

CAMPUS 09 TECHNOLOGY

July 27 – 30, 2009 • Boston Convention & Exposition Center • Boston, MA

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 eduevents@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 27 – 30, 2009. The exhibit hall is open on July 28th and 29th at the Boston Convention and Exhibition 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 972-506-9027.

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 972-506-9027. 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 17	

Decorating Company Deadlines

Action Item	Section	Deadline	Indicate Date Completed
Discount Deadline for most Freeman orders	7	July 13	
Drayage/Shipping Direct to Warehouse	7	July 20	
Shipping Direct to Show Site	7	July 27 th and 28 th – specific times apply	
Outbound Carrier Check-in Deadline	7	July 29 by 4:30pm	

Other Service Company Deadlines

Action Item	Section	Deadline	Indicate Date Completed
Lead Retrieval System Order	5	July 11	
Hotel Reservations	4	June 29	
Electrical Services	8	July 3	
High Speed Internet Connection	8	July 3	
Audio Visual Order	6	July 17	

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/summer09>

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1.2 Contracted Vendors

Host Hotel:	Westin Boston Waterfront Hotel 425 Summer Street Boston, MA 02210	Phone: (617) 532-4600
Decorating Company:	Freeman 1515 Washington Street Braintree, MA 02184	Phone: (781) 380-7550 Contact: Customer Service
AV Company:	Show Gear Productions 30312 Esperanza Rancho Santa Margarita, CA 92688	Phone: (800) 840-4327 Contact: Martin Carrillo
Electrical Company:	See order form in Section 8.	
Internet:	See order form in Section 8.	
Security:	See order form in Section 8.	

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/summer 09](http://www.campustechnology.com/summer09), click on **Register Online** then select the **Exhibitor Registration** link.

OFFICIAL SHOW HOURS:

Exhibits officially open at 12:15pm on Tuesday, July 28, 2009.

Exhibit Hours:	Tuesday	July 28	12:15pm – 3:30pm 4:45pm – 6:30pm - Reception
	Wednesday	July 29	12:15pm – 3:30pm

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 26	5:00pm – 9:00pm
	Monday	July 27	7:30am – 5:00pm
	Tuesday	July 28	7:30am – 6:30pm
	Wednesday	July 29	7:30am – 4:45pm
	Thursday	July 30	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 27	1:00pm – 5:00pm
	Tuesday	July 28	8:00am – 12:00pm

*All exhibits must be set up and ready to view by 12:00pm on Tuesday, July 28. 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.

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TEARDOWN & MOVE-OUT TIMES:

Move-out Hrs: Wednesday July 29 3:30pm – 6:00pm

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 17, 2009

How to Register

To register for your exhibitor badges, visit the Campus Technology Conference website at [www.campustechnology.com/summer 09](http://www.campustechnology.com/summer09), 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 17th**. 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.

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1.5 Freight Shipment Information

All advance freight should be scheduled to arrive at the advance shipment warehouse **between Monday, June 29 and Monday, July 20** to avoid a late penalty surcharge. **(Please note the warehouse will be closed on Friday, July 3)**

Please address as follows:

**Campus Technology 2009
Exhibiting Company Name and Booth #
c/o Freeman
1515 Washington Street
Braintree, MA 02184**

Direct freight will be received at the BCEC beginning on July 27th at 1:00pm. 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 2009 Exhibiting Company Name and Booth # c/o Freeman 1515 Washington Street Braintree, MA 02184	June 29 - July 20
Direct Freight	Campus Technology 2009 Exhibiting Company Name and Booth # c/o Freeman Boston Convention & Exhibition Center 415 Summer Street Cypher Street Entrance Boston, MA 02210	July 27 th (1:00 – 5:00pm) And July 28 th (8:00am – noon)
Literature Distribution and Bag Insert Sponsorships ONLY	Show Management – Sara Ross Campus Technology 2009 c/o Freeman 1515 Washington Street Braintree, MA 02184	June 29 – July 20

*****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 20st call Sara Ross at 972-506-9027 for specific instructions.

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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 June 29. All Advanced Shipments must arrive by July 20th.

Show Management – Sara Ross
Campus Technology 2009
c/o Freeman
1515 Washington Street
Braintree, MA 02184

*****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 20th call Sara Ross at 972-506-9027 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 774-759-3048

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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 3rd 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 2009* 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 eduevents@1105media.com.**

Please indicate which list option you will be using: Pre-show List (July 3rd) Post-show List (1 week post) Neither

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.

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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) and helium tanks are restricted.

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.

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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 Boston Convention & Exhibition 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 you 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.

Boston Convention & Exhibition Center (BCEC)

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment and or property while on BCEC premises and hereby waives any claim or demand it may have against the BCEC 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

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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 BCEC. 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 Client Cleaning Services form found in Section 8. Exhibitors should try to keep their booth clean during set-up – The BCEC 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,

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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

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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 conduct 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:

- 7' high black 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.** You will need to make arrangements for carpeting for your booth space. Please use the carpet order form provided in the Freeman Service Order Forms.
- **Electricity** is not provided. Electricity may be ordered through the BCEC. 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. Cleaning forms are in section 8.

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Island booths will not be provided with drapery or signs, nor will peninsula booths. Drapery backgrounds are 7' 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 not 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.

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- **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 972-506-9027 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 BCEC 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 972-506-9027.

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.

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4. Housing & Travel Arrangements

4.1 Housing

Hotel rooms have been reserved at three hotels near the convention center. Group rates are available at all three hotels. Rooms must be reserved by June 29, 2009 to receive the special group rate.

Host Hotel – Connected to the convention center

Westin Boston Waterfront Hotel
425 Summer Street
Boston, MA 02210
Reservations: 888-627-7115
Rate: \$199 single/double

Additional Hotels – across the street from the convention center (approximately ¼ mile from the BCEC)

Renaissance Boston Waterfront
606 Congress Street
Boston, MA 02210
Reservations: 888-796-4664
Rate: \$199 single/double

Seaport Hotel Boston
One Seaport Lane
Boston, MA 02210
Reservations: 877-SEAPORT
Rate: \$229 single, \$249 double

You may make your reservations online by following the link from the travel page of the Campus Technology website (www.campustechnology.com/summer09).

4.2 Travel

Airlines: **American Airlines** is offering discounts from any published domestic fare for travel to Boston. Mileage members can receive full 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: **800-433-1790**, reference number **#A6579AR**.

To book your discounted ticket online, go to www.aa.com and use the discount reference number above as the aa.com discount code.

Book early to receive the best discount!

Jet Blue is offering discounts to Campus Technology attendees for air travel to Boston. To receive the discount you must book online (www.jetblue.com/promo) and enter the promo code: **campustechnology2009**.

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**.

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5. Lead Retrieval System

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

Contact 1st Sales at 800-959-4313 or info@1stSales.com if you have additional questions.



Tradeshow Leads - Smart, Simple.

