



---

The Society of Naval Architects & Marine Engineers  
Annual Meeting & Expo and Ship Production Symposia  
October 24-26, 2012  
Providence, RI – Rhode Island Convention Center

[EXHIBITOR REGISTRATION GUIDE](#)

Thank you for exhibiting at the SNAME Annual Meeting and Expo 2012. Please follow the steps outlined below to register for the Expo – Lead Exhibitor and Booth Personnel

**To Register Online**

There are three web pages that will take you to registration webpage

1. Go to the SNAME website or the Annual Meeting website:
  - a. On the SNAME homepage ([www.sname.org](http://www.sname.org)), click on the button “Register Now Exhibitors,” which will bring you to the Annual Meeting registration page ([www.sname.org/2012AnnualMeeting/Register](http://www.sname.org/2012AnnualMeeting/Register)). Click on the same “Register Now Exhibitors” button
2. Log in information:
  - a. Log in email address: Point of Contact at your company (individual who signed the contract)
  - b. Password: lowest booth number (if you have two booths, 701 and 703, your password is 701)
3. Select “Update Exhibitor Contact Information” – please change the current contact details to the Lead Exhibitor’s contact details

**Exhibitor Options**



4. Select “Register Booth Staff” and register all booth personnel

Should you have any questions, please do not hesitate to contact Alana Alissa Yoshiko Anderson at [\(201\) 499-5066](tel:2014995066) or via email at [alana@sname.org](mailto:alana@sname.org)

---



# SNAM E 2012

ANNUAL MEETING & EXPO  
& Ship Production Symposium

*Where Industry & Technology Meet*



October 24-26

**Providence, Rhode Island**  
*Rhode Island Convention Center (RICC)  
& Westin Providence Hotel*

You don't want to miss:

- 40+ Hours of Technical Sessions
- Four Special Panel Discussions
- YP & 50 Year Member Panel
- Expo of the Latest Technologies
- Courses for PE Credit
- Cutting-Edge T&R Sessions
- NSRP Ship Production Symposium
- Pre-Annual Meeting Training Seminars
- SOCP Technical Meeting
- Networking Events



Visit <http://www.sname.org/2012AnnualMeeting/Home/> for up to the minute information.

## Conference At a Glance

### Monday, October 22

8:00am – 5:00pm Pre-Annual Meeting Training  
Course: Day 1: Creative Systems – “General GHS”

### Tuesday, October 23

8:00am – 5:00pm Pre-Annual Meeting Training  
Course: Day 2: Creative Systems – “General GHS”  
8:00am – 5:00pm Pre-Annual Meeting Training  
Course: Joe Stiglich – “Introduction to Dry Docking”  
8:00am – 5:00pm Pre-Annual Meeting Training  
Course: DNV – “An Introduction to LNG for Naval Architects and Marine Engineers”  
8:00am – 5:00pm Ship Operations Cooperative Program (SOCP) Technical Session  
8:00am – 5:00pm Annual Golf Tournament

### Wednesday, October 24

7:00am – 5:00pm Registration Opens, *Expo Hall A*  
8:00am – 5:00pm Pre-Annual Meeting Training  
Course: Day 3: Creative Systems – “General GHS”  
8:00am – 12:00pm Ship Operations Cooperative Program (SOCP) Technical Session  
8:30am – 5:00pm Course 1: Ship Cost Estimating for Engineers – Thomas Lamb  
8:30am – 5:00pm Course 2: Early Phase Ship Design – Sean Walsh & Ben Capuco  
8:30am – 5:00pm Course 3: Ship Arrangements – David Kaysen  
1:00pm – 5:00pm NSPR Ship Production Symposium (SPS) Technical Session  
1:00pm – 5:00pm Expo, *Expo Hall A*  
1:00pm – 5:00pm Student Welcome & Student Design Competition  
6:00pm – 8:30pm President's Reception  
8:30pm – 10:30pm Students and Young Professionals Social

### Thursday, October 25

6:30am – 8:00am Author's Breakfast  
7:00am – 5:00pm Registration Opens, *Expo Hall A*  
8:00am – 8:30am President's Welcome  
8:30am – 10:30 am Panel Session #1  
8:30am – 10:30am Panel Session #2  
9:00am – 5:30pm Expo, *Expo Hall A*  
10:30am – 1:00pm Student Job, Scholarship & Graduate School Fair  
11:00am – 5:30pm Technical Program : SNAME Papers, SPS Papers, T&R Sessions  
1:00pm – 2:30pm Expo Hall Lunch, *Expo Hall A*  
2:30pm – 5:30pm Student Job, Scholarship & Graduate School Fair Personal Interviews  
2:30pm – 5:30pm Student Papers Track  
6:00pm – 7:00pm Pre-Banquet Reception  
7:00pm – 9:30pm Annual Banquet



### Friday, October 26

6:30am – 8:00am Author's Breakfast  
7:00am – 12:00pm Registration Opens, *Expo Hall A*  
8:00am – 9:30am Membership & Sections Committee Breakfast (by invite only)  
8:00am – 12:30pm Technical Program : SNAME Papers, T&R Sessions  
9:00am – 12:00pm Expo, *Expo Hall A*  
9:30am – 12:30pm Student Congress & Elections  
12:30pm – 2:30pm President's Luncheon  
2:30pm – 4:30pm Panel Session #3  
2:30pm – 4:30pm Panel Session #4  
4:30pm Foxy Yacht Design Competition and Regatta  
*Pool, Westin Providence Hotel*  
5:00pm Alumni Events, *Westin Providence Hotel*

### Saturday, October 27

8:00am – 1:00pm Student Summit, *South County, Westin Providence Hotel*  
8:00am – 7:00pm 4th Annual SNAME Cup Regatta  
*Sail Newport – Regatta and Reception*  
1:00pm – 7:00pm Saturday Student Program  
*Providence, RI*



### Annual Golf Tournament

#### Tuesday, October 23, Offsite Event

SNAME invites you, your colleagues and friends to participate in the SNAME Golf Tournament preceding the 2012 Annual Meeting & Expo on Tuesday, October 23. All proceeds raised will go toward supporting the SNAME Scholarship Fund. The Golf Committee is chaired by David St. Amand.



### 4th Annual SNAME Cup Sailing Regatta

#### Saturday, October 27, 7:00am – 8:00pm, Sail Newport (Newport, RI)

The 4th Annual SNAME Cup Sailing Regatta will held on Saturday, October 27 out of Sail Newport in Newport, RI. The races will be sailed in J22s with a target of up to 5 races. Transportation to and from the Westin Hotel will be provided, along with breakfast, lunch and the post-Regatta Banquet. The day's event will culminate with a dinner highlighting the local cuisine, along with entertainment and the trophy presentation. Non sailors may attend the reception for a small fee. All proceeds raised will go toward supporting the SNAME Scholarship Fund. The Regatta Committee is chaired by Scott McClure.



### President's Reception (Sponsored by Keppel Offshore & Marine)

#### Wednesday October, 24 6:00pm – 8:30pm, Expo Hall A

Join President Ed Comstock and Executive Director Erik Seither as they both formally welcome members and attendees to the 2012 Annual Meeting. Meet the exhibitors and network with colleagues and friends while enjoying an array of various food stations and cash bars set-up throughout the Expo Hall.

### Students and Young Professionals Social (Sponsored by Chevron)

#### Wednesday October 24, 8:30pm – 10:30pm, Rotunda

This is an opportunity to meet with fellow Students and Young Professionals and share experiences while making contacts with future colleagues.

### Annual Banquet (Students Sponsored by Bruce S. Rosenblatt & Associates, LLC)

#### Thursday, October 25, 7:00pm – 9:30pm, Ballroom A

The SNAME Annual Banquet is always a highlight of the Annual Meeting. At this event, SNAME presents its highest award and honors, including SNAME medals and concludes with remarks by the distinguished Banquet Keynote Speaker. Attendees are also encouraged to attend both the Pre-Banquet and Post-Banquet Receptions at no additional charge.



### President's Luncheon (Sponsored by General Dynamics NASSCO)

#### Friday, October 26, 12:30pm – 2:30pm, Ballroom A

Join President Ed Comstock and SNAME Executive Director Erik Seither for lunch and the awards presentation for papers of excellence and for service for participation in Society activities, as well as the Dr. James A. Lisnyk Ship Design Competition Award and the MARAD/SNAME Student Design Competition. The business session of the Society will follow.



### Footy Yacht Design Competition and Regatta

#### Friday, October 26, 4:30pm – 6:00pm, Westin Providence Hotel Pool

SNAME has promoted a series of design (and build) competitions over the years, which have been primarily focused on student members and middle and high school students. This second annual event features both a design, build, competition and a regatta. Members are invited to build a Footy boat in accordance with the Class Rules. Contestants will bring their Footies to the SNAME 2012 Annual Meeting and the boats will be judged in the design-build competition. Awards will be made in several categories.



### Alumni Events

#### Friday, October 26, 5:00pm, Westin Providence Hotel and Offsite

Join fellow classmates in your alumni reception/dinner.

## Technical Program

### PRE-ANNUAL MEETING TRAINING COURSES

*\*To register for these courses, please see the Annual Meeting website and click on Pre-Annual Meeting Training Courses*

#### Monday-Wednesday, October 22-24

"General GHS" Trainer: Lucas Hurt, N.A.: Creative Systems

This is a beginning to intermediate level course for naval architects, salvors, and others whose work requires the use of the GHS software.

#### Tuesday, October 23

"An Introduction to LNG for Naval Architects and Marine Engineers": DNV

"Introduction to Dry Docking": Joe Stiglich

The Introduction to Dry Docking course provides a overview of dry docks and the dry docking process.

### SOCP 2012 FALL MEETING

#### Tuesday-Wednesday, October 23-24

The Ship Operations Cooperative Program (SOCP) cordially invites maritime industry representatives to attend and participate in the Fall 2012 Meeting to be held in conjunction with the SNAME Annual Meeting & Expo. The theme for this meeting is "Regulatory Reforms/Changes Impacting the Maritime Industry."

### ANNUAL MEETING COURSES

#### Wednesday, October 24

Course 1: Ship Cost Estimating for Engineers, Instructor: Prof. Thomas Lamb

This workshop will introduce Engineers to the total fabric of ship cost estimating factors.

Course 2: Early Phase Ship Design, Instructors: Sean Walsh & Ben Capuco

This course is an overview of the early stage ship-design process, encompassing feasibility studies and preliminary design to show how an integrated ship design is developed.

Course 3: General Arrangements, Instructor: H. David Kaysen

*\* Note on Accreditation: We expect that these courses will be approved for continuing education credit for professional engineers.*



### NSRP SHIP PRODUCTION SYMPOSIUM

#### Wednesday – Thursday, October 24-25

The Ship Production Symposium, hosted by the National Shipbuilding Research Program and SNAME, is an annual symposium that presents original and timely technical papers addressing problems of shipyard techniques and production of merchant and naval ships. It is a forum to discuss the worldwide development of ship production engineering, ship design (including design for production) and other marine technology topics, such as ship operations, shipping economics, and safety.

