, attorney fees, losses for injury to a person or persons (including death) or damage to property and expenses of whatever kind or nature arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of Show Management. Any modifications to this agreement must be made in writing and agreed upon by both parties. The governing law of this contract shall be interpreted according to the Laws of the State of California.

Available Services

On behalf of the Exhibitors, Show Management has designated Freeman as the official decorator to provide the following: drayage, cartage, furniture, booth and floor decorations, signs, etc. Services of electricians, plumbers, carpenters and other labor will be available and charged for at the then prevailing rates. Contractors and rates are listed in the Decorator/Freight Information and Forms section (Section 7) of this Exhibitor Services Manual. Show Management assumes no responsibility or liability for any of the services performed or material delivered by the foregoing persons, parties or organizations. Arrangement for these services and payments are to be made between Exhibitor's and Freeman contractors. The local unions make rules and regulations for union labor and these regulations may be changed at any time. Their union labor is required because of building or contractor requirements. Exhibitor agrees to comply with the regulations.



Protection of Facilities

It is understood that the Exhibitor shall neither injure, nor in any manner deface the premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns; walls, floors or other parts of the convention hall exhibit area without permission of the proper building authority. Packing, unpacking and assembly of the exhibits shall be done only in designated areas and in conformity with the directions of the Exhibits Manager, the convention hall manager or their assistants.

Federal, State, County, and Municipal ordinances and laws must be strictly observed. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility of the conduction of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

Booth Sharing

The subletting, assignment or appointment of the whole or any part of his space by an exhibitor is prohibited. Sharing between related companies is allowed only with the express written permission of Show Management. Exhibitors may share booth space with companies with whom they share common ownership. Any exhibitor who allows unofficial sharing in their space will be required to place a \$2,500 bond prior to signing up for future events. If un-official booth sharing then takes place at future events, the \$2,500 bond will be forfeited to show management and another bond will be required prior to participation in subsequent events. Sub-contracting of booth space of any kind is strictly prohibited.

Amendment to Rules and Regulations

Failure to comply with the rules and regulations of the exhibit space contract and those as stated in this Exhibitor Services Manual will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are not refundable.

Any matters not specifically covered in this document shall be subject solely to the decision of Show Management. The Management may amend these regulations at any time, and all amendments that may be so made shall be equally binding upon publication to all parties affected by them as the original regulations. Management reserves the right to adopt, orally or in writing, any additional rule or regulation, move or remove an exhibit or take any further action if the Management deems such action necessary for the good of the show. Management also reserves the right to upgrade an Exhibitors status or to make changes or alterations to packages as deemed necessary by management to accommodate the marketing of said event and general success of the show.



3. Booth Construction Regulations

3.1 Booth Appearance

All booths, regardless of size, must be in keeping with the environment at Campus Technology. Display materials, signs, etc. may not be hung on drapery and must be professionally provided.

Please also review the Campus Technology – Show Terms and Conditions in Section 2.

BOOTHS & DISPLAYS

What is Included in Your Exhibit Space:

- 8' high black and gray back wall (pipe & drape)
- 3' high black side wall dividers (pipe & drape)
- 7" x 44" booth identification sign

What is Not Included in Your Exhibit Space:

- **Carpeting: The Exhibit Hall is NOT carpeted. Appropriate floor covering is required. Please order or bring carpet.**
- **Electricity** is not provided. Electricity may be ordered through the Hynes Convention Center electrical provider. Forms are in section 8 or online.
- **Booth Cleaning** and **Furnishing** are **NOT** provided. These services can be ordered using the appropriate forms in the Freeman Service Order Forms in section 7.

Island booths will not be provided with drapery or signs, nor will peninsula booths. Drapery backgrounds are 8' high, with side rails approximately 3' high.

No display or its contents shall exceed a height of 8', nor may the sidewalls be higher than 4' within a distance halfway between the back wall and aisle, except with the specific permission of the Show Management. Raw wood, cardboard or similar material for wings to booths must be covered or painted if they are visible in adjacent booths. Distribution of samples and printed material of any kind, and any promotional material is restricted to the confines of the exhibit booth.

If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths.

Any display deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted. Failure to comply with these rules and regulations will result in the alteration or removal of the booth at the exhibitor's expense. Rental fees for services and exhibit space are not refundable.

It is agreed that if the exhibitor fails to comply in any respect with the terms of the agreement, then Show Management shall have the right without notice to the Exhibitor to sell or offer for sale the exhibit space covered by the contract, said Exhibitor to be liable for deficiency, loss or damage suffered by the exhibition of the premises stated, which loss or damage the Exhibitor agrees to pay the exhibition upon demand together with reasonable expenses and costs incurred by reason thereof.

Show Management will not be liable for the fulfillment of the contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, flood, earthquake, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond their control. It will however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse Exhibitor on a pro-rata basis on the amount paid in, less any and all legitimate expenses incurred, as but not limited to rent, advertising, salaries, operating costs, etc.



BOOTH CONSTRUCTION

Standard Linear Booths - One or more booths in a row:

The standard booth height limit is 4 feet in the front of the booth (the area between the aisle and middle of the booth, approx. 5 feet) and 8 feet in the back half of the booth (the area between the middle of the booth to the back wall). Displays are limited to 4 feet in height in the front portion of each booth to provide a "see-through" lane for neighboring exhibitors.

- **Perimeter Linear Booths** - Standard booths located on the outer-perimeter wall of the exhibit floor:

The standard booth height limit is 4 feet in front of half of the booth (the area between the aisle and middle of the booth) and 12 feet in the back half of booth (the area between the middle of the booth to the back wall). Displays are limited to 4 feet in height in the front portion of each booth to provide a "see-through" lane for neighboring exhibitors.

- **Peninsula Booths** - 20'x20' or larger with aisles on three sides:

Peninsula booths normally face the cross aisle with the back wall against the neighboring booth's sidewall. Exhibitors must design their booth with back walls that allow "see-through" lanes as described above. The back wall of a peninsula booth may extend to 12' in height in the middle, and must drop to 4' in height at the outer edges (5' from the aisle to the middle of the booth).

For any peninsula booths exceeding 12' in height restriction, but not surpassing 16' needs to be approved by Show Management. All requests need to be sent in writing along with a diagram to Show Management at least 30 days prior to the show.

- **Island Booths** - Four or more standard units with aisles on all four sides:

The normal height limit is 12'. Requests to exceed these height limits to a maximum of 16' must be received, in writing and with a diagram, by Show Management at least 30 days prior to the show.

- **Canopies**

Booths with canopies are subject to approval of the Fire Marshall. Please notify Show Management, in writing and with a diagram at least 30 days prior to the show.

- **Towers** - Free standing exhibit component:

Towers are acceptable in island (20'x20' or larger) booths only. The normal height limit is 12'. The only exception is if the booth has been approved by Show Management to exceed the limit to the maximum height of 16'.

- **Flame Retarding Materials**

All parts of constructed displays must be made from non-combustible material or material treated by an approved flame retarding solution process.

3.2 Independent Contractors

Independent contractors must fill out the exhibitor appointed contractor form in section 7 and have a certificate of insurance on file. Please contact Sara Ross at 972-304-5380 if you have any questions.



3.3 Hanging Signs

All exhibit signs, banners, booth ceiling or canopies, lighting grids or other exhibit related equipment etc. should be free standing and floor supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Show Management and the Hynes Convention Center and installed by the facility.

Approval for hanging signs will be considered for peninsula booths or island booths (20'x20' space or larger), provided they are not objectionable and there is no physical constraints to the facility. The bottom of the sign may not be higher than 16' from the ground. Requests for approval must be accompanied by a description and drawing of the item(s) to be hung, location of hanging points, total weight of the item(s) and any other pertinent technical information. For more information, please contact Sara Ross at 972-304-5380.

3.4 Exposed Walls

All Exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, graphics or other advertising if they adjoin a neighboring booth. Exhibitors using curved pop up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposed more than 3 feet of the back scaffolding.



4. Housing & Travel Arrangements

4.1 Housing

Hotel rooms have been reserved at the Sheraton Boston hotel that is near the convention center. A group rate of \$209 has been reserved for Campus Technology attendees who book their room by July 5 – subject to availability. Rooms booked in the Campus Technology room block will include complimentary guest room internet access.

Host Hotel – Connected to the Hynes Convention Center

Sheraton Boston
39 Dalton Street
Boston, MA 02199
Rate: \$209 single/double

You may make your reservations online by following the link from the travel page of the Campus Technology website (www.campustechnology.com/summer13). Do not call the hotel to make your reservation. You will be directed to the housing bureau website to make your hotel reservation.

4.2 Travel

Airlines: **American Airlines** is offering discounts to Campus Technology attendees for travel to Boston between July 26 and August 4, 2013. Mileage members can receive credit for all American miles flown to attend this conference. To take advantage of these discounts, please call toll-free, or have your travel agent call: American Airlines: 1.800.433.1790, reference number #3973DX. To book your discounted ticket online go to www.aa.com and use the discount reference number above as the aa.com promotion code.

Rental Car:

AVIS Rent-a-Car is offering a special discount on car rentals for Campus Technology attendees and exhibitors. To receive the discounted daily and weekly rates, simply call Avis at 1-800-331-1600 and use Avis Worldwide Discount number **D005872**.



5. Lead Retrieval System

Please review the lead retrieval information and on the following pages.

Contact the University of Oregon at 541-346-3537 if you have additional questions.

Lead Management Systems

Chris Johnson

Vice President
ABC Company



Turn Leads
into Sales

Powered by UOCS Event Services

1.800.280.6218 (PH)

leadtracking@ce.uoregon.edu

Maximize
Sales
Potential

Track new leads.
Manage existing customers.
Follow up after the event.