CAMPUS 09 TECHNOLOGY

Lead Retrieval Service Campus Technology 2009 Conference July 27-29, 2009 Boston, MA

- Easy-to-use, wireless, one-button scanner. No power required in the booth!
- Detailed contact/organization information** on the visitors to your booth, concurrent sessions, meetings and hospitality suite.
- On-site-customizable system to qualify, rank and schedule follow-up for your leads. Simply point & click!
- Add hand-written notes where needed.
- Smart, simple. Customized leads spreadsheet downloaded from secure site.
- 66% discount on additional scanners!**

** Name, title, primary job role, email address, phone, organization, organization type and address.

Order today at <http://1stsales.com/ordernow.php>

Credit card, company checks accepted.

Pre-conference price: \$300. After July 11: \$350.

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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.

OFFICIAL AUDIO VIDEO CONTRACTOR
AUDIO VIDEO & COMPUTER RENTAL FORM

Advanced Show Rate by July 17, 2009

Regular Show Rates Will Apply After

HI DEF LCD 1080p		Qty	Advanced Rate	Show Rate	Totals
32" HD LCD Sharp 1080p Video & PC			\$400.00	\$450.00	
42" HD LCD Sharp 1080p Video & PC			\$500.00	\$550.00	
BLU RAY HD DVD			\$100.00	\$150.00	
LCD Monitor		Qty	Advanced Rate	Show Rate	Totals
17" NEC LCD			\$50.00	\$100.00	
20" NEC LCD			\$75.00	\$125.00	
23" Samsung LCD			\$150.00	\$200.00	
PLASMA DISPLAY (include Table Top stand and Wall Mount)		Qty	Advanced Rate	Show Rate	Totals
42" Gas Plasma Display			\$400.00	\$450.00	
50" Gas Plasma Display			\$500.00	\$550.00	
61" Gas Plasma Display			\$750.00	\$850.00	
Speakers for Plasma			\$50.00	\$75.00	
Plasma Stands			\$50.00	\$75.00	
VIDEO MONITORS		Qty	Advanced Rate	Show Rate	Totals
20" Video Monitor/VHS Combo Unit			\$50.00	\$75.00	
27" Video Monitor (NOT FOR COMPUTER USE)			\$150.00	\$175.00	
32" Video Monitor (NOT FOR COMPUTER USE)			\$200.00	\$250.00	
AUDIO EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
UHF Wireless Combo:() Hand Held () Head Set () Lavalier			\$150.00	\$175.00	
Anchor Sound System: 60 watts			\$50.00	\$75.00	
JBL 10 Professional Audio System: 125 watts			\$100.00	\$125.00	
JBL 15 Professional Audio System: 300 watts			\$125.00	\$150.00	
EV SX300 Speaker 300 watts			\$150.00	\$175.00	
12 Channel Mixer			\$50.00	\$75.00	
DATA VIDEO INTERFACE		Qty	Advanced Rate	Show Rate	Totals
Video Distribution Amplifier - 1 x 6			\$50.00	\$75.00	
VGA Distribution Amplifier (1 x 2)			\$50.00	\$75.00	
VGA Switcher (4 x 1)			\$25.00	\$50.00	
DVD/ VCR Combo			\$50.00	\$75.00	
DVD () or VCR ()			\$50.00	\$75.00	
DVD Recorder			\$50.00	\$75.00	
Scan Converter Sony 1024 HD			\$150.00	\$200.00	
Folsom Presentation Pro			\$250.00	\$300.00	

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

martin@showgear.com 800-840-4327





AUDIO VIDEO & COMPUTER RENTAL FORM



PC/ MAC COMPUTER EQUIPMENT/ W 15" Monitor	Qty	Advanced Rate	Show Rate	Totals
Laptop P4 2.8Ghz 40 Gig HD DVD/CDRW		\$150.00	\$175.00	
Laptop Dual Core 2.0Ghz 2GB Ram 100 Gig HD DVD/RW		\$175.00	\$200.00	
Apple G4 iMac Power PC 64 700 MHZ		\$125.00	\$150.00	
DATA/VIDEO INTERFACE	Qty	Advanced Rate	Show rate	Totals
Laser All in one Fax/Printer/Copier		\$175.00	\$200.00	
Desktop Copier 24 pages per minute		\$175.00	\$200.00	
HP LaserJet 4XXX Series		\$175.00	\$200.00	
HP Laserjet Color HP 2600N		\$350.00	\$400.00	
Projector Screens	Qty	Advanced Rate	Show Rate	Totals
Projector Hitachi CP X400 3000 Lumens 8 Lbs		\$200.00	\$250.00	
Tripod Screen () 6', () 7' or () 8 '		\$50.00	\$75.00	
IMPORTANT INFORMATION		ORDER SUMMARY		TOTALS
Payment :Show Gear Productions requires pre payment on all orders.		Equipment Charges		
Delivery/Labor/Set-up Charge 15% of equipment total (\$75 Minimum Charge)		75.00 Min or		
		15 % of Total Rented Gear		
Facility, Drayage & Forced Union fees is 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 Number		
City, State, Zip		Exp.	Name on Card	
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 and Time:		Pick Up Date and Time:		
Booth # and Hall:		On-Site Contact name and Number (Fill out below)		
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

FAX ORDER TO 949 888-4881

martin@showgear.com 800 840-4327



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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.

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273



CAMPUS TECHNOLOGY 2009
JULY 28-29, 2009
BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The aisles will be carpeted in gray.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **July 13**.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

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 27 1:00 pm - 5:00 pm

Tuesday July 28 8:00 am - 12:00 pm

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

EXHIBIT HOURS

Tuesday July 28 12:15 pm - 3:30 pm

Tuesday July 28 4:45 pm - 6:30 pm **Reception Hours**

Wednesday July 29 12:15 pm - 3:30 pm

EXHIBITOR MOVE-OUT

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

Wednesday July 29 3:30 pm - 6:00 pm

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 6:00 pm.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 5:00 pm on Wednesday. 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 other side.

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

1515 Washington Street
Braintree, MA 02184
Phone: 781-380-7550 • FAX: 781-348-1273

FREEMAN TRANSPORTATION

800-995-3579 • FAX 817-385-0983

FREEMAN ONLINE®

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 2009
Exhibiting Company Name
Booth # _____
C/O Freeman
1515 Washington Street
Braintree, MA 02184

**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 June 29 at the above address. Materials arriving after July 20 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Friday, July 3, 2009 in observance of Independence Day. Shipments will not be accepted on this date.**

Show site shipping address:

Campus Technology 2009
Exhibiting Company Name
Booth # _____
C/O Freeman
Boston Convention & Exhibition Center
415 Summer Street
Cypher Street Entrance
Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning at 1:00 pm on Monday, July 27. 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 Boston Convention and Exhibition Center loading dock 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.

WE APPRECIATE YOUR BUSINESS

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by 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

1515 Washington Street
Braintree, MA 02184
781-380-7550 • FAX: 781-348-1273



DISCOUNT PRICE
DEADLINE DATE
JULY 13

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

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

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND 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 21- 233270 on your remittance.