### SNAME PAPERS

#### Thursday- Friday, October 25-26

This year we expect to have 16 outstanding peer-reviewed papers addressing significant recent developments in several branches of Naval Architecture and Marine Engineering. There will be two papers relating to New International Regulations; four concerning Energy Efficiency, Alternative Fuels and Environmental Impact; and four describing the influence of wind and waves on ships and wind turbine systems. The remaining six papers cover a wide range of subjects, from application of System Identification techniques to sailing yacht performance prediction, to quantitative assessment of explosion and fire risks in offshore installations. Each paper will feature discussions, some of which will be offered by world-renowned experts in their fields. There is truly "something for everyone."



### T&R SESSIONS

#### Thursday- Friday, October 25-26

The T&R Sessions offer timely highlights and issues being addressed through the activities of Committees and Panels responsible for the Technical and Research efforts of the Society. Whereas the Technical Papers, Student Papers, and Ship Production Symposium sessions present completed materials and reports, the T&R sessions are intended to be very timely presentations of work underway with the opportunity for interactive discussion to enhance and expand the value of these efforts. The participants and description of planned discussions shown below will be updated as further details are finalized.



**SPECIAL PANEL SESSIONS**

**Thursday – Friday, October 25-26**

Panel Session 1: Polar Patrol, Chair: Andrew Kendrick

Panel Session 2: Fast Service, Patrol and Combat Craft, Chair: Gil Romano

Panel Session 3: Offshore Wind and the Role of Naval Architects, Marine Engineers and Ocean Engineers, Chair: David Gray

Panel Session 4: Indigenous Naval Architecture, Chair: Dave Helgerson

Special Young Professionals and 50 Year Member Panel Session: “1,150 Years of Naval Architecture and Marine Engineering”, Co-Chairs :Stefan Wolczko and Tom Hagner

**STUDENT PROGRAM**

**Student Program – Sponsored by DNV**

The 2012 Student Program offers student attendees to facilitate growth and networking. The program starts on Wednesday and is organized by the Student Steering Committee (SSC).

**Student Design Competition – Sponsored by Netsco**

**Wednesday, October 24, 1:00pm – 5:00pm**

The 2012 Student Design Competition sponsored by Netsco, allows teams to design and build a vessel using the supplied materials. The most efficient ship built will win prize money courtesy of Netsco.



**Student Job, Scholarship and Graduate School Fair**

**Thursday, October 25, 10:30am – 1:00pm & 2:30pm – 5:30pm**

Open to all interested Students, Young Professionals and attendees. Companies will be in attendance to meet the next generation of Naval Architects and Naval, Marine and Ocean Engineers who are seeking contacts in the industry through internships and jobs. In addition, the SSC is hosting the 2nd Annual “Student Scholarship & Graduate School Fair” to help students get better acquainted with the opportunities available post school regarding Scholarships and Graduate Schools. Following the fair, representatives have the opportunity to schedule personal interviews with potential candidates.

**Student Papers Track**

**Thursday, October 25, 2:30pm – 5:30pm**

Similar to the Technical Program, submissions are reviewed by a committee and the best Undergraduate and Graduate Student papers are presented.

**Student Congress and Elections**

**Friday, October 26, 9:30am – 12:30pm**

During this annual event, the Student leaders are elected for the coming year, and changes are made to the SSC Bylaws which determine how the students are governed.

**Student Summit**

**Saturday, October 27, 8:00am – 1:00pm**

The SSC will hold the biannual Student Summit using focus groups to better understand the needs of SNAME Students and find ways to improve the SSC and SNAME. These topics will be discussed and analyzed using a Strength, Weakness, Opportunity, and Threat analysis (SWOT).



**Saturday Student Program in Providence**

**Saturday, October 27, 1:00pm**

The SSC would like to welcome and encourage students to stay after the main Annual Meeting and participate in exciting events on Saturday.



# Venue and Accommodations

## Venue: The Rhode Island Convention Center

One Sabin Street, Providence, RI 02903-1814 (T): (401) 458-6000 Website: <http://www.riconvention.com/>  
The Rhode Island Convention Center (RICC) is located in the heart of downtown Providence and is connected to the Westin Providence Hotel via a sky-bridge. This is SNAME's second year at the RICC since 2009 and will host all Annual Meeting sessions, programs, courses and networking events, including the Annual Banquet and President's Luncheon. The center includes a café, which features breakfast and lunch options, as well as access to various outside options, such as the Providence Place Mall. Attendees will have the opportunity to take advantage of the Westin Providence's special group rates. All Alumni Events on Friday, October 26 will be held at the hotel.

## Accommodations:

### The Westin Providence

One West Exchange Place, Providence, RI 02903 / (T): (401) 598-8000 / 1-800-937-8461  
Website: [www.westinprovidence.com](http://www.westinprovidence.com)

To book your SNAME hotel room, please see below. All rooms may be booked online or called in to 1-888-627-8449

SNAME Rate: \$169 per nite

Government Per Diem: \$121 per nite

Student Rate: \$119 per nite

Online link to reservations: Please see below for the separate links

Dates: Monday, October 22, 2012 – Saturday, October 27, 2012

Reservations must be made by September 30, 2012

Cancellations: Must be made at least 7 days prior to arrival



## ATTENDEES:

<https://www.starwoodmeeting.com/Book/SNAME>

## GOVERNMENT:

<https://www.starwoodmeeting.com/Book/SNAMEGOV>

## STUDENTS:

Please contact Alana Anderson at [alana@sname.org](mailto:alana@sname.org) or (201) 499-5066



## REGISTRATION PACKAGES

FULL	Early	After 9/15 and Onsite	
Member	\$660	\$760	
Under 32/Over 65	\$560	\$760	Total:\$ _____
Non Member	\$860	\$960	

Includes: President's Reception, Technical Program, Panel Sessions, Business Session, Expo, Expo Hall Morning Refreshments, Expo Hall Lunch, CD ROM and printed Proceedings. Non-member conference registration includes a one-year Society membership upon approval by the Application Committee (completion of membership application required).

<b>AUTHOR</b>	All Authors	\$460	Total:\$ _____
---------------	-------------	-------	----------------

Includes: President's Reception, Technical Program, Panel Sessions, Business Session, Expo, Expo Hall Morning Refreshments, Expo Hall Lunch, CD ROM and printed Proceedings. Non-member conference registration includes a one-year Society membership upon approval by the Application Committee (completion of membership application required).

<b>STUDENT</b>	Member	\$100	Total:\$ _____
	Non Member	\$135	

Includes: Student Program (Wednesday – Saturday), President's Reception, Technical Program, Panel Sessions, Business Session, Expo, Expo Hall Morning Refreshments, Expo Hall Lunch, CD ROM and printed Proceedings. Student Non-member Conference Registration provides opportunity for Society student membership for the year 2013 at no additional cost.

<b>ONE DAY (Thursday or Friday)</b>	Member	\$460	Total:\$ _____
	Non Member	\$660	

Includes: Technical Program, Panel Sessions, Business Session, Expo, Expo Hall Morning Refreshments, Thursday Expo Hall Lunch (Thursday Only), CD ROM and printed Proceedings. Non-member conference registration includes a one-year Society membership upon approval by the Application Committee (completion of membership application required).

<b>SPOUSE/GUEST</b>	All Spouse/Guest	\$75	Total:\$ _____
---------------------	------------------	------	----------------

Includes: President's Reception, Expo, Expo Hall Morning Refreshments

<b>EXPO ONLY REGISTRATION</b>	FREE		Total:\$ FREE
-------------------------------	------	--	---------------

Includes: Expo Hall Access, Expo Hall Morning Refreshments

## TICKETED EVENTS

### ANNUAL MEETING COURSE

Wednesday, October 24:	Member	\$210	Course Name: _____	
	Non-Member	\$410		Total:\$ _____

Includes: Continuing Education Certificate.

### PRESIDENT'S RECEPTION (additional tickets/ if not included in registration)

Wednesday, October 24:	\$70	Total:\$ _____
------------------------	------	----------------

### EXPO HALL LUNCH (additional tickets/ if not included in registration)

Thursday, October 25:	\$25	Total:\$ _____
-----------------------	------	----------------

### ANNUAL BANQUET (Students are complimentary courtesy of Bruce S. Rosenblatt & Associates, LLC but must RSVP when registering)

Thursday, October 25: Single Ticket:	\$125		
Table of Ten:	\$1,250 (please contact Alana Anderson)		
Students:	Complimentary but must RSVP when registering	Total:\$ _____	

Check for vegetarian meal option

### PRESIDENT'S LUNCHEON

Friday, October 26	Full, Author, Friday:	\$10	Total:\$ _____
	Students:	\$5	
	Guests:	\$45	

Check for vegetarian meal option

### GOLF TOURNAMENT

Tuesday, October 23:	\$130 per player (includes all meals)		
	\$500 per Foursome (includes all meals)	Total:\$ _____	

### 4rd ANNUAL SNAME CUP SAILING REGATTA

Saturday, October 27: Student (Individual):	\$100 (includes all meals)	Total:\$ _____
Regatta (Individual):	\$225 (includes all meals)	
Boat Sponsor:	\$1,100	
Boat & Team Sponsor:	\$1,600	
Reception Only:	\$85	

Full Name: \_\_\_\_\_ Membership # \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Method of Payment:    Check (payable to SNAME)    Visa    Mastercard    Amex

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_ Total:\$ \_\_\_\_\_

*Cancellation Policy: Requests for refunds will be honored through September 15, 2012. A \$40 cancellation fee will be deducted from all refunds-all refunds will be issued after the meeting. No refunds will be granted after September 15, 2012*

**Registration may be faxed to 201-798-4975 or mailed to SNAME, 601 Pavonia Ave. Jersey City, NJ 07306**

SNAME would like to thank the following sponsors for their generosity and support to the Society and Annual Meeting.

**Keppel Offshore & Marine**



# Save the Date for 2013

SNAME 2013 Annual Meeting ↔ Bellevue, WA  
November 6-8, 2013



# 2012 Official SNAME Show Guide

## Exhibitor Directory Listing

The 2012 SNAME Show Guide is a great way to give potential clients an insight into your company before visiting your booth, as well as serving as a reminder of your products and contact information after the show. There are two options for your company listings, as well as an array of advertising opportunities all designed to increase your exposure at the show.

Please select the listing you would like and email the following information to Mark O'Malley at momalley@marinelink.com

**Deadline for submitting exhibitor directory information is Friday, September 21, 2012.**

### Enhanced Listing

Company logo, company contact details, 125 word description in exhibitor showcase section of the show guide, in larger, bolder font - **\$350.00**

**(Free with Half-Page Ad or Greater)**

### Standard Listing – No Charge

Company Contact details plus 75 word Description

#### Please Be Sure to Include:

Company Name:

Booth Number:

Address:

Telephone:

Website:

Description: (75 Words for Standard; 125 Words for Enhanced):

#### Enhanced Listings only:

Contact Email address

High resolution 4 Color Company Logo

**Please proofread and submit all directory listings to Mark O'Malley at momalley@marinelink.com**

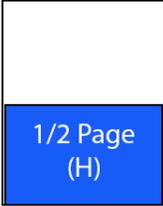
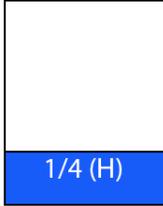
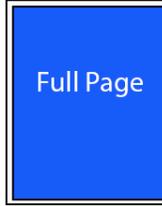
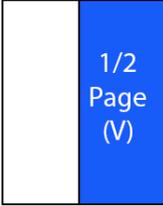
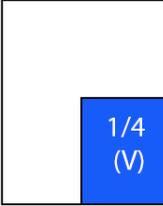
Questions? Or looking for last year's directory information?

