



## SERVICE INFORMATION

### STAND INFORMATION

Each 10' x 10' stand will be set with 8' high red and black back drape, 36" high black side dividers, one 6' x 30" black linen table, two side chairs, one wastebasket, one 9' x 10' booth carpet in red, and a 7" x 44" one-line identification sign.

### HARD WALL STANDS

Each 10' x 10' stand will be set with 3 meter wide x 8' high black hard wall, 36" high black hard wall side dividers, one 6' x 30" black linen table, two side chairs, one wastebasket, one 9' x 10' booth carpet in red, and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

All aisles will be carpeted in red pepper.

### DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **February 20, 2013**.

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

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Wednesday	March 13, 2013	10:00 AM	-	6:00 PM
Thursday	March 14, 2013	9:00 AM	-	11:00 AM

### EXHIBIT HOURS

Thursday	March 14, 2013	12:00 PM	-	6:00 PM
Friday	March 15, 2013	12:00 PM	-	6:00 PM
Saturday	March 16, 2013	12:00 PM	-	4:00 PM

### EXHIBITOR MOVE-OUT

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

Saturday	March 16, 2013	4:00 PM	-	6:00 PM
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### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, March 16, 2013 at 6:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Saturday, March 16, 2013 at 5:00 PM.

### POST SHOW PAPERWORK AND LABELS

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

3323 IH-35 North, Suite 120  
San Antonio, TX 78219  
(210) 227-0341 fax (469) 621-5611  
email: FreemanSanAntonioES@freemanco.com

**FREEMAN AUDIO VISUAL SOLUTIONS**

2101 East St Elmo Rd, Bldg 3 Ste 340  
Austin, TX 78744  
(512) 459-6094 fax (512) 371-0214

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3578 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

**FREEMAN ONLINE®**

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

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store/](http://www.freemanco.com/store/) 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 (888) 508-5054.

**SHIPPING INFORMATION**

**PLEASE REFER TO THE MATERIAL HANDLING SHEET FOR CHARGES.**

Warehouse Shipping Address:

EXHIBITING COMPANY NAME / BOOTH # \_\_\_\_\_  
**SXSW - MUSIC GEAR EXPO**  
C/O FREEMAN / AUSTIN WAREHOUSING DISTRIBUTION  
RACEWAY CROSSING, BLDG 3, 16310 BRATTON LANE, STE 300  
AUSTIN, TEXAS 78728

Freeman will accept crated, boxed or skidded material beginning February 13, 2013 at the above address. Material arriving after March 06, 2013 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

EXHIBITING COMPANY NAME / BOOTH # \_\_\_\_\_  
**SXSW - MUSIC GEAR EXPO**  
C/O FREEMAN  
AUSTIN CONVENTION CENTER  
500 E CESAR CHAVEZ ST  
AUSTIN, TEXAS 78701

Freeman will receive shipments at the exhibit facility beginning March 13, 2013. 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**

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

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 227-0341.

**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 Exhibitor Services at (210) 227-0341 or Freeman's Customer Support Center at (888)508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates. Place your order by February 20, 2013.

#### **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 you 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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](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 (210) 227-0341 with any questions or needs you may have.

# F R E E M A N

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 20, 2013

INCLUDE THIS FORM  
 WITH YOUR ORDER

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

CITY/STATE/ZIP: \_\_\_\_\_

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than 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. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (291632) 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:

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.**

AMERICAN EXPRESS     MASTER CARD     VISA    **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	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/?291632>

**FREEMAN method of payment**

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com



## SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (291632)

FREEMAN third party authorization

# FURNISHING essentials



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

# seating

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

## diva series

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

### diva counter stool

17"W 16"L 36"H – N71092  
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

### diva chair

18"W 16"L 31"H – N71091  
A natural complement to modern exhibit designs.



### santana armchair

24"W 20"L 31"H – N710102  
Modern styling with ergonomic shape; as striking as it is comfortable.



### executive chair

*Black Tweed*  
28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### cherry barrel chair

*Cranberry or Taupe*  
23"W 22"L 29"H – N71038  
Traditional style in a cherry finish with classic fabric pattern options.



### diplomat chair

*Black Diamond Fabric*  
25"W 28"L 36"H – N710144  
Comfortable, yet compact for office or conference table seating.