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202, ABA#: 026009593 ACCT# 1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT# 1252039192 Freeman

CREDIT CARD

For your convenience, we will use this authorization to charge your credit 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:

ACH Direct Deposit

ABA#: 111000012 ACCT# 1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

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.myfreemanonline.com.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?233270>

FREEMAN method of payment

FREEMAN

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com



CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009

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 CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (233270)

FREEMAN third party authorization

FREEMAN

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
JULY 13, 2009**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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.

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FURNISHINGS

CHAIRS Pages 1 & 2

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N71092	Diva Counter Stool	178.50	232.05	___
___	N71091	Diva Chair.....	158.65	206.25	___
___	N710102	Santana Chair	158.65	206.25	___
___	N71085	Forestdale Chair	86.10	111.95	___
___	N710144	Diplomat Chair	257.50	334.75	___
___	N71038	Cherry Barrel Chair	185.55	241.20	___

Cranberry Taupe

Director Series

Black Blue Bright Green Orange
 Purple Red Royal Blue Yellow

___	N710142	Director Stool	145.55	189.20	___
___	N71042	Director Chair	117.60	152.90	___
___	N710998	Custom Imprinting/Director	Call for Quote		___

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	270.05	351.05	___
___	N71047	Gray Gaslift Stool	237.75	309.10	___
___	N71046	Gray Gaslift Chair w/Arms	237.75	309.10	___
___	N71045	Gray Gaslift Chair	187.00	243.10	___
___	N71044	Executive Chair	268.70	349.30	___
___	N71041	Bugle Base Chair	144.20	187.45	___
<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed					
___	N71088	Black Diamond Stool	154.95	201.45	___
___	N71089	Black Diamond Side Chair ...	98.80	128.45	___
___	N71090	Black Diamond Arm Chair....	126.90	164.95	___
___	C210105	Opal Side Chair	59.25	77.05	___
___	C210101	Carson Arm Chair	79.55	103.40	___

Black Blue Gray

___	C210112	Casey Padded Stool	95.15	123.70	___
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	807.70	1,050.00	___
___	N71093	Signature Chair	364.25	473.55	___

Kennedy Sectional Series

Black Tweed Blue Tweed

___	N730313	Kennedy Sofa - 3 piece	726.15	944.00	___
___	N730213	Kennedy Loveseat - 2 piece	503.20	654.15	___
___	N73013	Kennedy Corner Section	251.85	327.40	___
___	N73014	Kennedy Center Section ...	223.85	291.00	___

TABLES Pages 7 & 8

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N72026	Cherry Cocktail Table	133.75	173.90	___
___	N72027	Cherry End Table	105.40	137.00	___
___	N72028	Metro Slate Cocktail Table	72.25	93.95	___
___	N72029	Metro Slate End Table	72.25	93.95	___
___	C115103	Studio Black Cocktail Table	68.90	89.55	___
___	C115104	Studio Black End Table	68.90	89.55	___
___	N72015	Glass Conference Table	331.50	430.95	___
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___	N72065	Bugle Base Table/White	331.20	430.55	___

Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	111.35	144.75	___
___	N72069	Black-top Cafe 24"W x 30"H ...	138.85	180.50	___
___	N72070	Black-top Bistro 24"W x 42"H ..	138.85	180.50	___
___	N72067	Black-top Café Table 36"x30"	138.85	180.50	___
___	N72068	Black-top Bistro 36"W x 42"H ..	138.85	180.50	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	138.85	180.50	___
___	N72064	Café Table 36"W x 30"H	138.85	180.50	___
___	N720163	Bistro Table 30"W x 42"H	138.85	180.50	___
___	N720164	Bistro Table 36"W x 42"H	138.85	180.50	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	354.15	460.40	___
___	N72092	Milano Table/Black Top	354.15	460.40	___
___	N72094	Luna Table/Black Top	432.65	562.45	___
___	N720191	Hemingway Writing Table	316.45	411.40	___
___	N74061	Cherry Desk 5'	331.20	430.55	___
___	N74065	Cherry Bookcase	331.20	430.55	___
___	N74064	Cherry Credenza	237.75	309.10	___
___	N74071	Oak Desk 5'	331.20	430.55	___
___	N74075	Oak Bookcase	331.20	430.55	___
___	N74074	Oak Credenza	237.75	309.10	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	168.65	219.25	___
___	N75079	Orion Computer Kiosk	259.85	337.80	___
___	N75030	Black Display Cube/Small	168.40	218.90	___
___	N75031	Black Display Cube/Medium ...	180.20	234.25	___
___	N75032	Black Display/Large	204.25	265.55	___

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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FURNISHINGS

DISPLAY FURNITURE
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
Display Cylinders					
___	N75020	Black Display Cylinder/Low ...	144.20	187.45	___
___	N75021	Black Display Cylinder/Med	144.20	187.45	___
___	N75022	Black Display Cylinder/Lg	144.20	187.45	___

Draped Tables - Tables are 24" wide
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

___	C130330	Draped Table 3'L x 30"H	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H	117.50	152.75	___
___	C130630	Draped Table 6'L x 30"H	146.95	191.05	___
___	C130830	Draped Table 8'L x 30"H	163.80	212.95	___
___	C12404630	4th Side Drape 6'L x 30"H ..	29.10	37.85	___
___	C12404830	4th Side Drape 8'L x 30"H .	29.10	37.85	___
___	C130342	Draped Counter 3'L x 42"H ...	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H ...	148.70	193.30	___
___	C130642	Draped Counter 6'L x 42"H ...	176.85	229.90	___
___	C130842	Draped Counter 8'L x 42"H ...	194.65	253.05	___
___	C12404642	4th Side Drape 6'L x 42"H ..	40.70	52.90	___
___	C12404842	4th Side Drape 8'L x 42"H ..	40.70	52.90	___

Undraped Tables - Tables are 24" wide

___	C131330	Undraped Table 3'L x 30"H .	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H .	49.55	64.40	___
___	C131630	Undraped Table 6'L x 30"H.	60.80	79.05	___
___	C131830	Undraped Table 8'L x 30"H .	76.50	99.45	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	67.30	87.50	___
___	C131642	Undraped Counter 6'Lx42"H	78.55	102.10	___
___	C131842	Undraped Counter 8'Lx42"H	95.10	123.65	___

Table Top Risers

___	C150410	Single Step Riser 4'L x 7"H	34.95	45.45	___
___	C150610	Single Step Riser 6'L x 7"H	38.00	49.40	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	___
___	C150414	Single Step Riser 4'L x14"H	N/A	N/A	___
___	C150614	Single Step Riser 6'L x14"H	N/A	N/A	___
___	C150814	Single Step Riser 8'L x14"H	N/A	N/A	___
___	C150420	Double Step Riser 4'L	51.50	66.95	___
___	C150620	Double Step Riser 6'L	57.05	74.15	___
___	C150820	Double Step Riser 8'L	N/A	N/A	___