Please contact Mark at 212-477-6700 or momalley@marinelink.com

## 2012 SNAME Show Guide Rate Card

Distributed to every attendee at the show, the official show guide is an easy way to increase your presence.

Please contact Rob Howard for more information and to reserve your space in the 2012 show guide.

 <p><b>Full Page (Bleed)</b> 8.625 x 11.125 in. (219 x 283 mm) <b>\$1,800</b></p>	 <p><b>1/2 Page (H)</b> 7 x 4.875 in. (178 x 126 mm) <b>\$1,118</b></p>	 <p><b>1/4 (H)</b> 7 x 2.375 in. (178 x 62 mm) <b>\$1,010</b></p>
 <p><b>Full Page</b> 7 x 10 in. (178 x 254 mm) <b>\$1,800</b></p>	 <p><b>1/2 Page (V)</b> 3.375 x 10 in. (178 x 62 mm) <b>\$1,118</b></p>	 <p><b>1/4 (V)</b> 83.375 x 4.875 in. (87 x 126 mm) <b>\$1,010</b></p>

#### Production Requirements

- Digital Files (PC or MAC):
- Acceptable media on Zip disk, CD-Rom, or e-mail. All ad materials need an accompanying proof correct for color, content and size.
- PDF file optimized for Press Output with images in CMYK color
- Hi-Res (300 DPI) .JPG or TIFF Files
- Please allow at least 1/4 in live area on bleed pages for binding
- Submit all artwork to momalley@marinelink.com
- Deadline for all materials is October 1, 2012

#### Miscellaneous

- Publisher reserves the right to reject any ad
- Charges for production work billed at cost

#### Cover Positions

- Cover 2 (Inside Front Cover) \$2,230     Cover 3 (Inside Back Cover) \$2,230  
 Cover 4 (Outside Back Cover) \$3,200

#### Show Guide Contact information:

Rob Howard

Ph: 561-732-4368

howard@marinelink.com

Mark O'Malley

Ph: 212-477-6700

momalley@marinelink.com

# 2012 SNAME EXPO RULES AND REGULATIONS

**1. SHOW DATES AND HOURS:** October 24, 2012 - October 26, 2012

**2. INSTALLATION OF EXHIBITS:** Installation of exhibits may commence October 23 at 8:30 am. All displays must be completely set up by 5:00 pm. Installation work not completed must be completed after expo hours with the permission of Show Management.

**3. REMOVAL OF EXHIBITS:**

All exhibits must remain intact until final closing, October 24, at which time dismantling and packing is to begin and continue until finished. All shipments must be removed by October 24, 11:00 pm. Exhibitors will complete all arrangements for the prompt pickup of all outbound shipments. To assist exhibitors in this respect, a Freeman Decorating representative will be in attendance at the Drayage Desk, located near the Freeman Decorating Service Office.

**4. ELIGIBLE EXHIBITS:**

Displays must include materials, products, equipment, data and services used in the maritime industry. Exhibit should be educational and informative in nature and relate to technology or advances in that industry. Secondhand or used products are not eligible for exhibition.

**5. DEFINITION OF "SOCIETY":**

The word "Society" used herein or in subsequent regulations shall mean The Society of Naval Architects and Marine Engineers, its committees, agents or employees.

**6. ASSIGNMENT OF SPACE:**

The Society, in conjunction with The Maritime Group, will make assignment of space guided by exhibitor priorities established and by requirements of individual exhibitors and their choice of locations maintaining a proper classification of exhibits and a uniform appearance of displays. The Society and The Maritime Group reserve the right to rearrange a floor plan and/or relocate any exhibit.

**7. DISPLAY ARRANGEMENT:**

No part of any display including equipment and signs shall be in excess of 12 feet in height. Any portion of display more than three feet in height shall not extend more than half the distance from the space back line toward the front line, as shown on the Official Floor Plan. (Indicate actual height on Space Application.) Peninsula or Island displays, forming a walk-through exhibit, are permitted and may occur at the end of a row or in the middle of any block of space. It must consist of an equal number of spaces (totaling four or more) placed back to back so the distance fronting on both main aisles is the same. Any portion of back or side wall construction which adjoins a neighboring space may not extend more than half the distance from the back line to the aisle. The remaining distance cannot exceed three feet in height. The outer surfaces of all booth construction may not contain any trade names, logo, product, company or other identification and must be completely smooth, flush-finished, with no exposed framework and painted white. All flammable materials must be flamed-proof before being taken into the building, to the end that such materials withstand the test of all inspection authorities. No attachment to any part of the building shall be made or any of the furnishings or fixtures therein without prior permission of The Society and the facility. Photographs, sketches or designs should be submitted in advance for the approval of the Society for all built-up displays.

**8. CARE OF EXHIBIT SPACE:**

Exhibitor shall care for and keep in good order space occupied. The Society will sweep aisles once each day during closed hours, but this service does not include vacuuming of individual booths, dusting or any special cleaning. Exhibitor is not to put anything in the aisles during the open hours of the Expo. Booth vacuuming may be ordered through the Service Kit or on site. Each exhibitor must keep an attendant in his display during the open hours of the Expo as listed under "Expo Dates and Hours." Exhibitor must surrender space occupied by him to the Society in the same condition as it was at the commencement of occupation. If the space occupied or equipment furnished to the exhibitor shall be damaged by exhibitor, his agents or employees, exhibitor, on demand, shall pay such sum as shall be necessary to restore said space or equipment to the same condition as it was when first occupied or received by him.

**9. INSPECTIONS:**

All materials and installations must comply with the requirements of all inspection authorities having jurisdiction.

**10. STORAGE:**

Proper identification tags will be available at the Service Office on the Expo floor. Two of these tags are to be attached to each piece to be placed in storage. All packing materials such as paper, excelsior, etc., must be totally enclosed in containers. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners.

**11. IRREGULAR ACTIVITIES:**

No person, firm or organization, not having contracted with the Society for the occupancy of space in the Expo, will be permitted to display or demonstrate any products, processes or services, solicit orders or distribute advertising materials at the Expo. Any infringement of this regulation will result in the prompt removal of the offending person from the Expo hall. All business activities of exhibitor, while at this Expo, must be within his own exhibit space. The use of noisemakers, or side-show tactics, undignified methods, or other materials considered by the Society to be objectionable, are expressly prohibited. Distribution of food and alcoholic beverages must receive special permission from management, and all policies of the facility must be followed. If alcoholic beverages are served, the exhibitor must provide a certificate of insurance releasing The Society from liability. The Society reserves the right to restrict exhibitors, who because of noise or any other reason, shall interfere with the best interests of the Expo as a whole.

**12. HOTEL EXHIBITS:**

The hotel will not accept any hotel exhibits for products and services of the maritime industry in public space or sample rooms during the Expo.

**13. SUBLETTING SPACE:**

Exhibitor shall not assign or sublet any space allotted to him and not advertise goods other than those manufactured or sold by him in the regular course of business. Products and services to be exhibited are to be listed in "Application for Space." No sign or courtesy card is to be displayed for any equipment for demonstration purposes unless the supplier of such equipment is also an exhibitor in the Expo. Jobbers or Distributors may only exhibit equipment of which they are exclusive distributors for at least one year prior to the show and will not be allowed to show anything in their exhibit space that is not listed on the original application.

**14. PRIZES, AWARDS, AND DRAWINGS**

Prize awards, drawings or contests of any kind that require persons to register in an exhibitor's booth are permitted, and SNAME simply requires advance notice for our records.

**15. SOUND DEVICES AND PROJECTION:**

The use of sound devices, megaphones, loud speakers, radio sets or any other method of sound reproduction must be controlled so as not to disturb neighboring exhibitors. Closed circuit television may be used only when it is an integral part of a process. Motion pictures must be confined to products, techniques or applications. Films of purely entertainment character, without educational or informative value, will not be permitted. All exhibitions of motion pictures must be in charge of a local licensed operator.

**16. EXHIBITOR BADGES:**

For the proper identification of exhibitor personnel manning the exhibit a badge will be issued for each attendant listed on "Exhibitors' Attendants" form prepared and signed by the authorized representative. The Society will honor additions to this list only when such request is made by the same authorized representative on his company letterhead. Badges will not be transferable and the Society reserves the right to limit the quantity and to confiscate a badge used by any person other than the one for whom it was issued.

**17. CANCELLATION**

The Society will not honor requests for cancellation of all or part of any space, which has been duly assigned. The exhibitor is held responsible for payment of the full rental for the assigned space. In the event the Society is able to relet the assigned space, the exhibitor will be refunded all but a \$300 per booth processing fee. If any part of the exhibit building is so damaged or if circumstances make it impossible for the Society to permit the exhibitor to occupy space assigned during any part or the entire exhibit period covered, the exhibitor will be charged a prorated cost for space for the period the space was, or could have been, occupied by the exhibitor. The Society is released and shall be held harmless from any and all claims for damages arising in consequence thereof.

**18. REGISTRATION:**

Admission to the Expo will be by badge only. Badges will be issued in advance only to booth attendants.

**19. LIABILITY:**

The Society will not be liable for loss or damage to exhibitor/s goods by any cause, nor will they be liable for injuries to any person or for damage to property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with exhibitor's participation in the Expo. The exhibitor shall indemnify and hold the Society harmless against all such claims. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify defend and hold The Rhode Island Convention Center and its employees harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises as a part thereof, excluding any such liability caused by the sole negligence of The Rhode Island Convention Center, its employees and agents.

**20. INSURANCE:**

Exhibitor acknowledges that The Society of Naval Architects and Marine Engineers, its agents, and The Rhode Island Convention Center do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

**21. UNOCCUPIED SPACE:**

The Society reserves the right, should any rented exhibit space remain unoccupied on the opening day, or should any space be forfeited as a result of non-compliance with the provisions contained in the Show Regulations, to rent said space to others. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount of cash specified in his invoice in case the Society shall not relet the space. A charge of \$300 per booth will be made to offset the expense of processing the application and assigning space to the company whose total space is relet by the Society. In the event the Society does not relet the space, the exhibitor will be charged an additional \$250 per booth for rental of necessary carpeting and furniture to create a seating area in the booth. This charge is in addition to the booth rental charge, which will not be refunded if the booth is unoccupied.

**22. UNDESIRABLE PERSONS:**

The Society reserves the right to refuse to admit and to eject from the exhibit building or from such space therein as the Society occupies for the purposes of the Expo, any objectionable or undesirable person or persons. Upon the exercise of this authority, the exhibitor, for himself, his employees and agents, hereby waives and agrees to indemnify and hold the Society harmless from any right and claims for damages against the Society.

**23. VIOLATIONS:**

In the event of a violation of any of these regulations on the part of the exhibitor, his employees or agents, right is given to the Society to terminate the right to occupy space. At its option, The Society may re-enter and take possession of the space and remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all of such expense and all damages which The Society may incur, and forfeit all monies paid to Management on account thereof. Exhibitor waives the service of written notice to reenter and terminate.