### gray gaslift stool

24"W 20"L 46"H  
With Arms – N71048  
No Arms – N71047



### gray gaslift chair

26"W 20"L 38"H  
With Arms – N71046  
No Arms – N71045



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



**black diamond stool**  
22"W 18"L 46"H – N71088



**casey padded stool**  
Black or Gray Fabric  
20"W 21.5"L 42.5"H – C210112



**limerick® chair**  
By Herman Miller  
Gray  
18"W 18"L 33"H – C210108



**signature loveseat**  
Black  
33"W 60"L 33"H – N73091  
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

**signature chair**  
Black  
33"W 35"L 33"H – N71093



**glass conference table**  
Black or Chrome Pedestal  
42"W 42"L 30"H – N72015  
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

**cherry cocktail table**  
19"W 36"L 17"H – N72026

**cherry end table**  
20"W 20"L 20"H – N72027

# tables

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

# loung seating

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



Milano Table (page 6)  
Diplomat Chair (page 2)

For ideas on furniture pairings, go to [www.freemanco.com](http://www.freemanco.com)

**metro series**

Black

**slate end table**

20"W 20"L 17"H – N72029

**slate cocktail table**

20"W 40"L 15"H – N72028



**pedestal tables**

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

**soho series**

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

**chelsea series**

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



**studio series**

**black end table**  
17"W 17"L 18"H – C115104

**black cocktail table**  
36"W 20"L 15"H – C115103

# office furniture

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



**milano table**

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

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

**hemingway writing table**

Black  
24"W 49"L 29"H – N720191



**luna table**

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

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



Cherry Tables (page 4)  
Cherry Barrel Chairs (page 2)  
Black Table Lamp (page 10)