ACCESSORIES
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt	60.85	79.10	___
___	C220118	Chrome Sign Holder	111.85	145.40	___
___	N750135	Round Literature Rack	156.70	203.70	___
___	N750136	Flat Literature Rack	138.65	180.25	___
___	C220109	Chrome Coat Tree	40.50	52.65	___
___	C220134	Chrome Easel	34.30	44.60	___
___	C220110	Chrome Bag Rack	89.25	116.05	___
___	N75053	Black Trash Receptacle	72.25	93.95	___
___	N75054	Aluminum Trash Receptacle .	72.25	93.95	___
___	220107	Wastebasket	17.80	23.15	___
___	220106	Corrugated Wastebasket.....	13.35	17.35	___
___	N75057	Small Refrigerator	312.40	406.10	___
___	N75052	Black Table Lamp	113.95	148.15	___
___	N74082	File Cabinet/2 Drawer	144.20	187.45	___
___	N74081	File Cabinet/4 Drawer	187.00	243.10	___
___	10201484	Bulletin Board	180.90	235.15	___

Special Drape
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

___	12103	Special Drape 3'H (per ft.)	11.60	15.10	___
___	12108	Special Drape 8'H (per ft.) ...	15.90	20.65	___

TOTAL COST

_____	+	_____	=	_____
Sub-Total		5% Tax		Total Cost

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

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Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING Pages 1 & 2					

Lisbon Group - Black leather					
___	8302	Sofa	636.95	828.05	_____
___	8303	Loveseat	573.60	745.70	_____
___	81011	Chair	426.80	554.85	_____
Chairs					
___	8102	Barcelona - black leather	698.85	908.50	_____
___	810816	Barcelona - white leather	694.10	902.35	_____
Newport Group - Charcoal leather					
___	8308	Loveseat	580.35	754.45	_____
___	8109	Armless Chair	329.90	428.85	_____
___	81010	Corner Chair	385.10	500.65	_____
South Beach Group - Platinum suede					
___	8301	Sofa	558.80	726.45	_____
___	8151	Ottoman	243.70	316.80	_____
Key West Group - Black					
___	8306	Sofa	553.90	720.05	_____
___	8307	Loveseat	503.60	654.70	_____

Pages 3 & 4

Astro Group - Beige suede					
___	83063	Sofa	588.85	765.50	_____
___	810809	Chair	395.45	514.10	_____
___	82052	Sydney Cocktail Table - black	250.95	326.25	_____
___	82054	Sydney End Table - black	208.10	270.55	_____
Rio Group - Blue suede					
___	8305	Sofa	517.10	672.25	_____
___	81014	Chair	370.30	481.40	_____
___	82022	Inspiration Table	273.35	355.35	_____
___	82023	Inspiration End Table	258.55	336.10	_____
Marrakesh Group - Beige					
___	83062	Sofa	528.85	687.50	_____
___	810808	Chair	375.80	488.55	_____
Memphis Group - Black					
___	83064	Sofa	537.40	698.60	_____
___	810812	Chair	385.60	501.30	_____
Chairs					
___	8101	T-Vac (translucent/chrome)	273.35	355.35	_____
___	810819	Globus Occasional-White	329.95	428.95	_____
Ottomans					
___	8154	Square (black leather)	269.30	350.10	_____
___	8152	Square (white leather)	269.30	350.10	_____
___	8155	Bench (black leather)	335.30	435.90	_____
___	8153	Bench (white leather)	335.30	435.90	_____
___	81513	Half Round (black leather)	350.10	455.15	_____
___	81514	Half Round (white leather)	350.10	455.15	_____
Cubes					
___	8157	Blueberry	96.95	126.05	_____
___	8159	Raspberry	96.95	126.05	_____
___	81510	Lemon	96.95	126.05	_____
___	81511	Natural	96.95	126.05	_____
___	81512	Black Leather	96.95	126.05	_____

Pages 5 & 6

Chairs					
___	8104	Cappucino Chair	280.10	364.15	_____
___	8105	Stage Chair (onyx)	160.25	208.35	_____
___	8106	Stage Chair (camel)	160.25	208.35	_____
___	8107	Stage Chair (beige)	160.25	208.35	_____
___	8108	Stage Chair (red)	160.25	208.35	_____
___	8103	Tub Chair (black)	350.10	455.15	_____
___	810810	Berlin Stack Chair (black/white)	95.50	124.15	_____
___	810811	Berlin Stack Chair (red/white)	95.50	124.15	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING (continued) Pages 5 & 6					

Chairs (continued)					
___	81017	Panton Chair (white)	168.30	218.80	_____
___	810814	ICE Side Chair (transparent)	183.60	238.70	_____
___	81090	New York Chair	165.65	215.35	_____
___	810707	ISO Mesh Pull-up Chair	265.25	344.85	_____
___	810110	Manhattan Chair (oyster)	193.90	252.05	_____

Pages 7 & 8

Chairs (continued)					
___	81018	Flex Chair w/ wheels	137.35	178.55	_____
___	81075	Tilt Executive Chair	273.35	355.35	_____
___	810807	Luxor Executive Chair	370.30	481.40	_____
___	81063	Altura Conf/Guest Chair	280.10	364.15	_____
___	81073	Altura Jr Exec Chair/mid bac	308.35	400.85	_____
___	810813	Otto Highback Chair	385.60	501.30	_____
___	810702	Jetson Chair (black)	165.65	215.35	_____

Barstools & Bar					
___	810100	Ohio Barstool (gray)	152.20	197.85	_____
___	810101	Ohio Barstool (red)	152.20	197.85	_____
___	810102	Ohio Barstool (black)	152.20	197.85	_____
___	810103	Banana Barstool (white) ...	166.95	217.05	_____
___	810104	Banana Barstool (black) ...	166.95	217.05	_____
___	810815	ICE Barstool (transparent)	195.90	254.65	_____
___	810505	Gin Barstool (maple)	146.80	190.85	_____
___	810706	Jetson Barstool (black)	230.25	299.35	_____
___	810200	Oslo Barstool (blue)	210.10	273.15	_____
___	810201	Oslo Barstool (white)	210.10	273.15	_____
___	8501	Martini Bar	1,211.85	1,575.40	_____

TABLES, LIGHTING & MORE
Pages 9 & 10

Tables					
___	82033	Manhattan Table 29"H	266.65	346.65	_____
___	82015	Silverado End Table 22" H	223.55	290.60	_____
___	82014	Silverado Table 17"H	238.30	309.80	_____
___	82041	Geo Conf Table (black)	328.60	427.20	_____
___	82051	Geo Conf Table (chrome)	N/A	N/A	_____
___	82025	Geo End Table (black)	202.00	262.60	_____
___	82035	Geo End Table (chrome) ..	N/A	N/A	_____
___	82024	Geo Coffee Table (black) .	223.55	290.60	_____
___	82034	Geo Coffee Table (chrome)	N/A	N/A	_____
___	82054	Sydney End Table (black)	208.10	270.55	_____
___	82055	Sydney End Table (white)	208.10	270.55	_____
___	82052	Sydney Cocktail Table (black)	250.95	326.25	_____
___	82053	Sydney Cocktail Table (white)	250.95	326.25	_____
Miscellaneous					
___	850604	Etagere (black)	277.35	360.55	_____
___	850605	Etagere (pewter)	277.35	360.55	_____
___	85078	Locking Door Pedestal	412.05	535.65	_____
___	8503001	Refrigerator 14 cu. ft. (white)	692.10	899.75	_____