**24. SECURITY:**

The Society will employ general overall guard service during the course of the Expo, but assumes no liability for loss or damage by any cause.

**25. SPACE PAYMENT:**

Application for Space is submitted and is required before space selection will be considered. Payment is due and payable upon booth selection. The rental rate for all space is \$23.00 per square foot for a standard booth and \$28.00 per square foot for a premium booth. All payments must be in U.S. dollars. Make checks payable to the Society of Naval Architects and Marine Engineers.

**26. SAFETY DEVICES:**

Exhibitor assumes responsibility for compliance with the regulations of all authorities of the state and city in which the Expo is held, with regard to the installation and maintenance of safety devices and equipment.

**27. GENERAL:**

All matters and questions not covered by the regulations are subject to the decision of the Society. These regulations may be amended at any time by the Society, and all amendments that may be so made shall be equally binding on all parties affected by them as the original regulations. In the event of any amendments or additions to these regulations, written notice will be given by the Society to such exhibitors as may be affected by them



**SNAM E 2012**  
ANNUAL MEETING & EXPO  
& Ship Production Symposium  
*Where Industry & Technology Meet*



October 24-26, 2012  
Providence, RI

---

**Expo Booth Sales**

ROB HOWARD

New Wave Media

215 NW 3rd Street

Boyton Beach, FL 33435

Phone: 561-732-4368

Fax: 561-732-6984

Email: [howard@marinelink.com](mailto:howard@marinelink.com)

**Annual Meeting and Expo Management**

ALANA ALISSA YOSHIKO ANDERSON

The Society of Naval Architects and Marine Engineers (SNAME)

601 Pavonia Avenue, Suite 400

Jersey City, NJ 07304

Phone: 201-499-5066

Fax: 201-798-4975

Email: [alana@sname.org](mailto:alana@sname.org)

---

## Annual Meeting & Expo Venue



### **The Rhode Island Convention Center**

One Sabin Street

Providence, RI 02903-1814

(T): (401) 458-6000

Website: <http://www.riconvention.com/>

The Rhode Island Convention Center (RICC) is located in the heart of downtown Providence and is connected to the Westin Providence Hotel via a sky-bridge. This is SNAME's second year at the RICC since 2009 and will host all Annual Meeting sessions, programs, courses and networking events, including the Annual Banquet and President's Luncheon. The center includes a café, which features breakfast and lunch options, as well as access to various outside options, such as the Providence Place Mall. Attendees will have the opportunity to take advantage of the Westin Providence's special group rates. All Alumni Events on Friday, October 26 will be held at the hotel.

## Accommodations



### **The Westin Providence**

One West Exchange Place

Providence, RI 02903

(T): (401) 598-8000/ 1-800-937-8461

Website: [www.westinprovidence.com](http://www.westinprovidence.com)

**To book your SNAME hotel room, please see below. All rooms may be booked online or called in to 1-888-627-8449:**

SNAME Rate: \$169 per nite

Government Per Diem: \$121 per nite

Student Rate: \$119.00 per nite

Online link to reservations: Please see below for the separate links

Rates: Monday, October 22, 2012 – Saturday, October 27, 2012

**Reservations must be made by September 30, 2012**

**Cancellations: Must be made at least 7 days prior to arrival**

### **Reservation Links**

ATTENDEES:

<https://www.starwoodmeeting.com/Book/SNAME>

GOVERNMENT:

<https://www.starwoodmeeting.com/Book/SNAMEGOV>

STUDENTS:

Please contact Alana Anderson at [alana@sname.org](mailto:alana@sname.org) or (201) 499-5066

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

SNAME ANNUAL MEETING & EXPO 2012  
OCTOBER 24 - 26, 2012  
RHODE ISLAND CONVENTION CENTER  
PROVIDENCE, RI

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The aisles will be carpeted in **tuxedo**.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Tuesday, October 2, 2012**.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Tuesday	October 23	11:00 AM	-	5:00 PM
Wednesday	October 24	8:00 AM	-	12:00 PM

### EXHIBIT HOURS

Wednesday	October 24	1:00 PM	-	5:00 PM
Wednesday	October 24	6:00 PM	-	8:30 PM
Thursday	October 25	10:00 AM	-	5:00 PM
Friday	October 26	9:00 AM	-	12:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Friday	October 26	12:00 PM	-	5:00 PM
--------	------------	----------	---	---------

## 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 **5:00 PM on Friday, October 26**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **3:00 PM on Friday, October 26**. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

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

## 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.

276538

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
 1515 Washington Street  
 Braintree, MA 02184  
 Phone: 781-380-7550 • Fax: 469-621-5608

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **Tuesday, October 2, 2012**. 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](http://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:**

SNAME Annual Meeting & Expo 2012  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 UPS Freight  
 617 George Washington Highway  
 Lincoln, RI 02865

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

Freeman will accept crated, boxed or skidded materials beginning Monday, September 24 at the above address. Materials arriving after Tuesday, October 16 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, October 8, 2012 in observance of Columbus Day. Shipments will not be accepted on this date.**

**Show site shipping address:**

SNAME Annual Meeting & Expo 2012  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 Rhode Island Convention Center  
 One Sabin Street  
 Providence, RI 02903

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 23 at 11:00 AM. 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.

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 Toll Free US & Canada or (817)-607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

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

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

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

DISCOUNT PRICE  
DEADLINE DATE  
**OCTOBER 02, 2012**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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

CONTACT'S E-MAIL \_\_\_\_\_

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

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

## METHOD OF PAYMENT

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

COMPANY CHECK

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

**Please reference (276538) on your remittance.**

CREDIT/DEBIT CARD

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

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

BANK TRANSFER

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

*Wire Transfer*

ABA#: 026009593 ACCT #1252039192 Freeman

*International Wire Transfer*

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

*ACH Direct Deposit*

ABA# 111000012 ACCT #1252039192 Freeman

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

**Note: Customers are responsible for any bank processing fees.**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

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

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

### 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/?276538>

FREEMAN method of payment

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

## SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (276538)

Freeman third party authorization

# FREEMAN

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**

**OCTOBER 02, 2012**

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

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

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

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

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

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	234.20	257.60	327.90	_____
___	N71091	Diva Chair .....	208.15	228.95	291.40	_____
___	N710102	Santana Chair .....	208.15	228.95	291.40	_____
___	N710144	Diplomat Chair .....	319.30	351.25	447.00	_____
___	N71038	Cherry Barrel Chair .....	243.35	267.70	340.70	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	354.25	389.70	495.95	_____
___	N71047	Gray Gaslift Stool .....	311.85	343.05	436.60	_____
___	N71046	Gray Gaslift Chair w/Arms ..	311.85	343.05	436.60	_____
___	N71045	Gray Gaslift Chair .....	245.40	269.95	343.55	_____
___	N71044	Executive Chair .....	333.05	366.35	466.25	_____
___	N71089	Black Diamond Side Chair..	117.85	129.65	165.00	_____
___	N71090	Black Diamond Arm Chair..	166.45	183.10	233.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	203.35	223.70	284.70	_____
___	C210108	Limerick® Chair..... by Herman Miller	73.40	80.75	102.75	_____
___	C210112	Casey Padded Stool .....	119.70	131.65	167.60	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	1,059.75	1,165.75	1,483.65	_____
___	N71093	Signature Chair .....	477.95	525.75	669.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	175.50	193.05	245.70	_____
___	N72027	Cherry End Table.....	138.25	152.10	193.55	_____
___	N72015	Glass Conference Table.....	434.90	478.40	608.85	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	94.75	104.25	132.65	_____
___	N72029	Metro Slate End Table.....	94.75	104.25	132.65	_____
___	C115103	Studio Black Cocktail Table.	95.35	104.90	133.50	_____
___	C115104	Studio Black End Table.....	95.35	104.90	133.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	146.10	160.70	204.55	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	182.05	200.25	254.85	_____
___	N72070	Black-top Bistro 24"W x 42"H	182.05	200.25	254.85	_____
___	N72067	Black-top Café Table 36"x30".	182.05	200.25	254.85	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	182.05	200.25	254.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	182.05	200.25	254.85	_____
___	N72064	Café Table 36"W x 30"H .....	182.05	200.25	254.85	_____
___	N720163	Bistro Table 30"W x 42"H .....	182.05	200.25	254.85	_____
___	N720164	Bistro Table 36"W x 42"H .....	182.05	200.25	254.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	464.70	511.15	650.60	_____
___	N72092	Milano Table/Black Top .....	464.70	511.15	650.60	_____
___	N72094	Luna Table/Black Top .....	567.65	624.40	794.70	_____
___	N720191	Hemingway Writing Table .....	415.20	456.70	581.30	_____
___	N74061	Cherry Desk 5' .....	434.50	477.95	608.30	_____
___	N74065	Cherry Bookcase .....	434.50	477.95	608.30	_____
___	N74064	Cherry Credenza .....	311.85	343.05	436.60	_____
___	N74071	Oak Desk 5' .....	434.50	477.95	608.30	_____
___	N74075	Oak Bookcase .....	434.50	477.95	608.30	_____
___	N74074	Oak Credenza .....	311.85	343.05	436.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	221.20	243.30	309.70	_____
___	N75079	Orion Computer Kiosk.....	340.85	374.95	477.20	_____
___	N75030	Black Display Cube/Small.....	220.75	242.85	309.05	_____
___	N75031	Black Display Cube/Medium....	236.35	260.00	330.90	_____
___	N75032	Black Display/Large.....	267.95	294.75	375.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	189.20	208.10	264.90	_____
___	N75021	Black Display Cylinder/Med.	189.20	208.10	264.90	_____
___	N75022	Black Display Cylinder/Lg....	189.20	208.10	264.90	_____

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

**SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ BOOTH:: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X  
 CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS : \_\_\_\_\_