**office series**

Cherry or Oak

**five-foot desk**

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



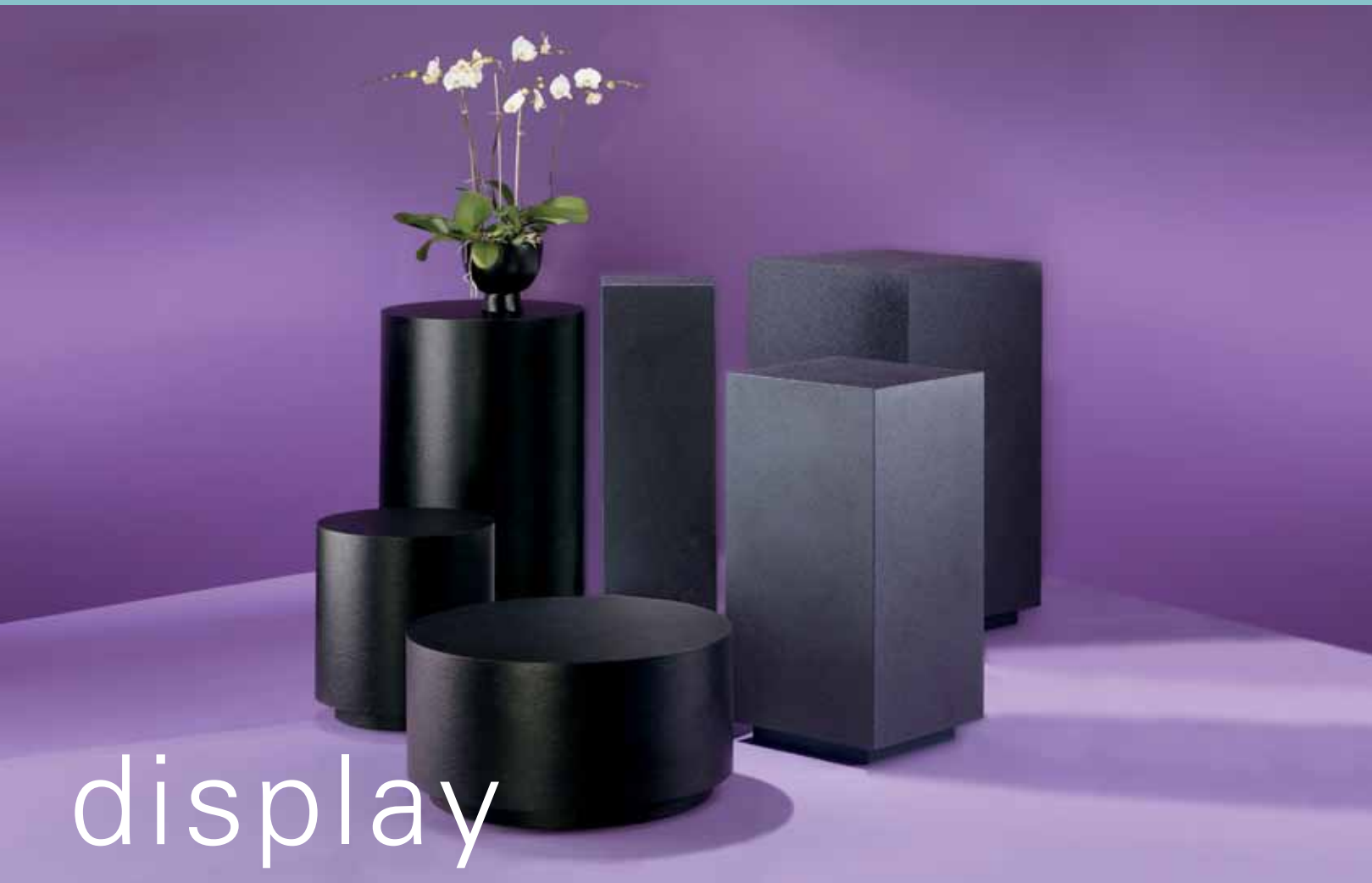
**credenza**

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

**bookcase**

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





# display

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



## draped or undraped table counters

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

tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters (42" height)</b>				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

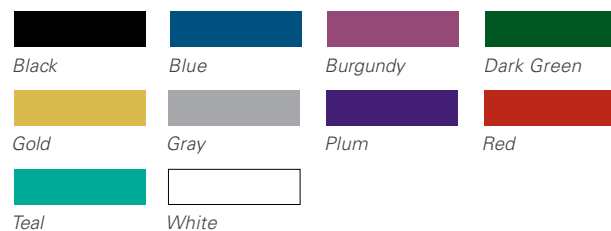


Table-top risers are also available in a variety of sizes. See order form for details.



## display cubes

Black

### 12" small

12"W 12"L 42"H – N75030

### 18" medium

18"W 18"L 36"H – N75031

### 24" large

24"W 24"L 42"H – N75032



## display cylinders

Black

### low

30"W 15"H – N75020

### medium

18"W 20"H – N75021

### high

24"W 36"H – N75022



## orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



## display counter

Black

24"W 49"L 42"H – N72056



# accessories

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

**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H

Black – N75053

Aluminum – N75054

**wastebasket**

Wastebasket color may vary.

C220107



**small refrigerator\***

19"W 19"L 34"H – N75057



**file cabinet with lock**

Standard Size

**two-drawer**

15"W 29"L 28"H – N74082

**four-drawer**

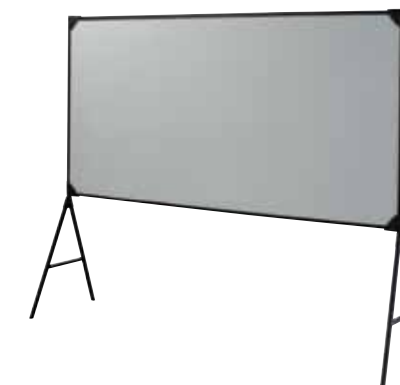
15"W 29"L 50"H – N74081



**table lamp\***

Black

25"H – N75052



**floor-standing bulletin board**

48"W 96"L 78"H – C10201484

**special draping**

(not pictured)

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

\*Note: Electrical power must be ordered separately.