These objectives are critical to your success. Introducing the lead management systems to help you reach your goals.

iLeads

Using the latest in smart phone and tablet technology, iLeads is the lead management app compatible with all Apple and Android mobile devices.

With iLeads you can scan a **QR code** to capture attendee data or enter the **attendee ID number**—whichever you'd prefer.

Capture, view, and qualify leads on the spot.



Order Options

- 1 Get the Basic Service.** Order one access code for each mobile device in use. Download the app, follow our set-up instructions, and you're ready to go.
- 2 Rent an Apple iTouch from us.** Order the Basic Service plus iTouch Rental option and get one of our devices to use with a single access code. The devices come completely prepped and ready for use.

Follow up

Here's the best part—manage all your leads data through a web-based interface. This means your home team can begin follow up even before you leave the show.

Customization Service for iTouch Rental

The beauty of iLeads is that you can personally customize the app to suit your needs. But in case you want us to help, we can.

The app includes these qualifiers/questions:

Add to Mailing List	Send Sample
Have Salesperson Call	Purchasing Authority
Immediate Contact Required	Purchasing Time Frame
Product Demo Required	Best Way for Contact
Provide Quote	Product Interest
Send Literature	

If these don't work for you, let us know what you'd like to create a custom onsite experience that will help you reach your sales goals.

Instructions will be issued once we receive your order. Available for advance orders of the iTouch Rental option only.

Contact us.

1.800.280.6218 (PH)
1.541.346.3537 (PH)
leadtracking@ce.uoregon.edu



Experience the convenience
of a portable, wireless leads
collection system.



Built-in Barcode
Scanner



Expo Leads2Go

The Expo Leads2Go device captures attendee badge data using a built-in **barcode** scanner.

After each scan you can qualify your lead, customize follow-up tasks and to do's, and add any notes relevant to that record using the keyboard or stylus tools.

Rental Includes:

- Expo Leads2Go Unit and Charging Peripheral
- SD Card and SD Card Reader
- Onsite and Post-conference Support

Extras

Wireless Printer

Concerned about hardcopy back up? No problem. Pair each Leads2Go unit with a Leads2Go Wireless Printer and print copies of your valuable leads.

Using Bluetooth technology, the wireless printer automatically generates a copy of each scan made by the Leads2Go unit when both units are within range of each other. When out of range, scans are stored as 'ready to print' and will output once you are back within range.

Rent one (1) printer per one (1) Expo Leads2Go unit.

Customization Service

The Expo Leads2Go system ships with a set of standard built-in qualifiers that you can assign to each lead as appropriate.

Send Line Card	Setup Demo
Send Catalog	Immediate Need
Send Detailed Data	Distributor
Send Samples	VAR
Have Salesman Call	OEM
Provide Quote	Does Purchasing
End User	Recommends
	Final Say

If these qualifiers don't meet your needs, add to or replace for a custom onsite experience that will help you reach your sales goals.

Instructions will be issued once we receive your order. Available for advance orders only.



Follow up

Walk away from the show with leads stored safely as a text file on an SD card, provided to you with a USB drive for easy transport and use.



Contact us.

1.800.280.6218 (PH)
1.541.346.3537 (PH)
leadtracking@ce.uoregon.edu

Enjoy the long time standard
in lead retrieval solutions,
the Expo Standard desktop terminal.



Expo Standard



CCD Gun Scanner

The Expo Standard terminal reads and captures attendee badge data with an external CCD (“gun”) barcode scanner. After each scan you can qualify the record, customize follow-up tasks and to do’s, and generate a hardcopy backup of your valuable leads with the convenient onboard printer.

Requires electrical drop for A/C adapter.

Rental Includes:

- Expo Standard Unit
- SD Card and SD Card Reader
- Onsite and Post-conference Support
- Printer Paper Supply

Extras

Customization Service

As with the Expo Leads2Go system, the Expo Standard unit ships with a set of built-in qualifiers that you can assign to each lead as appropriate.

Send Line Card	Setup Demo
Send Catalog	Immediate Need
Send Detailed Data	Distributor
Send Samples	VAR
Have Salesman Call	OEM
Provide Quote	Does Purchasing
End User	Recommends
	Final Say

If these qualifiers don’t meet your needs, add to or replace for a custom onsite experience that will help you reach your sales goals.

Instructions will be issued once we receive your order. Available for advance orders only.

Follow up

Walk away from the show with leads stored safely as a text file on an SD card, provided to you with a USB drive for easy transport and use.

Contact us.

1.800.280.6218 (PH)
1.541.346.3537 (PH)
leadtracking@ce.uoregon.edu

Lead Tracking Order Form

Order Online!




1105registration.com/ctltr



Lead Management Systems

Powered by UOCS Event Services

Last day to order in advance: 7/19/13

System	Early Rate through 7/5/13	Standard Rate after 7/5/13	Qty	Subtotal
iLeads Attendee ID# 7 8 1 7 4 6 3 or 				
Basic Service (Access Code): Includes one unique access code for use with the iLeads Mobile App on a personal Android or Apple mobile device. Order one code per device in use.	\$315	\$345		\$
iTouch Rental + Basic Service: Includes one unique access code and unit setup with an Apple iTouch rented from us. Units must be returned at the close of the show.	\$365	\$395		\$
Customization Service: We will customize your iLeads Mobile App Account for you by adding to or changing the default qualifiers/questions. Available with iTouch Rental only.	\$50 per unit	\$75 per unit		\$
Expo Leads2Go 				
Expo Leads2Go Unit: Includes one wireless portable leads scanning system with a built-in barcode scanner. Data is stored as a text file on an SD card and provided with a reader at the close of the show.	\$395	\$435		\$
Wireless Printer: Includes a wireless Bluetooth printer to produce a hardcopy back up of your valuable leads.	\$100	\$125		\$
Customization Service: We will customize your Expo Leads2Go Unit for you by adding to or replacing default qualifiers/questions. Instructions issued upon receipt of order.	\$50 for first unit \$10 per addt'l	\$50 for first unit \$10 per addt'l		
Expo Standard 				
Expo Standard Terminal: Includes one desktop leads scanning system with an external CCD ("gun") scanner and onboard printer. Data is stored as a text file on an SD card and provided with a reader at the close of the show. Requires electrical drop.	\$365	\$405		\$
Customization Service: We will customize your Expo Standard Unit for you by adding to or replacing default qualifiers/questions. Instructions issued upon receipt of order.	\$50 for first unit \$10 per addt'l	\$50 for first unit \$10 per addt'l		
			TOTAL:	

Contact Information

Organization _____

Booth # _____ Phone _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Contact Name _____

Contact Email _____ Contact Phone _____

Signature _____ Date _____

Order Instructions

Complete order form and submit with payment.

To pay by check, submit order form and payment to:
 UOCS
 1277 University of Oregon
 Eugene, OR 97403-1277
 1.541.346.3509 (FX)

To pay by credit card, please order online.
 1105registration.com/ctltr

Questions? Contact us!

1.541.346.3537 (PH)
 leadtracking@ce.uoregon.edu



6. Audio Visual Order Form

Show Gear Productions is the official Audio Visual provider for the Campus Technology Conference. You are not required to use their services. However, we highly recommend using the official provider because if a problem occurs, we as show management can assist you in resolving the issue. Show Gear offers very competitive pricing and will be available on site for the duration of the show should you have any issues.

Their order form is on the following page.



July 29 - Auguts 1 2013 Hynes Conventon Center Boston, MA

OFFICIAL AUDIO VIDEO CONTRACTOR

AUDIO VIDEO & COMPUTER RENTAL FORM

Advanced Show Rate Before July 15, 2013

Regular Show Rates Will Apply After July 15, 2013

High Definition	Qty	Advanced Rate	Show Rate	Totals
32" HD Monitor: Source Video or Computer (circle one)		\$450.00	\$550.00	
42" HD Monitor: Source Video or Computer (circle one)		\$550.00	\$650.00	
46" HD Monitor: Source Video or Computer (circle one)		\$650.00	\$750.00	
52" HD Monitor: Source Video or Computer (circle one)		\$750.00	\$850.00	
60" HD Monitor: Source Video or Computer (circle one)		\$850.00	\$950.00	
70" HD Monitor: Source Video or Computer (circle one)		\$1,050.00	\$1,150.00	
BLU RAY HD DVD		\$125.00	\$175.00	
Monitor Mounting Options	Qty	Advanced Rate	Show Rate	Totals
Dual Post Stand (Floor Stand)		\$100.00	\$150.00	
54" AV Cart with Black Drape		\$125.00	\$175.00	
Audio Equipment	Qty	Advanced Rate	Show Rate	Totals
Wireless Microphone: Handheld Lavalier (circle one)		\$225.00	\$275.00	
Wired Microphone: Handheld Lavalier (circle one)		\$100.00	\$150.00	
125 Watt Powered Speaker on Stand		\$150.00	\$200.00	
Sound System: (2) Powered Speakers on Stand (1) Wireless Mic: Handheld or Lavalier		\$425.00	\$475.00	
Sound System: (2) Powered Speakers on Stand (1) Wired Mic: Handheld or Lavalier		\$350.00	\$400.00	
12 Channel Mixer (Two or more inputs)		\$75.00	\$100.00	
Computers and Video	Qty	Advanced Rate	Show Rate	Totals
20" LCD Computer Monitor		\$125.00	\$175.00	
23" LCD Computer Monitor		\$150.00	\$200.00	
Laptop Dual Core 2.0Ghz 2GB Ram 100 Gig HD		\$225.00	\$275.00	
Apple Computer (Please Call)				
DVD Recorder		\$75.00	\$100.00	
DVD/ VCR Combo		\$50.00	\$75.00	
Folsom Presentation Pro (Multi-source Switch)		\$450.00	\$500.00	
	Qty	Advanced Rate	Show Rate	Totals