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

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

**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H.....	145.75	160.35	204.05	___
___	C130630	Draped Table 6'L x 30"H.....	182.25	200.50	255.15	___
___	C130830	Draped Table 8'L x 30"H.....	205.15	225.65	287.20	___
___	C1240463	4th Side Drape 6'L x 30"H...	41.05	45.15	57.45	___
___	C1240483	4th Side Drape 8'L x 30"H...	41.05	45.15	57.45	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	184.40	202.85	258.15	___
___	C130642	Draped Counter 6'L x 42"H.	219.30	241.25	307.00	___
___	C130842	Draped Counter 8'L x 42"H.	242.45	266.70	339.45	___
___	C1240464	4th Side Drape 6'L x 42"H...	57.60	63.35	80.65	___
___	C1240484	4th Side Drape 8'L x 42"H...	57.60	63.35	80.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	62.85	69.15	88.00	___
___	C131630	Undraped Table 6'L x 30"H..	75.60	83.15	105.85	___
___	C131830	Undraped Table 8'L x 30"H..	96.55	106.20	135.15	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	83.70	92.05	117.20	___
___	C131642	Undraped Counter 6'Lx42"H	97.90	107.70	137.05	___
___	C131842	Undraped Counter 8'Lx42"H	119.05	130.95	166.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	43.35	47.70	60.70	___
___	C150610	Single Step Riser 6'L x 7"H	48.10	52.90	67.35	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	N/A	___
___	C150420	Double Step Riser 4'L .....	64.35	70.80	90.10	___
___	C150620	Double Step Riser 6'L .....	68.30	75.15	95.60	___
___	C150820	Double Step Riser 8'L .....	N/A	N/A	N/A	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	80.15	88.15	112.20	___
___	C220118	Chrome Sign Holder .....	138.70	152.55	194.20	___
___	N750135	Round Literature Rack .....	213.75	235.15	299.25	___
___	N750136	Flat Literature Rack .....	189.10	208.00	264.75	___
___	C220109	Chrome Coat Tree .....	52.25	57.50	73.15	___
___	C220134	Chrome Easel .....	43.10	47.40	60.35	___
___	C220110	Chrome Bag Rack .....	110.60	121.65	154.85	___
___	N75053	Black Trash Receptacle .....	94.75	104.25	132.65	___
___	N75054	Aluminum Trash Receptacle	94.75	104.25	132.65	___
___	220107	Wastebasket .....	22.15	24.35	31.00	___
___	220106	Corrugated Wastebasket....	16.65	18.30	23.30	___
___	N75057	Small Refrigerator .....	409.90	450.90	573.85	___
___	N75052	Black Table Lamp .....	149.45	164.40	209.25	___
___	N74082	File Cabinet/2 Drawer .....	189.20	208.10	264.90	___
___	N74081	File Cabinet/4 Drawer .....	245.40	269.95	343.55	___
___	10201484	Bulletin Board .....	250.05	275.05	350.05	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	15.30	16.85	21.40	___
___	12108	Special Drape 8'H (per ft.) ...	21.00	23.10	29.40	___

TOTAL COST		
___	+	___ = ___
Sub-Total	7 % Tax	Total Cost

**FREEMAN furnishing essentials**

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before OCTOBER 02, 2012

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

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

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

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

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

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

**SEATING**  
Pages 1 & 2

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Lisbon Group - Black leather</b>						
___	8302	Sofa .....	804.40	884.85	1,126.15	
___	8303	Loveseat .....	724.50	796.95	1,014.30	
___	81011	Chair .....	539.05	592.95	754.65	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Chairs</b>						
___	8102	Barcelona (black leather).....	882.75	971.05	1,235.85	
___	810816	Barcelona (white leather).....	819.65	901.60	1,147.50	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Newport Group - Charcoal leather</b>						
___	8308	Loveseat .....	732.95	806.25	1,026.15	
___	8109	Armless Chair .....	416.70	458.35	583.40	
___	81010	Corner Chair .....	486.30	534.95	680.80	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>South Beach Group - Platinum suede</b>						
___	8301	Sofa .....	705.75	776.35	988.05	
___	8151	Ottoman .....	307.85	338.65	431.00	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Key West Group - Black</b>						
___	8306	Sofa .....	636.10	699.70	890.55	
___	8307	Loveseat .....	573.10	630.40	802.35	

**Pages 3 & 4**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Astro Group - Beige suede</b>						
___	83063	Sofa .....	695.35	764.90	973.50	
___	810809	Chair .....	466.95	513.65	653.75	
___	82052	Sydney Cocktail Table (black)	296.35	326.00	414.90	
___	82054	Sydney End Table (black).....	245.75	270.35	344.05	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Rio Group - Blue suede</b>						
___	8305	Sofa .....	653.05	718.35	914.25	
___	81014	Chair .....	467.80	514.60	654.90	
___	82022	Inspiration Table .....	345.25	379.80	483.35	
___	82023	Inspiration End Table .....	326.45	359.10	457.05	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Marrakesh Group - Beige</b>						
___	83062	Sofa .....	624.45	686.90	874.25	
___	810808	Chair.....	443.80	488.20	621.30	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Memphis Group - Black</b>						
___	83064	Sofa .....	634.55	698.00	888.35	
___	810812	Chair.....	455.35	500.90	637.50	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Chairs</b>						
___	8101	T-Vac (translucent/chrome)....	345.25	379.80	483.35	
___	810819	Globus Occasional (white).....	389.60	428.55	545.45	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans</b>						
___	8154	Square (black leather) .....	340.20	374.20	476.30	
___	8152	Square (white leather) .....	340.20	374.20	476.30	
___	8155	Bench (black leather) .....	423.40	465.75	592.75	
___	8153	Bench (white leather) .....	423.40	465.75	592.75	
___	81513	Half Round (black leather).....	442.20	486.40	619.10	
___	81514	Half Round (white leather) .....	442.20	486.40	619.10	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Cubes</b>						
___	8157	Blueberry .....	122.55	134.80	171.55	
___	8159	Raspberry .....	122.55	134.80	171.55	
___	81510	Lemon .....	122.55	134.80	171.55	
___	81511	Natural .....	N/A	N/A	N/A	
___	81512	Black Leather .....	122.55	134.80	171.55	

**Pages 5 & 6**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Chairs</b>						
___	8104	Cappucino Chair .....	353.75	389.15	495.25	
___	8105	Stage Chair (onyx) .....	202.40	222.65	283.35	
___	8106	Stage Chair (camel) .....	202.40	222.65	283.35	
___	8107	Stage Chair (beige) .....	202.40	222.65	283.35	
___	8108	Stage Chair (red) .....	202.40	222.65	283.35	
___	8103	Tub Chair (black) .....	442.20	486.40	619.10	

**SEATING (continued)**  
Pages 5 & 6

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Chairs (continued)</b>						
___	810810	Berlin Stack Chair (black/white)	112.75	124.05	157.85	
___	810811	Berlin Stack Chair (red/white)..	112.75	124.05	157.85	
___	81017	Panton Chair (white) .....	212.65	233.90	297.70	
___	810814	ICE Side Chair (transparent)....	216.85	238.55	303.60	
___	81090	New York Chair .....	209.15	230.05	292.80	
___	810707	ISO Mesh Pull-up Chair .....	335.05	368.55	469.05	
___	810110	Manhattan Chair (oyster).....	244.85	269.35	342.80	

**Pages 7 & 8**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Chairs (continued)</b>						
___	81018	Flex Chair w/ wheels .....	173.50	190.85	242.90	
___	81075	Tilt Executive Chair .....	345.25	379.80	483.35	
___	810807	Luxor Executive Chair .....	467.80	514.60	654.90	
___	81063	Altura Conf/Guest Chair .....	353.75	389.15	495.25	
___	81073	Altura Jr Exec Chair/mid back..	389.35	428.30	545.10	
___	810813	Otto Highback Chair.....	455.35	500.90	637.50	
___	810702	Jetson Chair (black) .....	209.15	230.05	292.80	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools &amp; Bar</b>						
___	810100	Ohio Barstool (gray) .....	192.20	211.40	269.10	
___	810101	Ohio Barstool (red) .....	192.20	211.40	269.10	
___	810102	Ohio Barstool (black) .....	192.20	211.40	269.10	
___	810103	Banana Barstool (white) .....	211.00	232.10	295.40	
___	810104	Banana Barstool (black) .....	211.00	232.10	295.40	
___	810815	ICE Barstool (transparent).....	231.30	254.45	323.80	
___	810505	Gin Barstool (maple) .....	185.40	203.95	259.55	
___	810706	Jetson Barstool (black) .....	290.90	320.00	407.25	
___	810200	Oslo Barstool (blue) .....	265.30	291.85	371.40	
___	810201	Oslo Barstool (white) .....	265.30	291.85	371.40	
___	8501	Martini Bar.....	1,530.60	1,683.65	2,142.85	

**TABLES, LIGHTING & MORE**  
Pages 9 & 10

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Tables</b>						
___	82033	Manhattan Table 29"H .....	336.75	370.45	471.45	
___	82015	Silverado End Table 22" H .....	282.30	310.55	395.20	
___	82014	Silverado Table 17"H .....	300.95	331.05	421.35	
___	82041	Geo Conf Table (black) .....	414.95	456.45	580.95	
___	82051	Geo Conf Table (chrome) .....	414.95	456.45	580.95	
___	82025	Geo End Table (black) .....	255.10	280.60	357.15	
___	82035	Geo End Table (chrome) .....	255.10	280.60	357.15	
___	82024	Geo Coffee Table (black) .....	282.30	310.55	395.20	
___	82034	Geo Coffee Table (chrome)....	282.30	310.55	395.20	
___	82054	Sydney End Table (black).....	245.75	270.35	344.05	
___	82055	Sydney End Table (white).....	245.75	270.35	344.05	
___	82052	Sydney Cocktail Table (black)..	296.35	326.00	414.90	
___	82053	Sydney Cocktail Table (white)..	296.35	326.00	414.90	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Miscellaneous</b>						
___	850604	Etagere (black) .....	350.40	385.45	490.55	
___	850605	Etagere (pewter) .....	350.40	385.45	490.55	
___	85078	Locking Door Pedestal .....	520.45	572.50	728.65	
___	8503001	Refrigerator 14 cu. ft. (white)...	802.00	882.20	1,122.80	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Lighting</b>						
___	850704	Floor Lamp 58"H (pewter) .....	173.50	190.85	242.90	
___	850701	Lumalight Lamp (red) .....	353.75	389.15	495.25	
___	850702	Lumalight Lamp (white) .....	353.75	389.15	495.25	
___	850703	Lumalight Lamp (orange).....	353.75	389.15	495.25	
___	850705	Parisian Lamp 28"H (pewter)..	168.35	185.20	235.70	

**TOTAL COST**

Sub-Total + 7% Tax = Total Cost

**FREEMAN select furnishings**

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before OCTOBER 02, 2012

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 02, 2012**

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

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

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

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

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

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

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

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

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

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 5.15	\$ 5.65	\$ 7.20	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.65	\$ 5.10	\$ 6.50	_____

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.30	\$ 4.75	\$ 6.00	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.75	\$ 4.15	\$ 5.25	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
16 oz. Carpet Rental	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.10	\$ 3.40	\$ 4.35	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 223.80	\$ 246.20	\$ 313.30	_____
_____	9' x 20' Classic Carpet .....	\$ 447.60	\$ 492.35	\$ 626.65	_____
_____	9' x 30' Classic Carpet .....	\$ 671.40	\$ 738.55	\$ 939.95	_____
_____	9' x 40' Classic Carpet .....	\$ 895.20	\$ 984.70	\$ 1,253.30	_____

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

• **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.34	\$ 1.45	\$ 1.90	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ 1.07	\$ 1.20	\$ 1.50	_____
_____	Plastic Covering .....	\$ 1.07	\$ 1.20	\$ 1.50	_____

TOTAL COST		
_____	+	_____
Sub- Total	7% Tax	Total Cost

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

**FREEMAN carpet**

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before OCTOBER 02, 2012

# F R E E M A N

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 02, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

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

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

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

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

## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 17.85 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 25.00 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" @ _____	43.20	60.50 =	_____
7" x 22" @ _____	44.75	62.65 =	_____
7" x 44" @ _____	55.20	77.30 =	_____
9" x 44" @ _____	71.60	100.25 =	_____
11" x 14" @ _____	43.20	60.50 =	_____
14" x 22" @ _____	53.70	75.20 =	_____
14" x 44" @ _____	111.85	156.60 =	_____
22" x 28" @ _____	111.85	156.60 =	_____
28" x 44" @ _____	163.95	229.55 =	_____
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	+	7 % Tax
		= Total Cost