Lighting					
___	850704	Floor Lamp 58"H (pewter) .	137.35	178.55	_____
___	850701	Lumalight Lamp (red)	280.10	364.15	_____
___	850702	Lumalight Lamp (white)	280.10	364.15	_____
___	850703	Lumalight Lamp (orange) ...	280.10	364.15	_____
___	850705	Parisian Lamp 28"H (pewter)	133.35	173.35	_____

TOTAL COST

Sub-Total	+	5% Tax	=	Total Cost
-----------	---	--------	---	------------

F R E E M A N

1515 Washington Street
Braintree, MA 02184
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CAMPUS09
TECHNOLOGY

DISCOUNT PRICE
DEADLINE DATE
JULY 13

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

COMPANY NAME _____ BOOTH #: _____

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.** or to request quotes on carpet logos please call our Exhibitor Sales Department at 781-380-7550.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**

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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.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.95	\$ 5.15	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.45	\$ 4.50	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.25	\$ 4.25	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.70	\$ _____

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 colors.**

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.45	\$ 3.20	\$ _____

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

CHOOSE YOUR CARPET COLOR:

- **Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.**

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet Rental.....	180.70	234.90	\$ _____
_____	9' x 20' Classic Carpet Rental.....	361.40	469.80	\$ _____
_____	9' x 30' Classic Carpet Rental.....	542.10	704.75	\$ _____
_____	9' x 40' Classic Carpet Rental.....	722.80	939.65	\$ _____

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

_____	Carpet Padding - 1/2" (90 - 700 sq ft).....	1.30	1.70	\$ _____
_____	Carpet Pdding - 1/2" (Over 700 sq ft).....	1.05	1.35	\$ _____
_____	Plastic Covering (per sq. ft).....	1.05	1.35	\$ _____

TOTAL COST

Sub-Total _____ + Tax (5%) _____ = TOTAL _____

Please indicate if your booth requires electrical cords, telephone or internet lines installed under your carpet. Utility services do not include the installation of cords to specific areas within the booth space. Exhibitors requiring this service should fill out our Electric Cord Labor Order Form.

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

FREEMAN



**DISCOUNT PRICE
DEADLINE DATE
JULY 13, 2009**

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Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

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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)

To place your order, please check the appropriate box and complete the reverse side.

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 3,018.85 10x10 - Part# 1000 1,506.30	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 4,783.55 10x10 - Part# 1020 2,388.60	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 8,060.80 10x10 - Part# 1040 4,027.25
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,144.90 10x10 - Part# 2000 1,544.10	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 4,884.35 10x10 - Part# 2020 2,426.40	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 8,224.65 10x10 - Part# 2040 4,153.30
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,182.70 10x10 - Part# 3000 1,575.60	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 4,909.60 10x10 - Part# 3020 2,451.65	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 8,312.90 10x10 - Part# 3040 4,153.30
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,270.95 10x10 - Part# 4000 1,632.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 5,010.40 10x10 - Part# 4020 2,502.05	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 8,350.70 10x10 - Part# 4040 4,191.10

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
 *Electrical power and labor to install lights must be ordered separately
 *Custom Graphics must be ordered separately

FREEMAN rental exhibits

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

CHOOSE YOUR PANELS

VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colors:

- Black
- Gray
- Red
- Blue
- Green
- Teal
- Burgundy
- Plum
- 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: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are 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 cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other _____

Indicate color of background:

- Beige
- Navy
- White
- Black
- Forest Green

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits: indicate copy of second header: (*Only applies to units pictured with a second header*)

VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST		
Sub-Total	+	Total Cost
	5 % Tax	

F R E E M A N

1515 Washington St
 Braintree, MA 02184
 (781) 380-7550 Fax: (781) 348-1273
 FreemanBostonES@freemanco.com



**DISCOUNT PRICE
 DEADLINE DATE
 JULY 13, 2009**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

CONTACT NAME: _____ PHONE #: _____


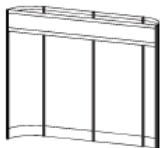
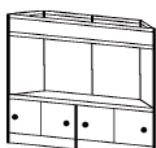
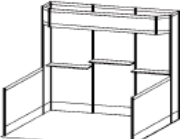
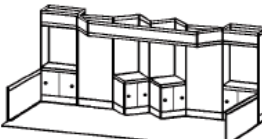
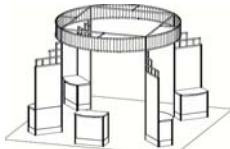
E-MAIL ADDRESS: _____

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

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

All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 100 sq. ft.)

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

PACKAGES	A. FREE STANDING COUNTER Discount Price: 1,490.30 Standard Price: 1,937.40 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price: 1,068.25 Standard Price: 1,388.75 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price: 1,463.95 Standard Price: 1,903.15 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' X 10' EXHIBIT Discount Price: 1,793.70 Standard Price: 2,331.80 <input type="checkbox"/> Part# 1710500 	E. 10' X 20' ANGLED EXHIBIT Discount Price: 4,016.05 Standard Price: 5,220.85 <input type="checkbox"/> Part# 1710600 	F. 20' X 20' ISLAND EXHIBIT Discount Price: 9,806.30 Standard Price: 12,748.20 <input type="checkbox"/> Part# 1710800 

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

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBORAD

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colors:

- Black Gray Red
 Blue Green Teal
 Burgundy Plum 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: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	5 % Tax	=	Total Cost
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FREEMAN exhibit packages

FREEMAN

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
JULY 13, 2009**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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.myfreemanonline.com

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 COUNTER (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 (200w)	56.30	73.20	_____
___	172514	4' Tracklight (3 lights)	222.00	288.60	_____
___	17252	Halogen Light	56.30	73.20	_____

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.....	301.15	391.50	_____
___	17306	1M x 1/2M x 42" High.....	301.15	391.50	_____
___	17308	2M x 1/2M x 36" High.....	439.55	571.40	_____
___	17309	2M x 1/2M x 42" High.....	439.55	571.40	_____
___	173010	1M Radius x 1/2M x 36" High.	469.70	610.60	_____
___	173011	1M Radius x 1/2M x 42" High..	469.70	610.60	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	12.65	16.45	_____
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...	234.90	305.35	_____
___	174542	Double Sided 1M x 4' High..	313.15	407.10	_____
___	174581	Single Sided 1M x 8' High...	352.35	458.05	_____
___	174582	Double Sided 1M x 8' High..	469.70	610.60	_____