For ideas on furniture pairings, go to [www.freemanco.com](http://www.freemanco.com)

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
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 FreemanSanAntonioES@freemanco.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 20, 2013**

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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

**CHAIRS**  
 Pages 1 & 2

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N71092	Diva Counter Stool .....	155.10	201.65	_____
___	N71091	Diva Chair.....	132.15	171.80	_____
___	N710102	Santana Chair .....	120.90	157.15	_____
___	N710144	Diplomat Chair.....	168.20	218.65	_____
___	N71038	Cherry Barrel Chair .....	145.75	189.50	_____

Cranberry     Taupe

**Pages 3 & 4**

___	N71048	Gray Gaslift Stool w/Arms ...	167.70	218.00	_____
___	N71047	Gray Gaslift Stool .....	167.70	218.00	_____
___	N71046	Gray Gaslift Chair w/Arms...	155.80	202.55	_____
___	N71045	Gray Gaslift Chair.....	155.80	202.55	_____
___	N71044	Executive Chair .....	179.85	233.80	_____
___	N71088	Black Diamond Stool.....	90.80	118.05	_____
___	N71089	Black Diamond Side Chair ...	78.00	109.75	_____
___	N71090	Black Diamond Armchair .....	98.45	128.00	_____
___	C210108	Limerick Chair .....	55.00	69.50	_____
___	C210112	Casey Padded Stool.....	88.00	109.50	_____

Black     Gray

___	N72026	Cherry Cocktail Table .....	134.05	174.25	_____
___	N72027	Cherry End Table.....	110.80	144.05	_____
___	N72015	Glass Conference Table .....	151.15	196.15	_____

Black     Chrome

**LOUNGE SEATING**

___	N73091	Signature Loveseat .....	457.00	594.10	_____
___	N71093	Signature Chair .....	297.15	386.30	_____

**TABLES**  
 Pages 7 & 8

___	N72028	Metro Slate Cocktail Table....	118.60	154.20	_____
___	N72029	Metro Slate End Table .....	87.45	113.70	_____
___	C115103	Studio Black Cocktail Table .	103.00	133.90	_____
___	C115104	Studio Black End Table .....	79.75	103.70	_____

**Pedestal Tables - SoHo Series**

___	N72069	Black-Top Cafe 30"H x 24"W...	135.25	175.85	_____
___	N72070	Black-Top Bistro 42"H x 24"W .	135.25	175.85	_____
___	N72067	Black-Cafe Table 30"H x 36"W .	135.65	176.35	_____
___	N72068	Black-Bistro Table 30"H x 42"W	135.65	176.35	_____

**Pedestal Tables - Chelsea Series - Butcher Block Top**

___	N72063	Cafe Table 30"H x 30"W .....	124.75	162.20	_____
___	N72064	Cafe Table 30"H x 36"W .....	124.75	162.20	_____
___	N720163	Bistro Table 42"H x 30"W .....	124.70	162.10	_____
___	N720164	Bistro Table 42"H x 36"W.....	124.70	162.10	_____

**OFFICE FURNITURE**  
 Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	302.80	393.65	_____
___	N72092	Milano Table/Black Top.....	293.95	382.15	_____
___	N72094	Luna Table/Black Top .....	434.45	564.80	_____
___	N720191	Hemingway Writing Table ....	258.30	335.80	_____
___	N74061	Cherry Desk 5'.....	408.45	531.00	_____
___	N74065	Cherry Bookcase.....	137.80	179.15	_____
___	N74064	Cherry Credenza .....	314.70	409.10	_____
___	N74071	Oak Desk 5'.....	376.25	489.15	_____
___	N74075	Oak Bookcase.....	138.70	180.30	_____
___	N74074	Oak Credenza .....	290.90	378.15	_____

**DISPLAY FURNITURE**  
 Pages 11 & 12

___	N72056	Display Counter .....	258.30	335.80	_____
___	N75079	Orion Computer Kiosk .....	289.35	376.15	_____
___	N75030	Black Display Cube/Small ...	155.10	201.65	_____
___	N75031	Black Display Cube/Med.....	168.40	218.90	_____
___	N75032	Black Display Cube/Large ....	194.95	253.45	_____

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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b>					

**Display Cylinders**

_____	N75020	Black Display Cylinder/Low	121.60	158.10	_____
_____	N75021	Black Display Cylinder/Med.	143.40	186.40	_____
_____	N75022	Black Display Cylinder/High	160.45	208.60	_____

<b>Linen Tables</b> - Tables are 30" wide	
<input type="checkbox"/> Black	<input type="checkbox"/> Blue
<input type="checkbox"/> Gray	<input type="checkbox"/> White

_____	C19568	Linen Cloth for 6' or 8' Table..	74.25	93.00	_____
_____	C195400	4' Linen Table/30"H*	101.25	123.25	_____
_____	C195600	6' Linen Table/30"H*	123.75	149.50	_____
_____	C195800	8' Linen Table/30"H*	143.50	173.25	_____
_____	C195442	4' Linen Counter/42"H*	137.50	171.50	_____
_____	C195642	6' Linen Counter/42"H*	155.50	194.25	_____
_____	C195842	8' Linen Counter/42"H*	178.75	224.00	_____

Additional linen colors can be requested **in advance** by contacting Exhibitor Services at 210-227-0341.