## 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.

# F R E E M A N

1515 Washington Street  
 Braintree, MA 02184  
 (781) 380-7550 • Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 02, 2012

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

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	2263.00	3168.20	<input type="checkbox"/> 10' x 20'	3463.00	4848.20	_____
Package 2	<input type="checkbox"/> 10' x 10'	1403.00	1964.20	<input type="checkbox"/> 10' x 20'	2600.00	3640.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	1872.00	2620.80	<input type="checkbox"/> 10' x 20'	3075.00	4305.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	1903.00	2664.20	<input type="checkbox"/> 10' x 20'	3900.00	5460.00	_____
Package 5	<input type="checkbox"/> 10' x 10'	1995.00	2793.00	<input type="checkbox"/> 10' x 20'	3990.00	5586.00	_____
Package 6	<input type="checkbox"/> 10' x 10'	2080.00	2912.00	<input type="checkbox"/> 10' x 20'	3280.00	4592.00	_____

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

## CHOOSE YOUR PANEL

Blue Fabric     Gray Fabric     Black Fabric     White Hardwall     White Perfboard

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. The following colors are available:

### Check color choice

Black     Blue     Burgundy     Gray     Green  
 Plum     Red     Teal     Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line, now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

## LIGHTING

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

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

\*Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

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

Slatwall & Shelves     Cabinets & Counters     Specialty Colored Metal  
 Colored Panels     Creating a Custom Exhibit     Graphics & Custom Logo

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN rental exhibits

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 02, 2012

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

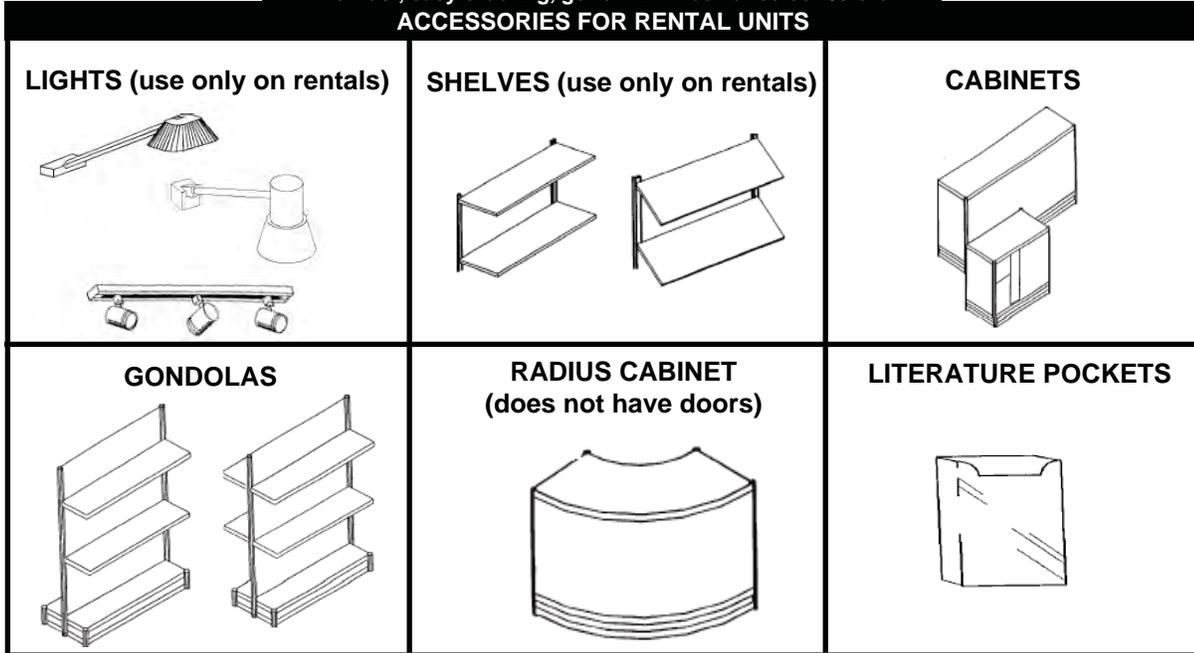
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)  
**ACCESSORIES FOR RENTAL UNITS**



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (electrical service & labor to install lights not included)					
___	17251	Arm Light (200w) .....	76.15	106.60	_____
___	172514	4' Tracklight (3 lights)	300.05	420.05	_____
___	17252	Halogen Light .....	76.15	106.60	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	406.20	568.70	_____
___	17306	1M x ½M x 42" High.....	406.20	568.70	_____
___	17308	2M x ½M x 36" High.....	594.05	831.65	_____
___	17309	2M x ½M x 42" High.....	594.05	831.65	_____
___	173010	1M Radius x ½M x 36" High.	634.75	888.65	_____
___	173011	1M Radius x ½M x 42" High..	634.75	888.65	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	17.05	23.85	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
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...	290.65	406.90	_____
___	174542	Double Sided 1M x 4' High..	387.60	542.65	_____
___	174581	Single Sided 1M x 8' High...	436.00	610.40	_____
___	174582	Double Sided 1M x 8' High..	581.30	813.80	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	76.15	106.60	_____
___	17206	1M Angled (37" x 12") .....	76.15	106.60	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	32.25	45.15	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		7% 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: (469) 621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 02, 2012**

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

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

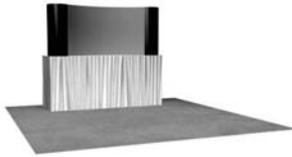
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,020.35	1,428.50	_____	_____
40"H x 8'W	1,186.20	1,660.70	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,063.95	1,489.55	_____	_____
40"H x 8'W	1,205.85	1,688.20	_____	_____

\*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units:  Black  Gray

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

\*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  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	Discount Price	Standard Price		
8'H x 8'W	1,676.70	2,347.40	_____	_____
8'H x 10'W	1,997.25	2,796.15	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,411.85	3,376.60	_____	_____
8'H x 10'W	2,832.05	3,964.85	_____	_____

\*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units:  Black  Gray

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

\*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  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	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	206.60	289.25	_____	_____	265.60	371.85	_____
1715801	1-200 Watt Halogen Light Kit	_____	108.20	151.50	_____	_____	195.40	273.55	_____
1715802	Straight Shelf	_____	82.90	116.05	_____	_____	134.95	188.95	_____
1715803	Angled Shelf	_____	82.90	116.05	_____	_____	134.95	188.95	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the standard price.**

PURCHASE UNITS TOTAL COST			
Sub-Total	+	7% Tax	= Total Cost

RENTAL UNITS TOTAL COST			
Sub-Total	+	7% Tax	= Total Cost

# F R E E M A N

1515 Washington Street  
 Braintree, MA 02184  
 781-380-7550 • Fax: 469-621-5608  
 FreemanBostonES@freemanco.com

**DEADLINE DATE**  
**OCTOBER 02, 2012**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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](http://www.myfreemanonline.com)

**DISPLAY LABOR (One Hour Minimum per Worker)**

Description	Advance Price	Show Site Price
<b>Laborer Per Person/Per Hour</b> .....	\$ 106.00	\$ 137.80

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- 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						= \$ <b>(N/A)</b>
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						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

**FREEMAN installation & dismantle**

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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 \_\_\_\_\_

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

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

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

Electrical Placement: 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

1515 Washington Street  
 Braintree, MA 02184  
 Phone: 781-380-7550 • Fax: 469-621-5608  
 FreemanBostonES@freemanco.com

**DEADLINE DATE**  
**OCTOBER 02, 2012**

METHOD OF PAYMENT FORM MUST  
 ACCOMPANY YOUR ORDER

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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](http://www.myfreemanonline.com)

## RIGGING EQUIPMENT AND LABOR

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor.
- 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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator .....	\$293.60	\$381.70
<b>FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.</b>			
304040	4-Stage Forklift & operator .....	\$542.75	\$705.60
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
<b>FORKLIFT LABOR - up to 10,000 lbs.</b>			
3040100	Forklift & operator .....	\$332.70	\$432.50
<b>RIGGING LABOR</b>			
3020100	Rigger .....	\$106.00	\$137.80

### 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	
_____							7% Tax	N/A
							<b>Total</b>	

### 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	
_____							7% Tax	N/A
							<b>Total</b>	

### PLEASE INDICATE WORK TO BE PERFORMED

- UNCRATING     UNSKIDDING     RE-SKIDDING     HEADER / BOOTH WORK     OTHER

FREEMAN rigging labor

# FREEMAN

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 02, 2012**

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

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

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

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

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

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

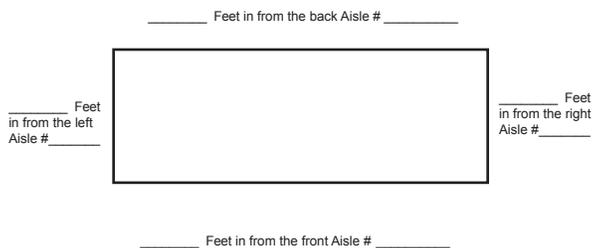
## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

### PLACEMENT DIAGRAM

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



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

### SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Operator

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

#### 20' ScissorLift with operator (Up to 350lbs. capacity)

Advance Price \$371.80

**Standard Price \$483.35**

#### Assembly & Rigging Labor (Per person/Per hr)

Advance Price \$106.00

**Standard Price \$137.80**

#### 1/2 Ton Chain Hoist Motor Rental

15-29-4 7% sales tax\*

Advance Price \$446.25 \$31.24\*

**Standard Price \$580.15 \$40.61\***

### INTALLATION - HANGING SIGN

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

### DISMANTLE - HANGING SIGN

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

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax:469-621-5608  
FreemanBostonES@freemanco.com

DEADLINE DATE  
OCTOBER 02, 2012

---

## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

---

\_\_\_\_\_, the contracted exhibitor at the **SNAME ANNUAL MEETING & EXPO 2012** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

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

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

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

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

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

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

**Complete and return form to address listed at the top if you need labor to assemble your hanging structure.**

**FREEMAN structural integrity statement**

# F R E E M A N

1515 Washington Street  
 Braintree, MA 02184  
 781-380-7550 • Fax: 469-621-5608

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 98.30	196.60
Special Handling Shipment.....	\$ 127.80	255.60
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 79.65	159.30
Special Handling Shipment.....	\$ 103.55	207.10
Uncrated or Pad Wrapped Shipment.....	\$ 119.50	239.00
<b>Small Package - Maximum weight is 30 lbs per shipment</b>		
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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>October 16</b> .....	\$ 24.60	49.20
Show site Shipment after <b>Show Opening</b> .....	\$ 19.90	39.80

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

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
	÷ 100 =		
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
All rates are per 100 lbs. Please round up to the next 100 lbs. Example: 840 lbs - 900 lbs (9 cwt)		<b>7% Tax</b>	<b>N/A</b>
ricc 10/08		<b>Total</b>	

**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. \$ 196.60 52 lbs. charged @ 200 lbs. \$ 196.60 65 lbs. charged @ 200 lbs. \$ 196.60 = \$589.80	1 Consolidated Shipment 3 pieces (1 shipment) 177 lbs. charged @ 200 lbs = \$196.60 <b>Added benefit</b> - your shipments are less likely to get misplaced if they are packaged together with larger items.
---	--