SHELVES					
___	17201	1M Straight (37" x 12")	56.30	73.20	_____
___	17206	1M Angled (37" x 12")	56.30	73.20	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	23.80	30.95	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		5% 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.*

FREEMAN

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
JULY 13, 2009**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

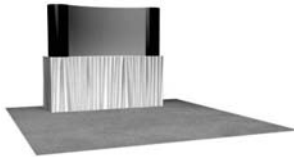
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	755.05	_____	_____
40"H x 8"W	877.75	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	787.30	_____	_____
40"H x 8"W	892.30	_____	_____

*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 (Electrical service & labor not included)

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

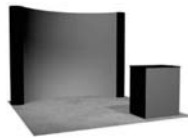
Header Identification Sign - (white with black text) Indicate copy below:

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 Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:
 Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,240.70	_____	_____
8'H x 10'W	1,477.85	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	1,784.65	_____	_____
8'H x 10'W	2,095.60	_____	_____

*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 (Electrical service & labor not included)

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 Burgundy
 Green Gray Plum Red Teal 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	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	152.90	_____	_____	196.55	_____
1715801	1-200 Watt Halogen Light Kit	_____	80.10	_____	_____	144.55	_____
1715802	Straight Shelf	_____	61.35	_____	_____	99.85	_____
1715803	Angled Shelf	_____	61.35	_____	_____	99.85	_____

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 cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST

Sub-Total	+	5% Tax	=	Total Cost
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RENTAL UNITS TOTAL COST

Sub-Total	+	5% Tax	=	Total Cost
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FREEMAN

1515 Washington St
 Braintree, MA 02184
 (781) 380-7550 Fax: (781) 348-1273
 FreemanBostonES@freemanco.com



**DISCOUNT PRICE
 DEADLINE DATE
 JULY 13, 2009**

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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.myfreemanonline.com

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. _____ \$ 14.25 per sq. ft. discount price
 x or = \$ _____
 \$ 18.55 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:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.65	45.05 =	_____
7" x 22" @ _____	35.70	46.40 =	_____
7" x 44" @ _____	44.15	57.40 =	_____
9" x 44" @ _____	57.25	74.45 =	_____
11" x 14" @ _____	34.65	45.05 =	_____
14" x 22" @ _____	43.00	55.90 =	_____
14" x 44" @ _____	89.50	116.35 =	_____
22" x 28" @ _____	89.50	116.35 =	_____
28" x 44" @ _____	131.20	170.55 =	_____
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	+	5 % 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.

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

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	\$ 107.85	\$ 140.20
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$ 162.60	\$ 211.40
Double Time- All day Sunday and Holidays	\$ 195.90	\$ 254.65

• **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 2009 / JULY 28-29, 2009**

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



INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

DEADLINE DATE
JULY 13
SERVICE NOT AVAILABLE AFTER
JULY 20

SHOW NAME: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE: _____ FAX#: _____

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

Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$107.85	\$140.20
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$162.60	\$211.40
Double Time-	All Day Sunday and Holidays.....	\$195.90	\$254.65

- 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	\$25.00*	_____
50' Flat Cord	\$38.00*	_____
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 _____
***+5% Mass Tax** _____
Total Cost _____

See Reverse Side For Additional Information And Conditions

FREEMAN electrical/internet cord labor

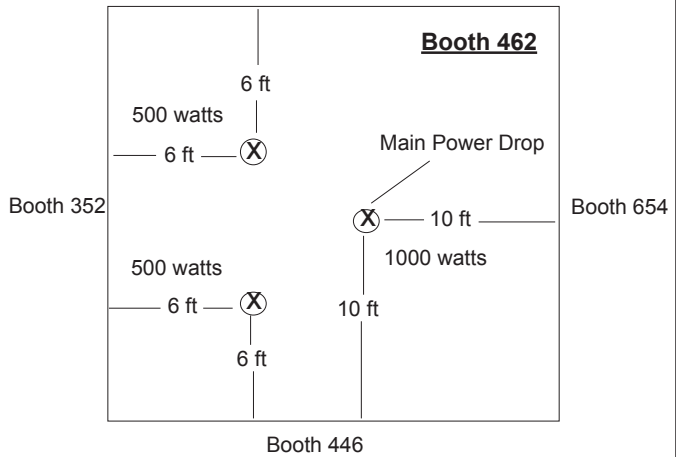
TERMS & CONDITIONS

- 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

1515 Washington Street
Braintree, MA 02184
781/380-7550 • Fax: 781/348-1273



DEADLINE DATE
JULY 13

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

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 - labor thereafter is charged in half (1/2) hour increments**
- 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	\$276.30	\$359.20
304051	Forklift & operator - OT	\$385.75	\$501.50
304052	Forklift & operator - DT	\$452.30	\$588.00
304040	4-Stage Forklift & operator - ST	\$392.70	\$510.55
304041	4-Stage Forklift & operator - OT	\$502.15	\$652.80
304042	4-Stage Forklift & operator - DT	\$565.50	\$735.15

Please check here if you need a quote for a forklift to lift items weighing over 5,000 bs.

SCISSORLIFT LABOR - for hanging structures requiring the use of motorized equipment, see enclosed MCCA Rigging Order Form.

3860100	Scissorlift & crew - ST	\$276.30	\$359.20
3860101	Scissorlift & crew - OT	\$385.75	\$501.50
3860102	Scissorlift & crew - DT	\$452.30	\$588.00

RIGGING LABOR

3020100	Rigger - ST	\$110.05	\$143.05
3020101	Rigger - OT	\$164.75	\$214.20
3020102	Rigger - DT	\$198.05	\$257.45

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	
_____							5% 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	
_____							5% Tax	N/A
							Total	

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.

bcec 4-09

FREEMAN forklift / rigging labor

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

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28-29, 2009**

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:** 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. (See definitions on back)
- 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 SERVICES 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)		
Crated or Skidded Shipment	\$ 97.65	195.30
Special Handling Shipment	\$ 126.95	253.90
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 85.30	170.60
Special Handling Shipment	\$ 110.90	221.80
Uncrated or Pad Wrapped Shipment	\$ 127.95	255.90

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 20	\$ 24.40	48.80
Show site Shipment after Show Opening	\$ 21.30	42.60

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	\$ 48.85	97.70
Special Handling Shipment	\$ 63.50	127.00

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

Crated or Skidded Shipment	\$ 42.65	85.30
Special Handling Shipment	\$ 55.45	110.90
Uncrated or Pad Wrapped Shipment	\$ 64.00	128.00

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 =			
			5% 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. \$ 197.20
52 lbs. charged @ 200 lbs. \$ 197.20
65 lbs. charged @ 200 lbs. \$ 197.20 = \$591.60

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs = \$197.20

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

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

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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.myfreemanonline.com

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

1-800-995-3579



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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CAMPUS TECHNOLOGY 2009 / JULY 28 - 29, 2009**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