**Undraped Tables** - Tables are 30" wide

_____	C131330	3' Undraped Table/30"H.....	33.10	43.05	_____
_____	C131430	4' Undraped Table/30"H.....	59.25	74.00	_____
_____	C131630	6' Undraped Table/30"H.....	73.25	91.75	_____
_____	C131830	8' Undraped Table/30"H.....	87.25	107.75	_____
_____	C131342	3' Undraped Counter/42"H ....	51.00	66.30	_____
_____	C131442	4' Undraped Counter/42"H ....	84.75	103.00	_____
_____	C131642	6' Undraped Counter/42"H ....	97.25	120.75	_____
_____	C131842	8' Undraped Counter/42"H ..	105.00	131.75	_____

**Table Top Risers**

_____	C150410	4'Lx7"H Single Step Riser	61.00	76.50	_____
_____	C150610	6'Lx7"H Single Step Riser	73.75	92.25	_____
_____	C150810	8'Lx7"H Single Step Riser	86.50	108.25	_____
_____	C150414	4'Lx14"H Single Step Riser	61.00	76.50	_____
_____	C150614	6'Lx14"H Single Step Riser	73.25	92.25	_____
_____	C150814	8'Lx14"H Single Step Riser	86.50	108.25	_____
_____	C150420	4'L Double Step Riser	72.00	93.60	_____
_____	C150620	6'L Double Step Riser	109.20	141.95	_____
_____	C150820	8'L Double Step Riser	138.70	180.30	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>					
Pages 13 & 14					

_____	C220121	Chrome Stanchion w/belt .....	84.95	108.30	_____
_____	C220118	Chrome Sign Holder.....	65.70	83.70	_____
_____	C750135	Round Literature Rack .....	130.00	169.00	_____
_____	C750136	Flat Literature Rack .....	121.85	158.40	_____
_____	C220109	Chrome Coat Tree.....	35.40	45.10	_____
_____	C220134	Chrome Easel.....	33.75	42.00	_____
_____	C220110	Chrome Bag Rack .....	75.00	97.50	_____
_____	N75054	Aluminum Trash Receptacle.....	65.70	85.40	_____
_____	C220107	Wastebasket .....	17.75	20.75	_____
_____	N75057	Small Refrigerator .....	286.30	372.20	_____
_____	N75052	Black Table Lamp .....	72.00	93.60	_____
_____	N74082	File Cabinet/2 Drawer.....	92.25	119.95	_____
_____	N74081	File Cabinet/4Drawer.....	120.15	156.20	_____
_____	C10201484	Bulletin Board.....	130.05	169.05	_____

<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

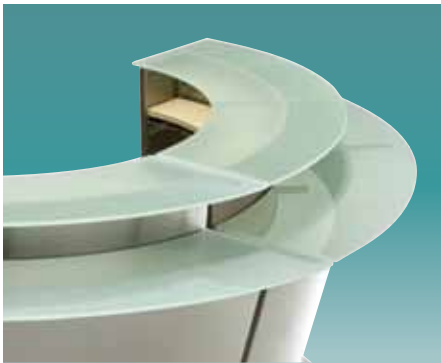
_____	12103	Special Drape 3'H (per ft.).....	10.30	13.40	_____
_____	12108	Special Drape 8' H (per ft.)....	13.00	16.25	_____

<b>TOTAL COST</b>		
<b>Sub-Total</b>	_____ + <b>Tax (8.25%)</b>	_____ =

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

FREEMAN furnishing essentials

# SELECT furnishings



Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you're sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover delivery, installation and material handling, with no hidden fees.