**FREEMAN material handling**

# SPECIAL HANDLING DEFINITIONS

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



# F R E E M A N

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **SNAME ANNUAL MEETING & EXPO 2012 / OCTOBER 24-26, 2012**

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

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

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

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

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

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

**SHIPPING INFORMATION**

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

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

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

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

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

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

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

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

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

CARRIER PHONE #: \_\_\_\_\_

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

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

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

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

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

*MUST DELIVER BY OCTOBER 16, 2012*

*MUST DELIVER BY OCTOBER 16, 2012*

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

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

**C/O: FREEMAN**  
**UPS FREIGHT**  
**617 GEORGE WASHINGTON HIGHWAY**  
**LINCOLN, RI 02865**

**C/O: FREEMAN**  
**UPS FREIGHT**  
**617 GEORGE WASHINGTON HIGHWAY**  
**LINCOLN, RI 02865**

**WAREHOUSE**

**WAREHOUSE**

*SNAME ANNUAL MEETING & EXPO*

*SNAME ANNUAL MEETING & EXPO*

EVENT: \_\_\_\_\_ *2012*

EVENT: \_\_\_\_\_ *2012*

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE OCTOBER 23, 2012**

**CANNOT DELIVER BEFORE OCTOBER 23, 2012**

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

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

**C/O: FREEMAN  
RHODE ISLAND CONVENTION CENTER  
1 SABIN ST**

**C/O: FREEMAN  
RHODE ISLAND CONVENTION CENTER  
1 SABIN ST**

**PROVIDENCE, RI 029031801**

**PROVIDENCE, RI 029031801**

**SHOW SITE**

**SHOW SITE**

***SNAME ANNUAL MEETING & EXPO***

***SNAME ANNUAL MEETING & EXPO***

EVENT: \_\_\_\_\_ **2012**

EVENT: \_\_\_\_\_ **2012**

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.



# Rhode Island Convention Center

## FAST. EASY. SECURE.

### ORDER Your Exhibitor Services ONLINE

- Electrical
- Cleaning
- Internet
- Parking

**ORDER** RICC Exhibitor Services

- > electrical
- > internet
- > compressed air / water
- > telephone
- > cleaning
- > parking

**ONLINE**

- Plumbing
- Compressed Air
- Telephone

[www.riconvention.com](http://www.riconvention.com)

- ✓ Pre-order all exhibitor service needs in a safe and secure environment
- ✓ Order your services and in less than 5 minutes you will receive a confirmation number indicating your order has been processed
- ✓ All pre-ordered services will be active when you arrive to move into your booth

To order, the exhibitor must have the following information:

- Credit card number, event name/dates, and booth number.
- If you do not have web access, please call 401-458-6100.

Please visit our home page at [www.riconvention.com](http://www.riconvention.com) for more information.



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only:**

**EL:**

**ELECTRICAL SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

*Please call for a quote on rates for higher wattage and voltage.*

**STANDARD ELECTRICAL SERVICE**

120volts – per single receptacle	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
5amp (480 watts) Max	\$72.00	\$87.00				\$
10amp (960 watts) Max	\$85.00	\$102.00				\$
15amp (1440 watts) Max	\$90.00	\$108.00				\$
20amp (1920 watts) Max	\$94.00	\$113.00				\$

**SPECIAL ELECTRICAL SERVICE:** The below services require a minimum charge of 1 hour labor per connection. See Labor Rates in “Electrical Labor” section below.

*208 Volts Per Connection	* Pre Paid* Single Phase	*Pre Paid* 3 Phase	Standard Single Phase	Standard 3 Phase	Quantity	Subtotal	RI 7% Tax	Total
10 amp	\$94.00	\$136.00	\$113.00	\$163.00				\$
20 amp	\$110.00	\$198.00	\$132.00	\$238.00				\$
30 amp	\$174.00	\$264.00	\$209.00	\$317.00				\$
40 amp	\$220.00	\$325.00	\$264.00	\$390.00				\$
50 amp	\$273.00	N/A	\$328.00	N/A				\$
60 amp	\$325.00	\$343.00	\$390.00	\$412.00				\$
<b>SUBTOTAL:</b>								\$

Please check here if 24 hour power is required. Add 50% of rate to subtotal for a Service Fee.

**SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER**

	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% Tax	Total
Extension Cord	\$18.00	\$22.00				
Power Strip	\$ 25.00	\$31.00				
Quad Box	\$29.00	\$34.00				
Triple Tap	\$13.00	\$16.00				

\*Booth and Flood Lighting Available. For Other Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6103.

**SUBTOTAL:** \$

**ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY**

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal	No Tax	Total
Straight Time: Monday - Friday	\$70.00 / hour			\$	
Premium Time: Saturday/Sunday/Holidays	\$105.00 / hour			\$	
<b>TOTAL</b>				\$	

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # \_\_\_\_\_

Visa     MasterCard     AMEX     Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Total for All Services** \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

L **Standard** R  
 E **Booth** I  
 F G  
 T H  
 T

What size is your booth: 10 x 10, 20 x 20, or other \_\_\_\_\_ ?

**DO NOT send this form to the decorator company. Please read policies on second page of form.**



## **Terms and Conditions Electrical Service**

1. Payment in full must be rendered prior to delivery of service.
2. Order forms must be filled out completely in order to process properly.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Refunds will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
15. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24 hour service is required, please order so on the front of the Electrical Service Order form.
16. All exhibitors' cords must be of the 3 wire ground type and comply with Federal, State and Local Safety and Electric Codes.
17. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
18. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
19. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
20. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).  
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only**  
 TS: \_\_\_\_\_

**TELEPHONE SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. **TELEPHONE SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.**

**TELEPHONE SERVICE ( 800 NUMBERS AND LOCAL CALLS ONLY)**

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Single Service Line	\$165.00	\$198.00				\$
Single Service Line w/ Speakerphone	\$186.00	\$216.00				\$

If Handset Needed, please check here

<b>Subtotal:</b>	\$
<b>Tax (7%)</b>	\$
	\$

**ADDITIONAL SERVICES – PLEASE CONTACT RICC FOR ALL OTHER PHONE SERVICES**

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Voice Mail Service	--	\$30.00				\$

❖ Long Distance Authorization Signature: \_\_\_\_\_

<b>Subtotal:</b>	\$
<b>Tax (7%)</b>	\$
<b>TOTAL</b>	\$

**TELEPHONE SERVICE LABOR**

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal		Total
Straight Time: Monday - Friday	\$70.00 / hour			No Tax	\$
Premium Time: Saturday/Sunday/Holidays	\$105.00 / hour			No Tax	\$

<b>TOTAL</b>	\$
--------------	----

**\*Please contact a local Verizon provider, as well as the RICC Electrical Department 60 days in advance for all Direct Dial Out, ISDN and DSL services. For price quote, please call Exhibitor Services.**

**Total for All Services**      \$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # \_\_\_\_\_

    Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Please Attach floor plan for specific installation. Thank You.

Instructions:

REAR

L  
E  
F  
T

R  
I  
G  
H  
T

Standard  
Booth

**Do Not send this form to your decorating company.  
 Please read the policies on the second page of this form.**



## **Terms and Conditions Telephone Service**

1. Payment in full must be rendered prior to delivery of service.
2. There must be a credit card number and authorizing signature on file in order to activate long distance capabilities. All long distance charges will be charged to this credit card.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
15. Telephone service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
18. This order form must be completed fully in order to process.
19. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).  
Do not send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only**  
 CL: \_\_\_\_\_

**BOOTH CLEANING SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.  
**BOOTH CLEANING SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.**  
*Pre-show cleaning will be provided overnight, after the first move in day and before event opening.*

<b>BOOTH VACUUMING SERVICES</b>					
<b>COST PER DAY</b>	<b>*Pre Paid Rate</b>	<b>Standard Rate</b>	<b>Number of Days</b>	<b>Square Feet (100 sq ft minimum)</b>	<b>Total</b>
Pre-Show	.22/sq.ft.	.25/sq.ft.	-----		\$
Additional Days	.18/sq.ft.	.21/sq.ft.			\$
<b>Subtotal:</b>					\$

<b>PORTER SERVICES / HOURLY TRASH REMOVAL</b>					
<b>COST PER DAY</b>	<b>*Pre Paid Rate</b>	<b>Standard Rate</b>	<b>Number of Days</b>	<b>Square Feet (100 sq ft minimum)</b>	<b>Total</b>
Every Show Day	\$70.00	\$75.00		-----	
Only Days Specified	\$70.00	\$75.00		-----	
<b>Subtotal:</b>					\$

<b>COMMENTS OR ADDITIONAL REQUIREMENTS</b>

**Total for All Services**  
 \$

**Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card.** Company ck # \_\_\_\_\_

Visa     
  MasterCard     
  AMEX     
  Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**\*\*\*DO NOT send this form to your decorating company. Please read polices on second page of form. \*\*\***



**Terms and Conditions  
Booth Cleaning Service**

1. Payment in full must be rendered prior to delivery of service.
2. Advanced order payments guarantee the discount rate.
3. All order forms must be completed fully to process order.
4. Advanced orders must be received a minimum of fifteen (15) days prior to the scheduled event move-in day. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
6. Refunds will not be given for services once they have been performed.
7. Pre-show vacuuming orders will be executed in between the first move in day and opening of event. However, the last booth vacuuming order will be taken ½ hour prior to event opening. All other orders will be considered for over night.
8. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).  
DO NOT send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only**  
 PA: \_\_\_\_\_

**HVAC SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. HVAC SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

**For connections over 10 feet, an additional charge may apply based on booth placement corresponding with a house connection.**

<b>WATER AND DRAIN SUPPLY (NON – POTABLE)</b>						
Water (cold) up to 500 gallons	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
1 <sup>st</sup> Connection	\$240.00	\$288.00				\$
Each Additional Connection	\$120.00	\$144.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
<b>Drain Connection</b>						
1 <sup>st</sup> Connection	\$270.00	\$324.00				\$
Each Additional Connection	\$102.00	\$122.40				\$
<b>One Time Fill &amp; Drain - Up to 500 gallons maximum</b>						
One Time Fill and Drain	\$240.00	\$288.00				\$
Per Additional Units	\$90.00	\$108.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
<b>Sink Rental</b>						
Sink w/ 4gal hot water	\$462.00	\$554.40				\$
Sink w/ cold water	\$390.00	\$468.00				\$
<b>Compressed Air (100lbs of house pressure – must bring own regulator)</b>						
1 <sup>st</sup> connection	\$225.00	\$282.00				\$
Each Additional	\$100.00	\$125.00				\$
					<b>Subtotal:</b>	\$
					<b>Tax (7%)</b>	\$
					<b>TOTAL</b>	\$

<b>HVAC LABOR –CHARGES APPLY WITH STANDARD RATES ONLY</b>						
• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour						
	Standard Rate	Quantity	Subtotal		Total	
<b>Straight Time: Monday - Friday</b>	\$60.75 / hour			<b>No Tax</b>	\$	
<b>Premium Time: Saturday/Sunday/Holidays</b>	\$89.75 / hour			<b>No Tax</b>	\$	
					<b>TOTAL</b>	\$

**Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card.** Company Check # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Total for All Services**      \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

L	REAR	R
E	<b>Standard Booth</b>	I
F		G
T		H
		T

**\*\*\* DO NOT return this form to your decorating company. Please read policies on the second page of the form.\*\*\***



## **Terms and Conditions HVAC Services**

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable date.
4. Credit will not be given for services installed, but not used.
5. Changes of orders after installation may be subject to labor charges of \$76.00 per hour. Minimum of one hour.
6. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
7. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
10. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
11. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
12. Under no circumstance should anyone other than a RICC technician make service connection.
13. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
14. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
15. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
16. Unless otherwise directed, RICC Personnel are the ONLY personnel allowed to cut floor coverings to permit installation of service.
17. This order form must be fully completed in order to process.