Audio Visual Order Form



DATA/VIDEO INTERFACE		Qty	Advanced Rate	Show rate	Totals
Laser All in one Fax/Printer/Copier			\$225.00	\$250.00	
Desktop Copier 24 page per minute			\$195.00	\$225.00	
HP LaserJet 4000 Series			\$195.00	\$225.00	
HP LaserJet Color HP 2600N			\$375.00	\$450.00	
Projector Screens		Qty	Advanced Rate	Show Rate	Totals
Projector Hitachi CP X400 3000 Lumens 8 Lbs			\$525.00	\$575.00	
Tripod Screen () 6', () 7' or () 8'			\$150.00	\$175.00	
Lighting packages and other equipment (call for quote)					
IMPORTANT INFORMATION		ORDER SUMMARY			TOTALS
Payment : Show Gear Productions requires pre payment on all orders.			Equipment Charges		
Delivery/Labor/Set-up Charge 20% of equipment total (\$75 Minimum Charge)					
Facility, Drayage & Forced Union fees if applicable are not included					
Requested delivery times are subject to change based on drayage schedules.			GRAND TOTAL		
TERMS and Conditions CANCELLATIONS: Written cancellation of ordered equipment must be received 72 hours prior to delivery. Failure to do so will result in a 50% charge. On site cancellation, 100% of original charges will be applied. Customer agrees to be liable for replacement cost of damaged or missing equipment OPERATIONAL LABOR Labor, if required, is subject to prevailing rate at \$50.00 an hour with a 4 hour minimum (call for OT/DBL rates).					
COMPANY INFORMATION			Method of Payment		
Company name		Type of Card			
Address		Credit Card #			
City, State, Zip		Exp.	Name		
Phone Number		Billing Address			
Fax Number		City, State, Zip			
By signing below, you agree to allow SGP to use the indicated credit card number for all audio visual charges for this event					
Email		Authorized Signature			
TRADE SHOW INFORMATION					
Delivery Date:	Time:	Pick Up Date:	Time:		
Booth # and Hall:	On-Site Contact:		Cell:		
Order Comments:					

Inventory is updated regularly. If you do not see what you are looking for please call.

Show Gear Productions 30312 Esperanza Rancho Santa Margarita, CA 92688

orders@showgear.com 800 840-4327

FAX ORDER TO 949 888-4881





7. Freeman

7.0 Decorator / Freight Information

The following pages include information regarding freight, delivery and set-up information as provided by our decorator, Freeman.

Questions regarding Freeman should be directed to them at 781-380-7550.

All of the forms and information are available online as well. You will receive an email from Freeman with a link to Freeman Online for online ordering and to view all the forms. That link is also available here:

<http://www.freemanco.com/store/show/showInformation.jsp?nav=02&showID=269741&referrer=s>

FREEMAN

275 Bodwell Street
Avon, MA 02322
781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com



CAMPUS TECHNOLOGY
JULY 30-31, 2013
HYNES CONVENTION CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The aisles will be carpeted in tuxedo.
Floor covering is required per show management.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Monday, July 08, 2013**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday	July 29	8:00 AM	-	4:30 PM
Tuesday	July 30	8:00 AM	-	11:45 AM

All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Tuesday	July 30	12:15 PM	-	3:30 PM	
Tuesday	July 30	4:30 PM	-	6:00 PM	<i>Opening Reception</i>
Wednesday	July 31	12:15 PM	-	3:15 PM	

EXHIBITOR MOVE-OUT

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

Wednesday	July 31	3:15 PM	-	7:30 PM
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All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- **Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**
- All exhibitor materials must be removed from the exhibit facility by **7:30 PM on Wednesday, July 31**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **5:30 PM on Wednesday, July 31**. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 Phone: 781-380-7550 • Fax: 469-621-5608

FREEMAN TRANSPORTATION

800-995-3579 Toll Free US & Canada
 817-607-5100 Local & International
 Fax: 469-621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **Monday, July 08, 2013**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

CAMPUS TECHNOLOGY
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 275 Bodwell Street
 Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning **Monday, July 01** at the above address. Materials arriving after **Monday, July 22** will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Thursday, July 04, 2013 in observance of Independence Day. Shipments will not be accepted on this date.**

All shipments received at the warehouse will have overtime charges applied.

Show site shipping address:

CAMPUS TECHNOLOGY
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 Hynes Convention Center
 900 Boylston Street
 Cambria Street Entrance
 Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at **8:00 AM on Monday, July 29**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

LABOR INFORMATION

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

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area. Please see the enclosed directions.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 781-380-7550.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 781-380-7550 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at 781-380-7550 with any questions or needs you may have.

F R E E M A N

275 Bodwell Street
Avon, MA 02322

Ph: 781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 08, 2013

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

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

METHOD OF PAYMENT

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

COMPANY CHECK

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

Please reference (269741) on your remittance.

CREDIT/DEBIT CARD

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

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

BANK TRANSFER

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

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

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

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

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

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FREEMAN method of payment

FREEMAN

275 Bodwell Street
Avon, MA 02322
(781) 380-7550 Fax: (469) 621-5608
FreemanBostonES@freemanco.com



CAMPUS TECHNOLOGY / JULY 30 - 31, 2013

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (781) 380-7550 Fax: (469) 621-5608
 FreemanBostonES@freemanco.com



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JULY 08, 2013

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

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	206.55	227.20	289.15	_____
___	N71091	Diva Chair	183.55	201.90	256.95	_____
___	N710102	Santana Chair	183.55	201.90	256.95	_____
___	N710144	Diplomat Chair	297.90	327.70	417.05	_____
___	N71038	Cherry Barrel Chair	214.60	236.05	300.45	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	312.40	343.65	437.35	_____
___	N71047	Gray Gaslift Stool	275.10	302.60	385.15	_____
___	N71046	Gray Gaslift Chair w/Arms ..	275.10	302.60	385.15	_____
___	N71045	Gray Gaslift Chair	216.35	238.00	302.90	_____
___	N71044	Executive Chair	310.90	342.00	435.25	_____
___	N71089	Black Diamond Side Chair..	114.30	125.75	160.00	_____
___	N71090	Black Diamond Arm Chair..	146.85	161.55	205.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Page 3						
___	N71088	Black Diamond Stool	179.30	197.25	251.00	_____
___	C210108	Limerick® Chair..... by Herman Miller	73.30	80.65	102.60	_____
___	C210112	Casey Padded Stool	110.10	121.10	154.15	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	934.45	1,027.90	1,308.25	_____
___	N71093	Signature Chair	421.40	463.55	589.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	154.70	170.15	216.60	_____
___	N72027	Cherry End Table.....	121.95	134.15	170.75	_____
___	N72015	Glass Conference Table.....	383.50	421.85	536.90	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	83.60	91.95	117.05	_____
___	N72029	Metro Slate End Table.....	83.60	91.95	117.05	_____
___	C115103	Studio Black Cocktail Table.	79.65	87.60	111.50	_____
___	C115104	Studio Black End Table.....	79.65	87.60	111.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	128.85	141.75	180.40	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	160.70	176.75	225.00	_____
___	N72070	Black-top Bistro 24"W x 42"H	160.70	176.75	225.00	_____
___	N72067	Black-top Café Table 36"x30".	160.70	176.75	225.00	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	160.70	176.75	225.00	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	160.70	176.75	225.00	_____
___	N72064	Café Table 36"W x 30"H	160.70	176.75	225.00	_____
___	N720163	Bistro Table 30"W x 42"H	160.70	176.75	225.00	_____
___	N720164	Bistro Table 36"W x 42"H	160.70	176.75	225.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	409.70	450.65	573.60	_____
___	N72092	Milano Table/Black Top	409.70	450.65	573.60	_____
___	N72094	Luna Table/Black Top	500.55	550.60	700.75	_____
___	N720191	Hemingway Writing Table	366.10	402.70	512.55	_____
___	N74061	Cherry Desk 5'	383.20	421.50	536.50	_____
___	N74065	Cherry Bookcase	383.20	421.50	536.50	_____
___	N74064	Cherry Credenza	275.10	302.60	385.15	_____
___	N74071	Oak Desk 5'	383.20	421.50	536.50	_____
___	N74075	Oak Bookcase	383.20	421.50	536.50	_____
___	N74074	Oak Credenza	275.10	302.60	385.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	195.10	214.60	273.15	_____
___	N75079	Orion Computer Kiosk.....	300.60	330.65	420.85	_____
___	N75030	Black Display Cube/Small.....	194.85	214.35	272.80	_____
___	N75031	Black Display Cube/Medium....	208.45	229.30	291.85	_____
___	N75032	Black Display/Large.....	236.30	259.95	330.80	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	166.80	183.50	233.50	_____
___	N75021	Black Display Cylinder/Med.	166.80	183.50	233.50	_____
___	N75022	Black Display Cylinder/Lg....	166.80	183.50	233.50	_____