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 2009

C/O: FREEMAN
1515 WASHINGTON ST
BRAINTREE, MA 02184

MUST BE DELIVERED BY JULY 20, 2009

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

FREEMAN / Exhibiting Company Name / Booth #

CAMPUS TECHNOLOGY 2009

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER ST
BOSTON, MA 02210-1709

CANNOT BE DELIVERED BEFORE JULY 27, 2009

TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3 - 4 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

09/07

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:
(817) 385-0983**

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

SHOW # _____ (233270)

FREEMAN exhibit transportation

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 20, 2009

MUST DELIVER BY JULY 20, 2009

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

1515 WASHINGTON ST

BRAINTREE, MA 02184

C/O: FREEMAN

1515 WASHINGTON ST

BRAINTREE, MA 02184

WAREHOUSE

WAREHOUSE

EVENT: *CAMPUS TECHNOLOGY 2009*

EVENT: *CAMPUS TECHNOLOGY 2009*

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 27, 2009

CANNOT DELIVER BEFORE JULY 27, 2009

TO:

EXHIBITOR NAME

TO:

EXHIBITOR NAME

C/O: FREEMAN

**BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER ST**

BOSTON, MA 02210-1709

SHOW SITE

C/O: FREEMAN

**BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER ST**

BOSTON, MA 02210-1709

SHOW SITE

EVENT: CAMPUS TECHNOLOGY 2009

EVENT: CAMPUS TECHNOLOGY 2009

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.

CAMPUS 09 TECHNOLOGY

July 27 – 30, 2009 • Boston Convention & Exposition Center • Boston, MA

Exhibitor Appointed Contractor Form

This form must be submitted by July 3 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 Boston Convention & Exhibition Center.

Signature: _____ Date: _____

Name: _____ Company: _____ Title: _____

Certificates of Insurance Must Be Filed For all Outside Contractors By July 3.

Complete and Return this Form By July 3 via fax to:

Fax: 774-759-3048

CAMPUS 09 TECHNOLOGY

July 27 – 30, 2009 • Boston Convention & Exposition Center • Boston, MA

8. BCEC Forms

8.0 Boston Convention & Exhibition Center Information

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



EXHIBITOR ORDERING GUIDE



Prepared exclusively for:

Campus Technology

July 28-29, 2009

Boston Convention & Exhibition Center



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Security Services..... 25

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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 after reading this guide you have any unanswered questions, please contact MCCA Exhibitor Services at **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

0-500 Watt Single Outlet	\$95.00	\$119.00
One 5 amp circuit and one receptacle or plug point		
501-1000 Watt Duplex Outlet	\$120.00	\$150.00
One 10 amp circuit and two receptacles or plug points		
1001-2000 Watt Quad Box	\$150.00	\$187.00
One 20 amp circuit and four receptacles or plug points		
2001-4000 Watt Quad Box	\$170.00	\$212.00
Two 20 amp circuits and four receptacles or plug points		

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)	\$250.00	\$312.00
208V Single Phase 60 Amp	\$475.00	\$594.00
208V Single Phase 100 Amp	\$775.00	\$969.00
208V Three Phase 30 Amp (Nema L21-30P)	\$450.00	\$562.00
208V Three Phase 60 Amp	\$695.00	\$869.00
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\$30.00.....\$37.00

30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.

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 Power.....Add 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. 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. To discuss availability, please call the MCCA Exhibitor Services Department. Once approved, an Exhibitor Services Associate will assist you in placing your order.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, UNICCO.

Cleaning Services (Per sq ft. per day)	Discount	Standard
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Initial Vacuum or Mopping	\$0.25	\$0.31
Service includes one-time vacuum or mop prior to the first event or show day		

Daily Vacuum or Mopping	\$0.17	\$0.21
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.		

Daily Vacuum or Mopping + Porter Service	\$0.40	\$0.50
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.		

Shampoo Service	\$0.35	\$0.44
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor UNICCO, 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
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Single-Line Service (Analog)	\$260.00	\$325.00
Service includes one phone number and a complimentary simple handset. Line usage will be charged separately.		

Multi-Line Service (Digital)	\$395.00	\$493.75
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment <u>must</u> be returned at the close of the show. Line usage will be charged separately.		

Speaker Phone Service (Analog)	\$310.00	\$387.50
Service includes one phone number and rental of one speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage will be charged separately.		

Polycom Speaker Phone Service (Analog)	\$360.00	\$450.00
Service includes one phone number and rental of one polycom speaker phone. Equipment <u>must</u> be returned at the close of the show. Line usage will be charged separately.		

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 will be charged separately.		

Line Usage	Per rates below
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Exhibitors are responsible for all calls made on their phone lines. Line usage will be billed at the close of the show to a credit card supplied prior to show. Rates are as follows:

- Collect, Local & Toll Free calls are billed at \$0.50 per call for every increment of 15 minutes or less (e.g., 14 minute call = \$0.50, 26 minute call = \$1.00).
- Interstate long distance calls are billed a \$1.00 service charge per call, plus charges for calls and applicable taxes.
- International calls are billed a \$4.50 service charge per call, plus charges for calls and applicable taxes.

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
 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 it dials your credit card company's number.

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

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment and /or to supply a credit card for line usage. At this time you will receive assigned phone numbers, dialing instructions and billing information.

How can I place restrictions on my phone line?

If you wish to place restrictions on a phone line, (e.g., local and toll-free outbound calls only), please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be installed as unrestricted lines.

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.

Automatic Configuration Discount Standard

Automatically configured lines are designed to “plug & play.”

200 Kbs Shared Service\$800.00.....\$1,000.00

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.

Manual Configuration Discount Standard

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\$1,700.00.....\$2,125.00

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\$5,050.00.....\$6,312.50

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 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, ATT, etc.).

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

Service includes rental of a switch, which connects up to 8 computers or devices together, giving all access to the internet service ordered.

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

Service includes rental of a switch which connects 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.

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.

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 or 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 rental. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers rental of switch devices 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. After the show, rented switches must be returned to the Service Desk or you will be charged a replacement fee.

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 Overtime 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 Overtime 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 Overtime Hour must be ordered for each rigging package ordered.

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 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
------------------------	---------------------	----------------

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
-------------------	----------------------	-----------------

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.

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 preferred rigging vendor at the Hynes Convention Center. If a sign requires a motor, electrical rigging, and/or truss, JCALPRO must hang the sign. 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:
 - Head Rigger Monday-Saturday 7am-12am (except holidays) **\$89.00**
 - Head Rigger Sundays 7am -5pm and holidays **\$133.50**
 - Head Rigger Sundays after 5pm, all days 12 am-7am **\$178.00**
 - Rigger Monday-Saturday 7am-12am (except holidays) **\$76.00**
 - Rigger Sundays 7am -5pm and holidays **\$114.00**
 - Rigger Sundays after 5pm, all days 12 am-7am **\$152.00**
 - Dept Head Monday-Saturday 7am-12am (except holidays) **\$68.00**
 - Dept Head Sundays 7am -5pm and holidays **\$102.00**
 - Dept Head Sundays after 5pm, all days 12 am-7am **\$136.00**
 - Stagehand Monday-Saturday 7am-12am (except holidays) **\$59.00**
 - Stagehand Sundays 7am -5pm and holidays **\$88.50**
 - Stagehand Sundays after 5pm, all days 12 am-7am **\$118.00**
 - 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
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Water - Individual Connection	\$250.00	\$312.50
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Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute.