**\*\*\* Please return this form to the Rhode Island Convention Center. DO NOT send this form to your decorating company.\*\*\***

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only**  
**IT:**

**INTERNET SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day.  
 Standard rates apply to orders received after this time. No Exceptions.

INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

**BOTH Wireless and Ethernet Connections are supported.**

**HIGH SPEED INTERNET SERVICE**

Dedicated Internet Connection	*Pre Paid Rate	Standard Rate	Quantity	Days	Subtotal	Total
First Day	\$500.00	\$550.00	-----	<b>1</b>		\$
Additional Days	\$250.00	\$275.00	-----			\$
<b>Additional Devices Above One</b>						
Computers	\$100.00 / device	\$110.00 / device				\$

**Please check one service:** \_\_\_\_\_ **Wireless**  
 \_\_\_\_\_ **Ethernet**

**TOTAL**

\$

**Client Must Provide:**

Computer with Network Interface Card with an RJ45 jack. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.

Client must also have a working web browser (Internet Explorer, Mozilla Firefox, Opera, etc.) in order to register the access code.

In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

**\*\*Please note: Electrical Services are Charged Separately\*\***

**ADDITIONAL SERVICES**

Labor costs will accrue with any complex networking needs such as wireless Network Access, Virtual Private Networks (VPN), Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Please contact Exhibitor Services for further instruction.

**Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card.** Company ck # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**ACCESS CODE**



**DO NOT send form to your decorating company.  
 Please read the policies on the second page of this form.**



## **Terms and Conditions Internet Service**

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges of \$100.00 per hour. Minimum of 1 hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
15. Send this form directly to the RI Convention Center. DO NOT send this form to your decorating company.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
18. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Please return this form to the Rhode Island Convention Center (401-458-6298).  
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298

**Office Use Only**  
**G:**

**Exhibitor Parking Pass Order Form**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Parking passes will not be available for pick up until the first day of **Exhibitor Move In**.  
 All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3<sup>rd</sup> Level  
 of the Rhode Island Convention Center.

**Exhibitor Parking Pass Information**

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days, ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

**Step 1:**

Choose a pass type: **\$10.00** parking pass (6am-midnight) **\$18.00** parking pass (overnight parking)

**Step 2:**

Enter duration of event. **(Includes all move in days, all event days, all move out days)**

**Step 3:**

Choose the number of passes that you need.

**Step 4:**

Fill in the chart below to create a Grand Total for your parking pass purchase.

Pass type	Duration of Event (all move in , all event, all move out)	Number of Passes	Grand Total
\$ _____ (Step 1)	X _____ days (Step 2)	= \$ _____ X _____ (Step 3)	= \$ _____

**\*Booth number and Credentials needed for Parking Pass pick-up.**

- \*Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.
- \*The parking facility is directly connected to the Rhode Island Convention Center, Westin Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- \*All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3<sup>rd</sup> Level of the Convention Center, near the Westin Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Office Use Only

Card ID number(s) \_\_\_\_\_

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_

**\*\*\*DO NOT send this form to your decorating company.  
 Please read policies on the second page of this form\*\*\***



## **Terms and Conditions Exhibitor Parking Pass**

1. Payment in full must be rendered prior to pick up of pass or passes.
2. Exhibitor parking passes are for registered exhibitors only.
3. Exhibitor parking passes can be obtained at the Exhibitor Service / Business Center in the Rhode Island Convention Center. The hours of operation are based on the hours of Exhibitor move in and Show Management's request.
4. Passes are based on an event rate from move in to move out, no pro-rate.
5. Exhibitor parking passes guarantee parking, but does not provide assigned parking.
6. Passes can be purchased online, in advance via fax or over the counter at the Exhibitor Services / Business Center office located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
7. The purchase of a one day parking pass is not allowed.
8. Use of our event rate is not guaranteed without the Exhibitor parking pass.
9. Rates are subject to change without advanced purchase of the Exhibitor parking pass or without notice.
10. Height limitation of the facility is 6 feet 9 inches.
11. The RICC parking facility has handicap parking on all levels of the parking facility. Parking for handicap conversion vans is available with authorized Handicap License Plate.
12. Each Exhibitor parking pass allows only one vehicle access during one time period.
13. The RICC parking facility reserves the right to suspend parking privileges.
14. There are no refunds for any parking pass that is not picked up prior to the start of an event. Refunds will only be allowed for cancellations made 72 hours prior to an Exhibitor move in. No exceptions.
15. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
16. This form must be filled out completely in order to process.

This statement limits our liability.

Neither the Rhode Island Convention Center Authority nor any of its representatives shall be responsible for your vehicle or its contents. Please remove all valuables, close windows and lock your vehicle.

**Please return this form to the Rhode Island Convention Center. (FAX 401-458-6298)  
DO NOT send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
Fax (401) 458-6298**



# SNAME 2012

ANNUAL MEETING & EXPO  
& Ship Production Symposium

*Where Industry & Technology Meet*



October 24-26, 2012  
Providence, RI

## The Best Way to Manage your Sales Leads at SNAME 2012 Annual Meeting & Expo

### LeadKey

Light-Weight, Easy to use, No need for electrical service, Can scan over 1,000 leads, Stores over 10,000 leads  
Quick upload from our service desk, Audible and LED confirmation of scan, Leads are date and time stamped



1.

#### SCAN A BADGE

All contact info has been captured.



2.

#### SCAN AN ACTION CODE (optional)

The scanned code is now linked to that person's contact info.



3.

#### SCAN LEADKEY NOTEPAD (optional)

Take your own notes, then scan the page number barcode.

Pick up your reserved LeadKey at the Lead Retrieval service desk. At any time during each exhibit day (or at the end of the Show) bring your LeadKey to our service desk and we will quickly upload your scanned attendee and qualifier data to your own password protected Lead Portal – and the LeadKey is ready for continued use.

For more information visit [www.myexpoleads.com](http://www.myexpoleads.com), or contact LeadKey Sales at 610-328-3221 or [leadkey@expologic.com](mailto:leadkey@expologic.com)

### TO ORDER:

**Visit [myexpoleads.com](http://myexpoleads.com) > order now > show code: SNAME2012 or fill out the form below.**

Expo Logic staff will be on hand continuously during the show to demonstrate and service the system. All orders are confirmed by fax or e-mail.



820 Parkway Broomall PA 19008  
P 610-328-3221 F 866-266-5077

LeadKey Order Form  
2012 SNAME Annual Meeting & Expo

To order, visit [myexpoleads.com](http://myexpoleads.com) > order now > show code: **SNAME2012** or fill out the form below and return it to us. This form can be faxed with payment to 866-266-5077, emailed to [orders@expologic.com](mailto:orders@expologic.com) or mailed to the address above.

	Description	Rate	Qty	Total
	Battery-powered, hand-held Badge Reader for mobile, data collection. Includes standard sales lead qualifiers via a separate scan sheet, and access to our password protected lead portal. This does not include a paper print out of your sales leads.  <b>Special Note:</b> To order multiple units, please fax or mail your Order Form with payment rather than order online.	On or Before 9/07/2012: \$260.00/First Reader; \$95.00/Each Additional Reader		
		9/08/2012 - 10/17/2012 \$310.00/First Reader; \$95.00/Each Additional Reader	_____	\$ _____
		After: \$360.00/First Reader \$95.00/Each Additional Reader		

Optional \_\_\_\_\_

<b>Custom Qualifiers</b>	Custom Sales Lead Qualifiers via a separate scan sheet. Submit list of desired Qualifiers with your order. Maximum of 30 Custom Qualifiers -Limit of 50 Characters/Qualifier.	\$95.00/Set	_____	\$ _____
--------------------------	---	-------------	-------	----------

<b>Delivery</b>	Our staff will deliver the Badge Reader(s) to your booth and instruct your staff during show set-up. Contact LeadKey Sales (610-328-3221) to schedule an appointment for delivery during show set-up. Service for in-booth use only.	\$75.00/Exhibitor	_____	\$ _____
-----------------	--	-------------------	-------	----------

<b>Insurance</b>	Protection from lost, stolen or damaged equipment.	\$45.00/Reader	_____	\$ _____
------------------	--	----------------	-------	----------

<b>Company</b>		<b>Key Contact</b>	
<b>Street Address</b>			
<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Phone</b>		<b>Fax</b>	
<b>Email</b>			
<b>Cell Phone Number (for onsite contact)</b>			<b>Booth Number</b>

<b>Credit Card</b>		<b>Check Number</b>	<b>Total Amount Due</b>
<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card			
<b>Credit Card Number</b>		<b>Expires</b>	
<b>Name as it appears on card</b>		<b>Signature</b>	

TERMS: It is understood the above named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if above Badge Reader(s) are found to be improperly used. Replacement charge is \$500.00/Badge Reader. Your credit card imprint will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at Sales Lead Services adjacent to Exhibitor Registration, if you did not order "Delivery" services. Badge Reader must be returned within 30 minutes after the close of the Show in its original packaging; if our Staff has to pick up your Badge Reader you will be charged \$75.00. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. Cancellation Policy/Charge: Up to 2 weeks before show opening date- \$50.00/Order.



# Bloomin' Exhibits

FREEMAN/2012

BLOOMIN' EXHIBITS  
 237 NEW MEDOW ROAD  
 BARRINGTON, RI 02806-3748  
 TEL. (401) 247-0590 FAX (401) 245-7719

NAME OF SHOW \_\_\_\_\_ SHOW DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

EXHIBITING COMPANY\* \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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

RENTAL									
QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	\$45.00				Ivy, Pothos - Med.	\$35.00		
	4' Green Plant	\$55.00				Ferns - Medium	\$40.00		
	5' Green Plant	\$65.00				Ferns - Large	\$45.00		
	6' Green Plant	\$85.00				Bromeliad	\$35.00		
						Bubble Bowl	\$35.00	8" GLASS	

PURCHASE ( FLOWERING )				
QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)		\$25.00	
	Potted Seasonal Plant		\$35.00	
	Floral Arrangement/Seasonal	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$70.00 +	
	Floral Arrangement/Tropical	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$80.00+	

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL \_\_\_\_\_

7% TAX \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_

ON SITE ORDERS 25% HIGHER

### SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

Special Instructions/ Request: \_\_\_\_\_

Please have a designer see us at our exhibit, Date/Time: \_\_\_\_\_ Representative \_\_\_\_\_

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED  CHECK  MC  VISA  AMEX

CARD # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Credit card Pin number \_\_\_\_\_

CARD BILLING NAME: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CARD BILLING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments can not be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

Please note: This order form is your invoice. No statement to follow unless specifically requested. **IN ADVANCE**  
 \*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email