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

CAMPUS TECHNOLOGY / JULY 30 - 31, 2013

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: _____ X
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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
___	C130430	Draped Table 4'L x 30"H.....	135.95	149.55	190.35	_____
___	C130630	Draped Table 6'L x 30"H.....	170.05	187.05	238.05	_____
___	C130830	Draped Table 8'L x 30"H.....	189.50	208.45	265.30	_____
___	C1240463	4th Side Drape 6'L x 30"H...	33.65	37.00	47.10	_____
___	C1240483	4th Side Drape 8'L x 30"H...	33.65	37.00	47.10	_____
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	_____
___	C130442	Draped Counter 4'L x 42"H.	172.05	189.25	240.85	_____
___	C130642	Draped Counter 6'L x 42"H.	204.55	225.00	286.35	_____
___	C130842	Draped Counter 8'L x 42"H.	225.20	247.70	315.30	_____
___	C1240464	4th Side Drape 6'L x 42"H...	47.10	51.80	65.95	_____
___	C1240484	4th Side Drape 8'L x 42"H...	47.10	51.80	65.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	_____
___	C131430	Undraped Table 4'L x 30"H..	57.35	63.10	80.30	_____
___	C131630	Undraped Table 6'L x 30"H..	70.40	77.45	98.55	_____
___	C131830	Undraped Table 8'L x 30"H..	88.50	97.35	123.90	_____
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	_____
___	C131442	Undraped Counter 4'Lx42"H	77.85	85.65	109.00	_____
___	C131642	Undraped Counter 6'Lx42"H	90.85	99.95	127.20	_____
___	C131842	Undraped Counter 8'Lx42"H	110.05	121.05	154.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	40.45	44.50	56.65	_____
___	C150610	Single Step Riser 6'L x 7"H	43.95	48.35	61.55	_____
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	_____
___	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	_____
___	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	_____
___	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	_____
___	C150420	Double Step Riser 4'L	59.60	65.55	83.45	_____
___	C150620	Double Step Riser 6'L	66.00	72.60	92.40	_____
___	C150820	Double Step Riser 8'L	N/A	N/A	N/A	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	70.45	77.50	98.65	_____
___	C220118	Chrome Sign Holder	129.40	142.35	181.15	_____
___	N750135	Round Literature Rack	181.25	199.40	253.75	_____
___	N750136	Flat Literature Rack	160.35	176.40	224.50	_____
___	C220109	Chrome Coat Tree	46.85	51.55	65.60	_____
___	C220134	Chrome Easel	39.70	43.65	55.60	_____
___	C220110	Chrome Bag Rack	103.20	113.50	144.50	_____
___	N75053	Black Trash Receptacle	83.60	91.95	117.05	_____
___	N75054	Aluminum Trash Receptacle	83.60	91.95	117.05	_____
___	220107	Wastebasket	20.60	22.65	28.85	_____
___	220106	Corrugated Wastebasket.....	15.45	17.00	21.65	_____
___	N75057	Small Refrigerator	361.45	397.60	506.05	_____
___	N75052	Black Table Lamp	131.80	145.00	184.50	_____
___	N74082	File Cabinet/2 Drawer	166.80	183.50	233.50	_____
___	N74081	File Cabinet/4 Drawer	216.35	238.00	302.90	_____
___	10201484	Bulletin Board	209.35	230.30	293.10	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	13.40	14.75	18.75	_____
___	12108	Special Drape 8'H (per ft.) ...	18.40	20.25	25.75	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6.25 % Tax Total Cost

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

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NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

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E-MAIL ADDRESS : _____

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

Lisbon Group - Black Leather

	81011	Chair.....	493.75	543.15	691.25	
	8303	Loveseat.....	663.60	729.95	929.05	
	8302	Sofa.....	736.95	810.65	1,031.75	

Newport Group -Charcoal Leather

	8308	Loveseat.....	671.40	738.55	939.95	
	8109	Armless Chair.....	381.65	419.80	534.30	
	81010	Corner Chair.....	445.50	490.05	623.70	

South Beach Group - Platinum Suede

	8301	Sofa.....	646.50	711.15	905.10	
	8151	Ottoman.....	281.95	310.15	394.75	

Key West Group - Black Fabric

	8307	Loveseat.....	582.60	640.85	815.65	
	8306	Sofa.....	640.80	704.90	897.10	
	8103	Tub Chair.....	405.05	445.55	567.05	

Astro Group - Beige Suede

	810809	Chair.....	457.50	503.25	640.50	
	83063	Sofa.....	681.25	749.40	953.75	

Allegro Group - Blue Fabric

	81019	Chair.....	422.25	464.50	591.15	
	83015	Sofa.....	673.90	741.30	943.45	

Marrakesh Group - Beige Fabric

	810808	Chair.....	434.80	478.30	608.70	
	83062	Sofa.....	611.85	673.05	856.60	

Memphis Group - Black Fabric

	810812	Chair.....	446.10	490.70	624.55	
	83064	Sofa (compact).....	621.70	683.85	870.40	

Roma Group - White Vinyl

	81020	Chair.....	472.15	519.35	661.00	
	83016	Sofa.....	723.85	796.25	1,013.40	

CASUAL SEATING

Ottomans

	8154	Square - Black Leather.....	311.55	342.70	436.15	
	8152	Square - White Leather.....	311.55	342.70	436.15	
	8155	Bench - Black Leather.....	387.90	426.70	543.05	
	8153	Bench - White Leather.....	387.90	426.70	543.05	
	81513	Half Round - Black Leather.....	405.05	445.55	567.05	
	81514	Half Round - White Leather.....	405.05	445.55	567.05	

select furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						

Cubes

	81518	Vibe - Blue Vinyl.....	118.55	130.40	165.95	
	81520	Vibe - Pink Vinyl.....	118.55	130.40	165.95	
	81519	Vibe - Red Vinyl.....	118.55	130.40	165.95	
	81517	Vibe - Yellow Vinyl.....	118.55	130.40	165.95	
	81511	Leather Cube - White Leather.....	112.20	123.40	157.10	
	81512	Leather Cube - Black Leather.....	112.20	123.40	157.10	

Occasional Chairs

	8101	T-vac Chair - Translucent/Chrome	316.25	347.90	442.75	
	810819	Globus Occasional Chair - White Vinyl/Chrome.....	381.75	419.95	534.45	
	8104	Cappuccino Chair - Chocolate Fabric.....	324.05	356.45	453.65	
	8102	Madrid Chair - Black Leather.....	808.50	889.35	1,131.90	
	810816	Madrid Chair - White Leather.....	803.00	883.30	1,124.20	
	8105	Stage Chair - Onyx Velour.....	185.40	203.95	259.55	
	8106	Stage Chair - Camel Velour.....	185.40	203.95	259.55	
	8107	Stage Chair - Beige Velour.....	185.40	203.95	259.55	
	8108	Stage Chair - Red Velour.....	185.40	203.95	259.55	
	81017	Panton Chair - White Plastic.....	194.75	214.25	272.65	
	810814	ICE Side Chair - Transparent/Chrome.....	212.40	233.65	297.35	
	81090	New York Chair - Onyx/Maple Wood/Chrome.....	191.65	210.80	268.30	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	306.90	337.60	429.65	
	810110	Manhattan Chair - Oyster Velour/Black Steel.....	224.35	246.80	314.10	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	110.45	121.50	154.65	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	110.45	121.50	154.65	
	810702	Jetson Chair - Black Vinyl/Black Steel.....	191.65	210.80	268.30	

Conference Chairs

	810807	Luxor Executive Chair - Black Leather.....	428.40	471.25	599.75	
	81075	Tilt Executive Chair - Onyx Fabric.....	316.25	347.90	442.75	
	81018	Flex Chair - Black Plastic/Chrome.....	158.90	174.80	222.45	
	81018	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	324.05	356.45	453.65	
	81063	Perth Highback Chair - Black Leather/Chrome.....	446.10	490.70	624.55	
	810813	Altura Junior Executive Chair - Black Fabric.....	356.75	392.45	499.45	

Bars & Bar Stools

	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs.....	1,401.95	1,542.15	1,962.75	
	810100	Ohio Barstool - Grey Fabric/Chrome.....	176.10	193.70	246.55	
	810101	Ohio Barstool - Red Fabric/Chrome.....	176.10	193.70	246.55	
	810102	Ohio Barstool - Black Fabric/Chrome.....	176.10	193.70	246.55	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	282.90	311.20	396.05	
	810103	Banana Barstool - White Vinyl/Chrome.....	193.20	212.50	270.50	
	810104	Banana Barstool - Black Vinyl/Chrome.....	193.20	212.50	270.50	
	810815	ICE Barstool - Transparent/Chrome.....	226.65	249.30	317.30	
	810505	Gin Barstool - Maple Wood/Chrome.....	169.80	186.80	237.70	
	810706	Jetson Barstool - Black Vinyl/Black Steel.....	266.40	293.05	372.95	
	810200	Oslo Barstool - Blue Plastic/Chrome.....	243.10	267.40	340.35	
	810201	Oslo Barstool - White Plastic/Chrome.....	243.10	267.40	340.35	

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NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (781) 380-7550 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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TABLES, LIGHTING & MORE

Occasional End & Cocktail Tables

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	258.65	284.50	362.10	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	275.70	303.25	386.00	
	82025	Geo End Table - Glass/Black Steel.....	233.75	257.15	327.25	
	82035	Geo End Table - Glass/Chrome.....	N/A	N/A	N/A	
	82024	Geo Table - Glass/Black Steel.....	258.65	284.50	362.10	
	82034	Geo Table - Glass/Chrome	N/A	N/A	N/A	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	299.10	329.00	418.75	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	316.25	347.90	442.75	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	240.70	264.75	337.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	240.70	264.75	337.00	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	290.35	319.40	406.50	
	82053	Sydney Table - White Laminate/Brushed Steel.....	290.35	319.40	406.50	

Conference Tables

	82060	Nova White Oval Table - White Laminate/Chrome....	484.65	533.10	678.50	
	82033	Manhattan Table - Glass/Black Steel.....	308.45	339.30	431.85	
	82041	Geo Conference Table - Glass/Black Steel.....	380.15	418.15	532.20	
	82051	Geo Conference Table - Glass/Chrome.....	380.15	N/A	N/A	

Product Display

	850604	Etagere - Black.....	320.90	353.00	449.25	
	850605	Etagere -Pewter.....	320.90	353.00	449.25	
	85078	Locking Door Pedestal - Black Laminate.....	476.75	524.45	667.45	

Refrigerator

	8503001	Refrigerator - White.....	800.75	880.85	1,121.05	
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Lighting

	850707	Mason Table Lamp - White/Brushed Silver.....	133.10	146.40	186.35	
	850708	Mason Floor Lamp - White/Brushed Silver.....	195.50	215.05	273.70	