Additional Water Connections	\$150.00	\$187.50
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Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection	\$250.00	\$312.50
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The MCCA can provide waste drain connections up to ¾” line size.

Additional Drain Connections	\$130.00	\$162.50
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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
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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
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Sink Rentals	Discount	Standard
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Cold Water Sink Rental	\$600.00	\$750.00
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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
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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
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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.

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

Compressed Air – Individual Connection\$300.00.....\$375.00
 Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection.....\$155.00.....\$193.75
 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?

ARAMARK, 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 ARAMARK 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 provides booth security service through our exclusive service contractor, AlliedBarton Security.

Security Guard (Booth)	Discount	Standard
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Per Hour per Officer	\$26.00	\$32.50
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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 March 1, 2008

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	
0-500 Watt Single Outlet		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
501-1000 Watt Duplex Outlet		\$120.00	\$150.00		+50% rate		+100% rate		+150% rate	
1001-2000 Watt Quad Box		\$150.00	\$187.00		+50% rate		+100% rate		+150% rate	
2001-4000 Watt Quad Box		\$170.00	\$212.00		+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		\$250.00	\$312.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$475.00	\$594.00		+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		\$450.00	\$562.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$695.00	\$869.00		+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 March 1, 2008

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 \$ _____

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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 January 1, 2009

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)		\$260.00	\$325.00	
Multi-Line Phone Service (Digital)		\$395.00	\$493.75	
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. Users receive pre-paid access codes that enable this service on two machines. Gateway and other NAT devices will not function properly.)		\$800.00	\$1,000.00	
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)		\$1,700.00	\$2,125.00	
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)		\$5,050.00	\$6,312.50	
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 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 Rental	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	

TECHNICAL SERVICES					
TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cable TV Service			\$225.00	\$281.25	
Broadcast Video Service via TV-1			\$2,000.00	\$2,500.00	
				TOTAL DUE: \$	_____

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 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 - Rigging & Lighting Services

Effective March 1, 2008

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: (____) _____

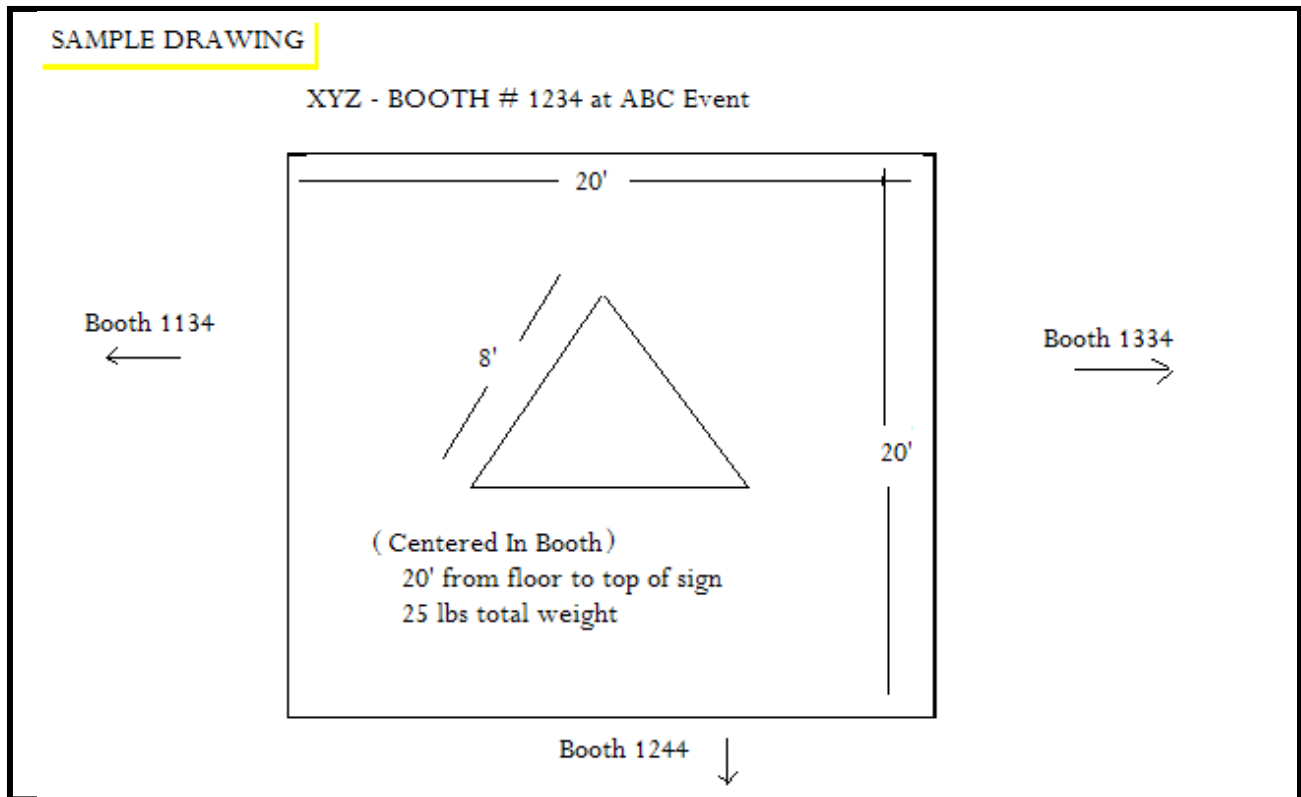
BOOTH NO. (s)

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 Overtime 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		

Exhibitor Order Form - Rigging & Lighting Services page 2

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.



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:

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 MASSACHUSETTS CONVENTION CENTER AUTHORITY
 415 SUMMER STREET
 BOSTON, MASSACHUSETTS 02210
 617-954-2230 • exhibitorservices@massconvention.com
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Massachusetts Convention Center Authority
Exhibitor Order Form – Plumbing Services

Effective March 1, 2008

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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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			\$250.00	\$312.50	
	Additional Connection			\$150.00	\$187.50	
Drain Up to ¾" line	Individual Connection			\$250.00	\$312.50	
	Additional Connection			\$130.00	\$162.50	
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	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,000.00	\$1,250.00	

COMPRESSED AIR AND GASES

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$300.00	\$375.00	
	Additional Connection			\$155.00	\$193.75	
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 March 1, 2008

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EXHIBITING FIRM: _____

BILLING ADDRESS: _____

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

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

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

BOOTH NO. (s)

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
			TOTAL MAN HOURS: _____	TOTAL DUE: \$ _____		

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