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6.25% Tax Total Cost

FREEMAN select furnishings

Take advantage of the Online price
by ordering at www.freemanco.com/store
before JULY 08, 2013

FREEMAN

275 Bodwell Street
Avon, MA 02322
(781) 380-7550 Fax: (469) 621-5608
FreemanBostonES@freemanco.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 08, 2013**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (781) 380-7550 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (781) 380-7550.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

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

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

• **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.45	\$ 4.90	\$ 6.25	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.00	\$ 4.40	\$ 5.60	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl
 Navy Toast Wedgewood White

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.75	\$ 4.15	\$ 5.25	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.20	\$ 3.50	\$ 4.50	_____

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

• **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

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

Rental - Price per square foot (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
16 oz. Carpet Rental				
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.85	\$ 3.15	\$ 4.00

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

• **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 207.10	\$ 227.80	\$ 289.95	_____
_____	9' x 20' Classic Carpet	\$ 414.20	\$ 455.60	\$ 579.90	_____
_____	9' x 30' Classic Carpet	\$ 621.30	\$ 683.45	\$ 869.80	_____
_____	9' x 40' Classic Carpet	\$ 828.40	\$ 911.25	\$ 1,159.75	_____

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

• **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.51	\$ 1.65	\$ 2.10	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ 1.23	\$ 1.35	\$ 1.70	_____
_____	Plastic Covering	\$ 1.23	\$ 1.35	\$ 1.70	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST		
Sub- Total	+	6.25% Tax
	=	Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before JULY 08, 2013

F R E E M A N

275 Bodwell Street
Avon, MA 02322
Ph: 781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com



DEADLINE DATE
JULY 08, 2013

INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

SHOW NAME: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE: _____ FAX#: _____

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

		Advance	Show Site
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 124.75	\$ 162.20
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$ 187.15	\$ 243.30
Double Time-	All day Sunday and Holidays	\$ 249.50	\$ 324.35

- Price is per person/per hour
 - Supervisor must check in at Service Desk to pick up labor
 - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

*High voltage (208V and over), please contact the facility's electrical department.

CORD INSTALLATION LABOR

Freeman Supervised Labor

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Display Company Supervised Labor

Name of supervisor _____ Phone Number: _____

•Start times cannot always be guaranteed.

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.
- Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- **A one hour minimum labor charge will apply to pick up cords.**
- **Cord dismantle will be done on straight time whenever possible.**

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	1	x 1	= 1	@ \$ _____	= \$ _____

CORD RENTAL

Description	Price	Quantity
25' Flat Cord	\$26.25*	_____
50' Flat Cord	\$39.90*	_____
Tape to cover cords	\$22.00/roll*	_____

There will be a minimum charge of \$22.00 to cover cords with tape.
Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____
***+6.25% Mass Tax** _____
Total Cost _____

See Reverse Side For Additional Information And Conditions

FREEMAN electrical/internet cord labor

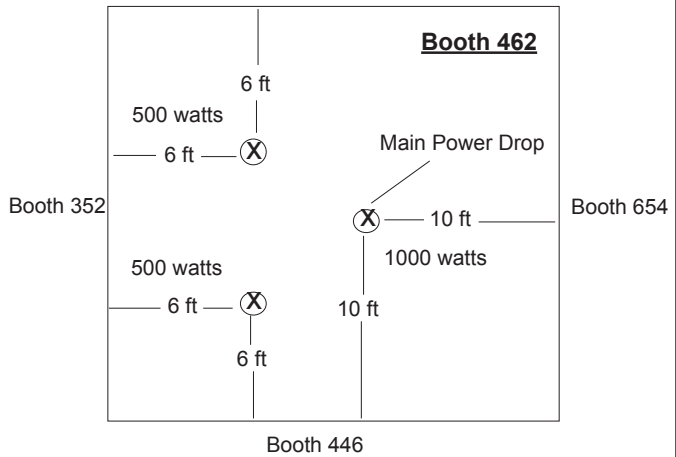
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 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.
- 3 A minimum charge of one 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 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one 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.
- 5 Labor charges will include the time for laborers 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.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 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.

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 wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



BOOTH DIAGRAM



FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (781) 380-7550 Fax: (469) 621-5608
 FreemanBostonES@freemanco.com



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 DEADLINE DATE
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CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 16.50 per sq. ft. discount price
 x or = \$ _____
 \$ 23.10 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"/> Foamcore | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> PVC | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Gatorfoam | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other |

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	40.10	56.15 =	_____
7" x 22" @ _____	41.35	57.90 =	_____
7" x 44" @ _____	51.05	71.45 =	_____
9" x 44" @ _____	66.25	92.75 =	_____
11" x 14" @ _____	40.10	56.15 =	_____
14" x 22" @ _____	49.75	69.65 =	_____
14" x 44" @ _____	103.55	144.95 =	_____
22" x 28" @ _____	103.55	144.95 =	_____
28" x 44" @ _____	151.80	212.50 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(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	+	6.25 % Tax = Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (781) 380-7550 for assistance.

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	2,471.20	3,326.60	<input type="checkbox"/> 10' x 20'	3,781.60	5,090.60	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,532.10	2,062.40	<input type="checkbox"/> 10' x 20'	2,839.20	3,822.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,044.20	2,751.85	<input type="checkbox"/> 10' x 20'	3,357.90	4,520.25	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,078.10	2,797.40	<input type="checkbox"/> 10' x 20'	4,258.80	5,733.00	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,178.55	2,932.65	<input type="checkbox"/> 10' x 20'	4,357.10	5,865.30	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,271.35	3,057.60	<input type="checkbox"/> 10' x 20'	3,581.75	4,821.60	_____

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 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 Dark Green Font Type _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

TOTAL COST		
Sub-Total	+	6.25 % Tax
	=	Total Cost

FREEMAN rental exhibits

FREEMAN

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ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	17251	Arm Light	65.15	91.20	_____
___	172514	4' Tracklight (3 lights)	256.90	359.65	_____
___	17252	Halogen Light	65.15	91.20	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	348.45	487.85	_____
___	17306	1M x 1/2M x 42" High.....	348.45	487.85	_____
___	17308	2M x 1/2M x 36" High.....	508.55	711.95	_____
___	17309	2M x 1/2M x 42" High.....	508.55	711.95	_____
___	173010	1M Radius x 1/2M x 36" High.	543.45	760.85	_____
___	173011	1M Radius x 1/2M x 42" High..	543.45	760.85	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	14.65	20.50	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	271.75	380.45	_____
___	174542	Double Sided 1M x 4' High..	362.35	507.30	_____
___	174581	Single Sided 1M x 8' High...	407.65	570.70	_____
___	174582	Double Sided 1M x 8' High..	543.45	760.85	_____

SHELVES					
___	17201	1M Straight (37" x 12")	65.15	91.20	_____
___	17206	1M Angled (37" x 12")	65.15	91.20	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	27.55	38.55	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		6.25% Tax		Total Cost	

Don't see what you need?
Please call an Exhibitor Sales Specialist at (781) 380-7550.

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

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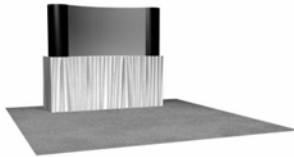
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	873.50	1,222.90	_____	_____
40"H x 8'W	1,015.45	1,421.65	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	910.85	1,275.20	_____	_____
40"H x 8'W	1,032.30	1,445.20	_____	_____

*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

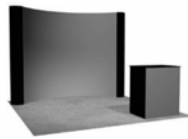
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

***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 Burgundy Dark Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,435.40	2,009.55	_____	_____
8'H x 10'W	1,709.75	2,393.65	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,064.70	2,890.60	_____	_____
8'H x 10'W	2,424.45	3,394.25	_____	_____

*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

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	_____	176.85	247.60	_____	_____	227.40	318.35	_____
1715801	1-200 Watt Halogen Light Kit	_____	92.65	129.70	_____	_____	167.25	234.15	_____
1715802	Straight Shelf	_____	71.00	99.40	_____	_____	115.55	161.75	_____
1715803	Angled Shelf	_____	71.00	99.40	_____	_____	115.55	161.75	_____

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	+	6.25% Tax	= Total Cost

RENTAL UNITS TOTAL COST			
Sub-Total	+	6.25% Tax	= Total Cost

F R E E M A N

275 Bodwell Street
Avon, MA 02322
781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com



DEADLINE DATE
JULY 08, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CAMPUS TECHNOLOGY / JULY 30 - 31, 2013

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 124.75	\$ 162.20
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$ 187.15	\$ 243.30
Double Time- All day Sunday and Holidays	\$ 249.50	\$ 324.35

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

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

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

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

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**
COMPANY NAME: _____ BOOTH#: _____
CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____
Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

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

Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

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

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____

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

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

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

FREEMAN installation & dismantle

F R E E M A N

275 Bodwell Street
Avon, MA 02322
Phone: 781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

METHOD OF PAYMENT FORM MUST ACCOMPANY YOUR ORDER

**DEADLINE DATE
JULY 08, 2013**

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 781/380-7550 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
- Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday
- Double Time-** All Day Sunday and Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR - up to 5,000 lbs.			
304050	Forklift & operator - ST.....	\$344.25	\$447.55
304051	Forklift & operator - OT.....	\$480.55	\$624.70
304052	Forklift & operator - DT.....	\$563.45	\$732.50
FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.			
304040	4-Stage Forklift & operator - ST.....	\$489.25	\$636.05
304041	4-Stage Forklift & operator - OT.....	\$625.60	\$813.30
304042	4-Stage Forklift & operator - DT.....	\$704.55	\$915.90
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
FORKLIFT LABOR - up to 10,000 lbs.			
3040100	Forklift & operator - ST.....	\$416.80	\$541.85
3040101	Forklift & operator - OT.....	\$553.05	\$718.95
3040102	Forklift & operator - DT.....	\$636.10	\$826.95
RIGGING LABOR			
3020100	Rigger - ST.....	\$124.75	\$162.20
3020101	Rigger - OT.....	\$187.15	\$243.30
3020102	Rigger - DT.....	\$249.50	\$324.35

INSTALLATION - RIGGING

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	
_____							6.25% Tax	N/A
_____							Total	

DISMANTLE - RIGGING

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	
_____							6.25% Tax	N/A
_____							Total	

PLEASE INDICATE WORK TO BE PERFORMED

- UNCRATING UNSKIDDING RE-SKIDDING HEADER / BOOTH WORK OTHER

FREEMAN rigging labor

FREEMAN

275 Bodwell Street
Avon, MA 02322

(781) 380-7550 • Fax: (469) 621-5608
FreemanBostonES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 08, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CAMPUS TECHNOLOGY / JULY 30 - 31, 2013

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead signs to be hung by Freeman must be assembled, installed & removed by Freeman. Please contact 617-954-2345 for assembly of signs to be hung by JCalpro.
- 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.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ___ Metal or Wood ___ Other ___

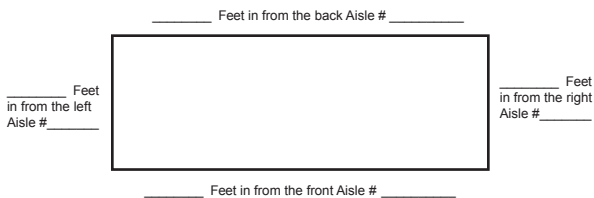
Shape: Square ___ Triangle ___ Rectangle ___ Other ___

Size: Height ___ Length ___ Width ___

Weight of Sign: _____

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

INSTALLATION - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

DISMANTLE - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total 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 8:00 A.M., Monday through Friday, All Day Saturday

Double Time

All Day Sunday and Holidays

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

	Straight Time	Overtime	Double Time
20' Scissorlift Scissorlift with crew (up to 500 lbs lift capacity)			
Advance Price	\$396.75	\$533.05	\$615.95
Standard Price	\$515.80	\$692.95	\$800.75
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	\$807.80	\$1,012.20	\$1,136.75
Standard Price	\$1,050.15	\$1,315.85	\$1,477.80

Any hanging sign over 150 lbs in weight and/or requiring electricity / chain motors must be installed by JCAL Pro - Please see their order form under the MCCA Ordering Guideline.

Assembly Labor (Per person / Per hour)

Advance Price	\$124.75	\$187.15	\$249.50
Standard Price	\$162.20	\$243.30	\$324.35

Rigging Labor (Per person / Per Hour)

Advance Price	\$124.75	\$187.15	\$249.50
Standard Price	\$162.20	\$243.30	\$324.35

F R E E M A N

275 Bodwell Street
Avon, MA 02322
(781) 380-7550 Fax: (469) 621-5608
FreemanBostonES@freemanco.com



**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 **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, HYNES CONVENTION CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement

F R E E M A N

275 Bodwell Street
Avon, MA 02322

781-380-7550 • Fax: 469-621-5608
FreemanBostonES@freemanco.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
- NOTE: Some inbound and outbound material handling will have overtime charges applied.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) - Includes overtime inbound charge

Crated or Skidded Shipment	\$ 169.45	338.90
Special Handling Shipment	\$ 220.30	440.60

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 98.70	194.40
Special Handling Shipment	\$ 128.30	256.60
Uncrated or Pad Wrapped Shipment	\$ 148.05	296.10

Small Package - Maximum weight is 30 lbs per shipment

Per Shipment \$ 40.50

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after July 22	\$ 28.25	56.50
Show site Shipment after Show Opening	\$ 24.70	49.40

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)

Crated or Skidded Shipment	\$ 56.50	113.00
Special Handling Shipment	\$ 73.45	146.90

Overtime Charge - Show Site (in addition to above rates)

Crated or Skidded Shipment	\$ 49.35	98.70
Special Handling Shipment	\$ 64.15	128.30
Uncrated or Pad Wrapped Shipment	\$ 74.05	148.10

Off-target Charge (in addition to above rates) 25% additional

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			6.25% Tax	N/A
			Total	

All rates are per 100 lbs. Please round up to the next 100 lbs.
Example: 840 lbs - 900 lbs (9 cwt)

Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments
60 lbs. charged @ 200 lbs. \$ 339.10
52 lbs. charged @ 200 lbs. \$ 339.10
65 lbs. charged @ 200 lbs. \$ 339.10 = \$1,017.30

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs = \$339.10

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

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: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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 #

CAMPUS TECHNOLOGY

C/O: FREEMAN
275 BODWELL STREET
AVON, MA 02322

MUST BE DELIVERED BY JULY 22, 2013

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**

CAMPUS TECHNOLOGY

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST
BOSTON, MA 021153101

CANNOT BE DELIVERED BEFORE JULY 29, 2013

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

09/11

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (269741) _____

FREEMAN exhibit transportation

FREEMAN

275 Bodwell Street
Avon, MA 02322

(781) 380-7550 Fax: (469) 621-5608
FreemanBostonES@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **CAMPUS TECHNOLOGY / JULY 30 - 31, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (781) 380-7550 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY JULY 22, 2013

MUST DELIVER BY JULY 22, 2013

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
275 BODWELL STREET

AVON, MA 02322

C/O: FREEMAN
275 BODWELL STREET

AVON, MA 02322

WAREHOUSE

WAREHOUSE

EVENT: *CAMPUS TECHNOLOGY*

EVENT: *CAMPUS TECHNOLOGY*

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 JULY 29, 2013

CANNOT DELIVER BEFORE JULY 29, 2013

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST

BOSTON, MA 021153101

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST

BOSTON, MA 021153101

SHOW SITE

SHOW SITE

EVENT: CAMPUS TECHNOLOGY

EVENT: CAMPUS TECHNOLOGY

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.



Exhibitor Appointed Contractor Form

This form must be submitted by July 5 if you plan on using any contractor for installation and dismantling of your booth or booth equipment other than the official service contractor, Freeman. You do not need to complete this form if you are installing your booth with your company personnel.

Note: You are responsible for forwarding the Campus Technology Guidelines/Display Rules and Regulations to your contractor to ensure that they are aware of all expo rules, deadlines, etc. A certificate of insurance (see section 2.13 for details) for the Exhibitor Appointed Contractor must be provided listing Campus Technology as additional insured.

Name of Installation and Dismantling Company: _____

Contact Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____ Email: _____

On Site Contact (if different): _____

Cell Phone Number of On Site Contact (will only be used in emergency): _____

By signing this form, you are indicating your responsibility for the appointed contractor to adhere to all rules, regulations, and policies of Campus Technology and the Hynes Convention Center.

Signature: _____ Date: _____

Name: _____ Company: _____ Title: _____

Certificates of Insurance Must Be Filed For all Outside Contractors By July 5.

Complete and Return this Form By July 5 via fax to:

Fax: 774-759-3048



8. Hynes Convention Center Forms

8.0 Hynes Convention Center Information

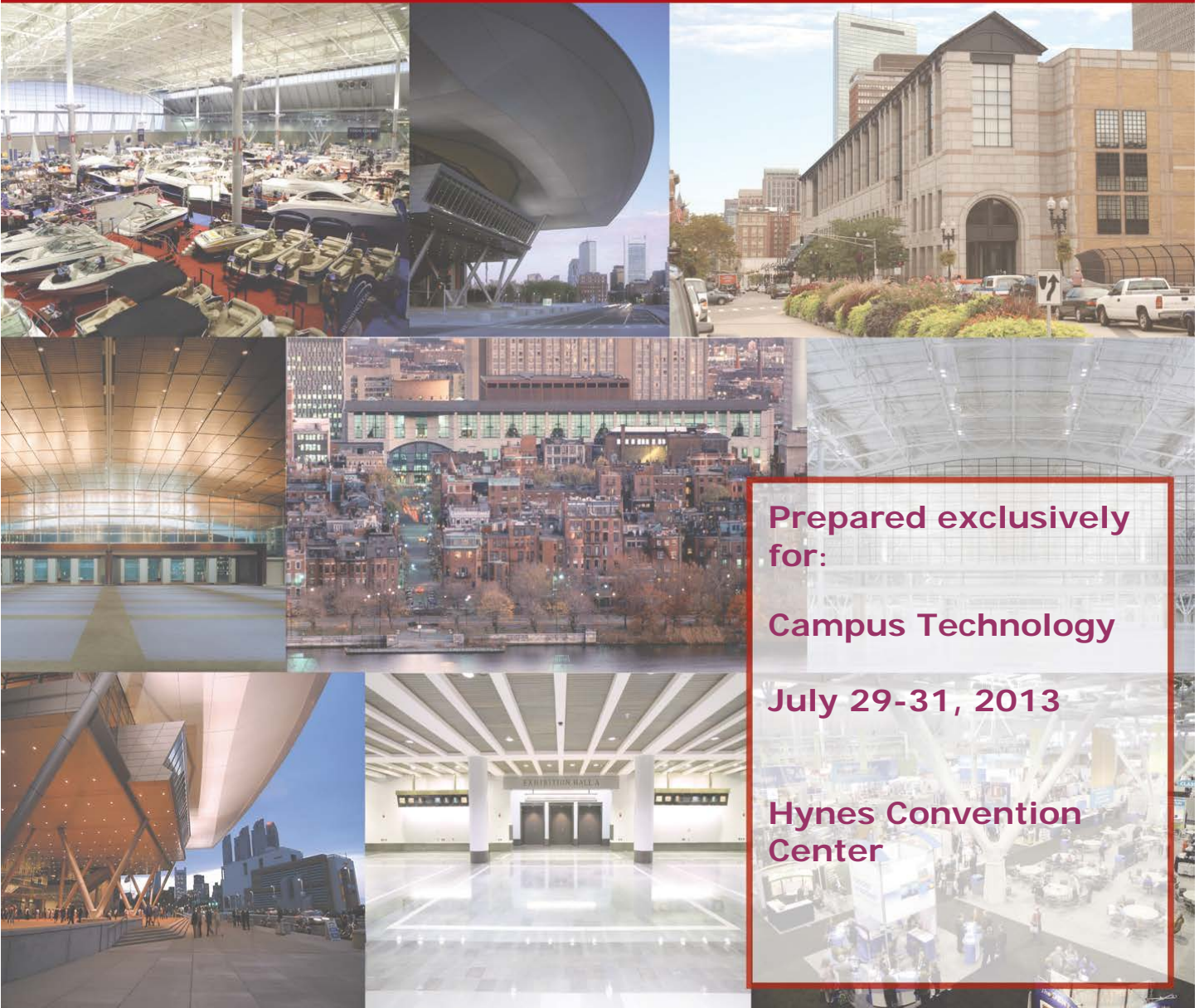
The following pages include forms and payment for services ordered through the Hynes Convention Center. These services include electricity, and internet/phone.



MCCA

MASSACHUSETTS CONVENTION
CENTER AUTHORITY

EXHIBITOR ORDERING GUIDE



Prepared exclusively
for:

Campus Technology

July 29-31, 2013

Hynes Convention
Center

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	Discount	Standard
500 Watt Box One 5 amp circuit and one receptacle or plug point	\$95.00	\$119.00
1000 Watt Box One 10 amp circuit and two receptacles or plug points	\$125.00	\$156.00
2000 Watt Box One 20 amp circuit and a minimum of three receptacles or plug points	\$155.00	\$194.00
4000 Watt Box Two 20 amp circuits and two receptacles or plug points for each circuit	\$180.00	\$225.00

Special Connections (208 volt & 480 volt power)	Discount	Standard
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.		

208V Single Phase 30 Amp (Nema L21-30P)	\$265.00	\$331.00
208V Single Phase 60 Amp	\$505.00	\$631.00
208V Single Phase 100 Amp	\$775.00	\$969.00
208V Three Phase 30 Amp (Nema L21-30P)	\$480.00	\$600.00
208V Three Phase 60 Amp	\$725.00	\$906.00
208V Three Phase 100 Amp	\$1,150.00	\$1,437.00
208V Three Phase 200 Amp	\$2,350.00	\$2,937.00
208V Three Phase 400 Amp	\$4,150.00	\$5,187.00
480V Three Phase 30 Amp	\$750.00	\$937.00
480V Three Phase 60 Amp	\$1,300.00	\$1,625.00
480V Three Phase 100 Amp	\$2,400.00	\$3,000.00
480V Three Phase 200 Amp	\$4,770.00	\$5,962.50

Additional Electrical Services & Equipment	Discount	Standard
30' Round Extension Cords 30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.	\$30.00	\$37.00

24 Hour Power **Add 50% to initial connection rate**
 If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.

Overhead PowerAdd 100% to initial connection rate

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - Hire labor from the General Service Contractor;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop.....	250-550 watts
Standard Desktop PC.....	400-700 watts
Standard Plasma TV.....	300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
Initial Vacuum or Mopping Service includes one-time vacuum or mop prior to the first event or show day	\$0.25	\$0.31
Daily Vacuum or Mopping Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.	\$0.17	\$0.21
Daily Vacuum or Mopping + Porter Service Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.	\$0.40	\$0.50
Shampoo Service Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.	\$0.35	\$0.44

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard
------------------------------------	-----------------	-----------------

Single-Line Service (Analog)	\$270.00	\$338.00
---	-----------------------	-----------------

Service includes one phone number and a complimentary simple handset. Line usage included.

Multi-Line Service (Digital)	\$405.00	\$506.00
---	-----------------------	-----------------

Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

Speaker Phone Service (Analog)	\$310.00	\$387.50
---	-----------------------	-----------------

Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

Polycom Speaker Phone Service (Analog)	\$360.00	\$450.00
---	-----------------------	-----------------

Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

Fax Machine Phone Service (Analog)	\$410.00	\$512.50
---	-----------------------	-----------------

Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

Additional Telephone Services & Equipment	Discount	Standard
--	-----------------	-----------------

Call Waiting (per phone line)	\$50.00	\$62.50
--	----------------------	----------------

Allows user to know when another call is coming in.

Voice Mail (per phone line)	\$50.00	\$62.50
--	----------------------	----------------

Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service	\$300.00	\$375.00
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ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service	\$1,100.00	\$1,600.00
--	-------------------------	-------------------

This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN\$2,000.00\$2,500.00

This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$80.00**
 - All other times, including holidays **\$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

<u>Automatic Configuration</u>	<u>Discount</u>	<u>Standard</u>
Automatically configured lines are designed to “plug & play.”		

200 Kbs Shared Service.....	\$815.00\$1,019.00
This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.		

<u>Manual Configuration</u>	<u>Discount</u>	<u>Standard</u>
Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.		

300 Kbs Managed Service.....	\$1,175.00\$1,468.75
The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.		

500 Kbs Managed Service.....	\$1,875.00\$2,344.00
The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.		

750 Kbs Managed Service	\$2,500.00\$3,125.00
The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.		

1.54 Mbps Managed Service	\$5,565.00\$6,956.00
The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.		

5 Mbps Managed Service.....	\$10,000.00\$12,500.00
The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.		

Additional Internet Services & Equipment **Discount** **Standard**

Additional Public IP Address\$125.00\$156.25

This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection\$320.00\$400.00

Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection.....\$470.00\$587.50

Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service\$1,000.00\$1,200.00

With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port.....\$80.00\$100.00

This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port.....\$120.00\$150.00

This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25' CAT 5e Cable\$40.00\$50.00

50' CAT 5e Cable\$55.00\$68.75

100' CAT 5e Cable\$90.00\$112.50

Technical Services **Discount** **Standard**

Cable TV Service\$225.00\$281.25

Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental.....\$50.00\$60.00

For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental.....\$200.00\$250.00

A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1\$2,000.00\$2,500.00

TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - Hire labor from the General Service Contractor or ;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
 - Tech Rep All other times, including holidays **\$150.00**
 - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
 - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor’s directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor’s directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company’s authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the [BCEC](#) or [Hynes Wireless Network](#). This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions	Discount	Standard
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The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package	\$1,550.00	\$1,684.00
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This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package	\$1,794.00	\$1,988.00
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This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour	\$244.00	\$304.00
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Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions **Discount** **Standard**

Truss

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.

Truss 5’ Section – Silver 12”x12” Box	\$25.00	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00	\$60.00
Truss 5’ Section – Black 12”x12” Box	\$35.00	\$42.00
Truss 8’ Section – Black 12”x12” Box	\$56.00	\$67.00
Truss 10’ Section – Black 12”x12” Box	\$70.00	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00	\$108.00

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12”x12” Box	\$50.00	\$60.00
Corner Block – Black 12”x12” Box	\$65.00	\$78.00
Corner Block – Silver 20.5”x20.5” Box	\$70.00	\$84.00

Base Plate	\$35.00	\$42.00
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A base plate is used as a stand for ground supported truss or poles.

Rotator	\$150.00	\$180.00
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A rotator is a motor used to rotate a hanging sign.

Motor	\$150.00	\$180.00
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A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro	\$6.00	\$7.00
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A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple	\$12.00	\$14.00
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A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures **Discount** **Standard**

A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt)\$35.00\$42.00

This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt)\$45.00\$54.00

This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt).....\$30.00\$36.00

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions Discount Standard

Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights).....\$185.00\$212.00

Medium Lighting Kit (7-11 lights)\$325.00\$390.00

Large Lighting Kit (12-15 lights)\$450.00\$540.00

X-Large Lighting Kit (16-20 lights)\$550.00\$660.00

Dimmer Racks & Lighting Controls Discount Standard

These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....\$80.00\$96.00

Dimmer Control 2.4 x 12.....\$150.00\$180.00

Dimmer Control 2.4 x 24.....\$320.00\$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$64.00	\$96.00	\$128.00

Weekly Lift Rental Items	Rate
24' - 32' Scissor Lift	\$550.00
40' - 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower “ceiling” and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services **Discount** **Standard**

Water - Individual Connection.....\$275.00\$344.00
 Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute.

Additional Water Connections.....\$175.00\$219.00
 Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....\$275.00\$344.00
 The MCCA can provide waste drain connections up to ¾” line size.

Additional Drain Connections.....\$150.00\$188.00
 Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons\$150.00\$187.50
 Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons\$80.00\$100.00

Sink Rentals **Discount** **Standard**

Cold Water Sink Rental.....\$600.00\$750.00
 Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.

Small Hot & Cold Water Sink Rental\$800.00\$1,000.00
 Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental.....\$1,000.00\$1,250.00
 Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

Compressed Air and Gases **Discount** **Standard**

Compressed Air – Individual Connection\$325.00\$406.00

Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection\$180.00\$225.00

Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases

The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO₂\$154.00\$184.50

50 Lbs Dry or Liquid CO₂\$167.00\$200.50

Dry Nitrogen 300 ft³\$206.00\$247.75

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)	Discount	Standard
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Per Hour per Officer	\$18.00	\$20.00
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The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



**Massachusetts Convention Center Authority
Exhibitor Order Form - Electrical Services**

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$125.00	\$156.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$155.00	\$194.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$180.00	\$225.00		+50% rate		+100% rate		+150% rate	
SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		\$265.00	\$331.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$505.00	\$631.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$775.00	\$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$480.00	\$600.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,150.00	\$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,350.00	\$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$750.00	\$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,300.00	\$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$4,770.00	\$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							
TOTAL DUE \$										_____

**To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:**

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



**Massachusetts Convention Center Authority
Exhibitor Order Form - Cleaning Services**

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

BASIC CLEANING SERVICES				DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)	
1. INITIAL VACUUM OR MOPPING (Before first event day only)				\$0.25	\$0.31	
2. DAILY VACUUM OR MOPPING (For all event days <u>including</u> the first day)				\$0.17	\$0.21	
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)				\$0.40	\$0.50	
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET		RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
		LENGTH	WIDTH	TOTAL Sq. Ft. (90 MIN.)		
<input type="checkbox"/> 1	<input type="checkbox"/> Vacuum	_____	X _____	= _____	X _____	X _____
<input type="checkbox"/> 2	<input type="checkbox"/> Mop	_____	X _____	= _____	X _____	X _____
<input type="checkbox"/> 3		_____	X _____	= _____	X _____	X _____

SPECIAL CLEANING SERVICES						
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET			DISCOUNT RATE	STANDARD RATE	TOTAL DUE
	LENGTH	WIDTH	TOTAL Sq. Ft. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	
	_____	X _____	= _____	\$0.35	\$0.44	

GRAND TOTAL DUE \$ _____

**To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:**

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority
Exhibitor Order Form – Telephone, Internet & Technical Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$270.00	\$338.00	
Multi-Line Phone Service (Digital)		\$405.00	\$506.00	
Speaker Phone Service (Analog)		\$310.00	\$387.50	
Polycom Speaker Phone Service (Analog)		\$360.00	\$450.00	
Fax Machine Phone Service (Analog)		\$410.00	\$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,565.00	\$6,956.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Exhibitor Order Form – Telephone, Internet & Technical Services page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$125.00	\$156.25	
Copper Patch / Booth to Booth Connection			\$320.00	\$400.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$80.00	\$100.00	
	24 port		\$120.00	\$150.00	
25' CAT 5e Cable			\$40.00	\$50.00	
50' CAT 5e Cable			\$55.00	\$68.75	
100' CAT 5e Cable			\$90.00	\$112.50	

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FOR MCCA USE ONLY			
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Massachusetts Convention Center Authority
Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

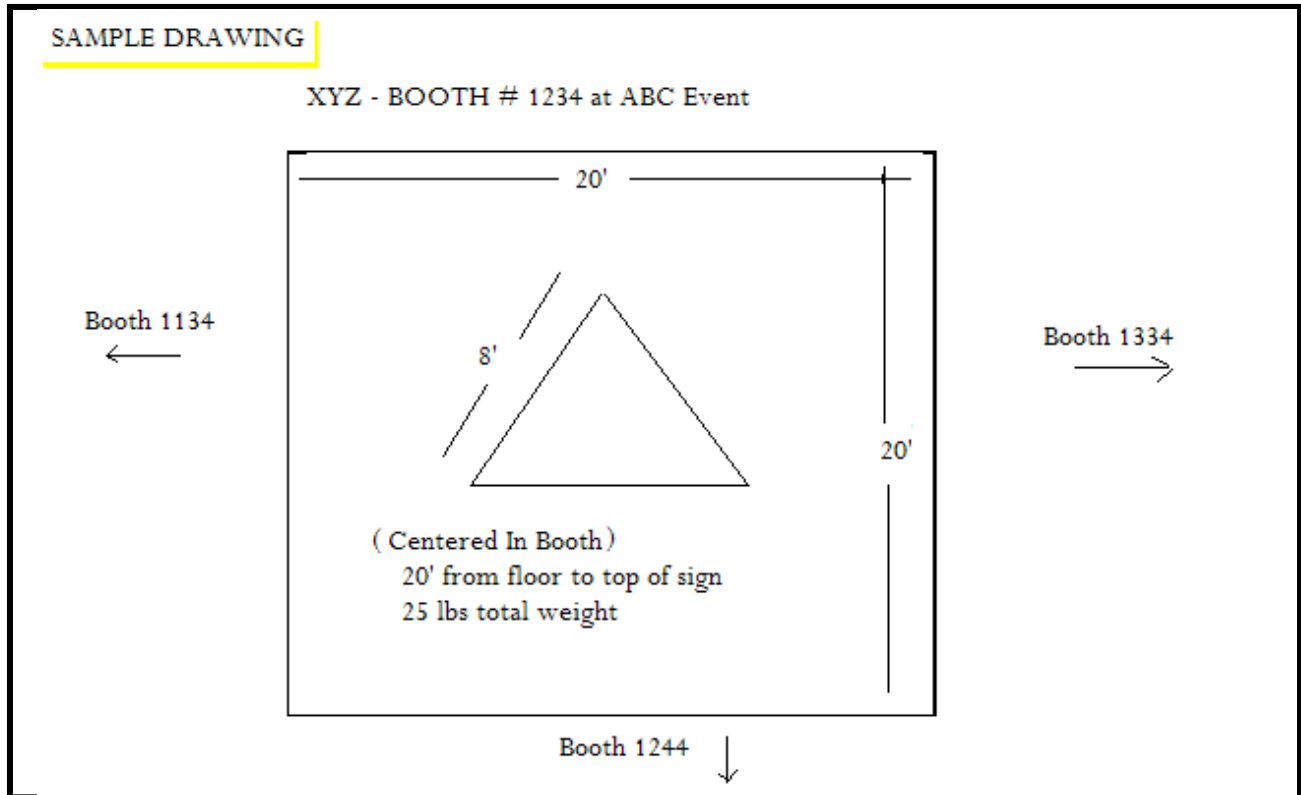
SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

ITEM DESCRIPTION & INFORMATION					
**Description of Item (Sign, Banner, Truss, etc.):					
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:		
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:			
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:			
PACKAGE RIGGING SOLUTIONS					
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE	
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00		
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00		
Team Labor Hour		\$244.00	\$304.00		
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE)					
EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE	
Silver 12" x 12" Box Truss	5' Section		\$25.00	\$30.00	
	8' Section		\$40.00	\$48.00	
	10' Section		\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section		\$35.00	\$42.00	
	8' Section		\$56.00	\$67.00	
	10' Section		\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section		\$45.00	\$54.00	
	8' Section		\$72.00	\$86.00	
	10' Section		\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box		\$50.00	\$60.00	
	Black 12" x 12" box		\$65.00	\$78.00	
	Silver 20.5" x 20.5" box		\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00		
Rotator		\$150.00	\$180.00		
Motor		\$150.00	\$180.00		
Cheeseboro		\$6.00	\$7.00		
Grapple		\$12.00	\$14.00		

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE)				
LIGHTING FIXTURES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
LIGHTING KITS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
DIMMER RACKS & LIGHTING CONTROLS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
			TOTAL DUE: \$	_____

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



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Massachusetts Convention Center Authority
Exhibitor Order Form – Plumbing Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

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EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

WATER AND DRAIN SERVICES						
SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$150.00	\$188.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$80.00	\$100.00	
SINK RENTALS						
SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	
COMPRESSED AIR AND GASES						
SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$325.00	\$406.00	
	Additional Connection			\$180.00	\$225.00	
CO ₂	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft ³ Tank (Dry)			\$206.00	\$247.75	
					TOTAL DUE: \$	_____

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Massachusetts Convention Center Authority
Exhibitor Order Form - Security Services

Effective July 1, 2012

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
			TOTAL MAN HOURS: _____	TOTAL DUE: \$ _____		

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CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events



LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the

"**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN



NextShow



Brede EXPOSITIONS SERVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS



RULES AND REGULATIONS – EXHIBITOR PARTICIPATION

Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order to enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

Affixing to the Facility Structure

1. Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time

employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

Cooking Demonstrations

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one (1) spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee.

Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed air and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

Exhibitor Product

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Fire Safety Equipment

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:

- Compressed flammable gases (exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly from Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.
 - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - Untreated Christmas trees, cut evergreens or similar trees
 - Fireplace logs, charcoal and similar materials
 - Untreated mulch and Spanish moss or similar vegetation
 - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
 - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
 - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
 - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
 3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
 4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
 5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
 6. Open flame devices may be permitted when they

are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.
11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.
12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.
13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame Retardant Treated Materials

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, 3/8" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by show management and the MCCA Public Safety Department. All lasers must comply with Massachusetts Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health at <http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/>

Food & Beverage Services

The Hynes prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE

sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

- (2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) to waive its right to exclusivity under the MCCA Event License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Sampling Authorization Form– This form outlines policies and procedures pertaining to F&B sampling at the Hynes. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application– The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00). Please contact your event’s Exhibitor Services Manager for additional information. For more information on available Exhibitor Catering Services or further assistance, please contact Levy Restaurants Catering Sales Office – 617-954-2189.

Glitter, Confetti, Popcorn, and other materials

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

Gratuities Policy

It is against the Hynes’s policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report

any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

Guardrails

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stairs

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The Hynes is a non-smoking facility. Smoking is NOT

allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of the General Manager.

MCCA SERVICES

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank-up's, plumbing, the use of the house sound system and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

Business Center

The contracted in-house vendor is the exclusive

service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available. Transportation

Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: <http://www.mbt.com>.

Taxi Services

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.

LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely **NO REFUNDS** of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will **NOT** be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a Small Visi Cooler
2. \$300.00 for a Large Double Visi Cooler
3. \$25.00 per Drop Off and Per Pick-up for Steward
4. \$150.00 per day minimum for dry or refrigerated storage
5. \$6.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of \$250 per piece of equipment will also apply.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of \$1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured. Information must be received no later than close of business (5:00 PM EST) on DATE.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

SHOW NAME
DATE

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Cortney Fullerton, Catering Sales Manager
900 Boylston Street, Boston, MA 02115
phone 617-954-2379 fax 617-954-2032
cfullerton@levyrestaurants.com