# seating

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

## lisbon



### chair

*Black Leather*

40" L 36" D 34" H – 81011



### loveseat

*Black Leather*

64" L 36" D 34" H – 8303



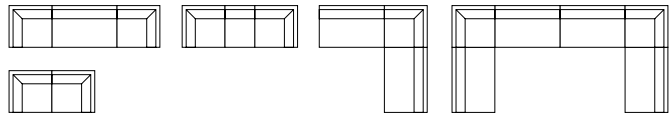
### sofa

*Black Leather*

88" L 36" D 34" H – 8302

## newport

possible configurations:



### loveseat

*Charcoal Leather*

54" L 34" D 33" H – 8308



### armless chair

*Charcoal Leather*

24" L 34" D 33" H – 8109



### corner chair

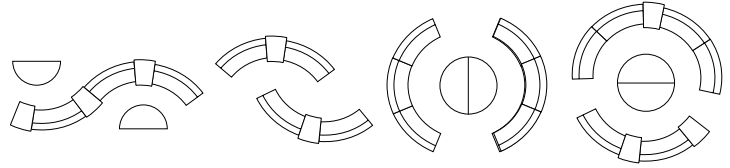
*Charcoal Leather*

34" L 34" D 33" H – 81010

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## south beach

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



**sofa**  
*Platinum Suede*  
69" L 29"D 33"H – 8301



**ottoman**  
*Platinum Suede*  
25" L 31" D 18" H – 8151

## key west



**loveseat**  
*Black Fabric*  
57" L 35" D 33" H – 8307



**sofa**  
*Black Fabric*  
85" L 35" D 33" H – 8306



**tub chair**  
*Black Fabric*  
31" L 31" D 31" H – 8103

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).



## astro

### chair

*Beige Suede*  
36"L 36"D 29"H – 810809

### sofa

*Beige Suede*  
83"L 36"D 29"H – 83063



## allegro

### chair

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

### sofa

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



## marrakesh

### chair

*Beige Fabric*  
34"L 37"D 38"H – 810808

### sofa

*Beige Fabric*  
83"L 36"D 29"H – 83062



## memphis

### chair

*Black Fabric*  
27.25"L 31.75"D 27.5"H – 810812

### sofa (compact)

*Black Fabric*  
55"L 31"D 28"H – 83064



## roma

### chair

*White Vinyl*  
37"L 31"D 33"H – 81020

### sofa

*White Vinyl*  
78"L 31"D 33"H – 83016



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# casual seating

For a great variety of informal, modern seating options, look no further.

Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.

## ottomans

### square ottoman

*Black Leather* – 8154  
*White Leather* – 8152  
 40”L 40”D 17”H



### bench ottoman

*Black Leather* – 8155  
*White Leather* – 8153  
 60”L 24”D 17”H



### half round ottoman

*White Leather* – 81514  
*Black Leather* – 81513  
 72”L 36”D 17”H



### vibe cube

*Blue Vinyl* – 81518  
*Pink Vinyl* – 81520  
*Red Vinyl* – 81519  
*Yellow Vinyl* – 81517  
 18”L 18”D 18”H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17”L 17”D 18”H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## occasional chairs

### t-vac chair

*Translucent/Chrome*

25"L 23"D 30"H – 8101



### globus occasional chair

*White Vinyl/Chrome*

28"L 26"D 28"H – 810819



### cappuccino chair

*Chocolate Fabric*

29"L 29"D 34"H – 8104



### madrid chair

*Black Leather*

30"L 30"D 31"H – 8102



### madrid chair

*White Leather*

30"L 30"D 31"H – 810816



### stage chair

24"L 26"D 36"H

*Onyx Velour – 8105*

*Camel Velour – 8106*

*Beige Velour – 8107*

*Red Velour – 8108*



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## occasional chairs

### panton chair

*White Plastic*

20"L 24"D 33"H – 81017



### ICE side chair

*Transparent/Chrome*

17.25"L 20"D 32"H – 810814



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### iso mesh pull-up chair

*Black Vinyl/Black Steel*

26"L 24"D 38"H – 810707



### manhattan chair

*Oyster Velour/Black Steel*

26"L 22"D 34"H – 810110



### berlin stack chair

*White & Red Plastic/Chrome* – 810811

*White & Black Plastic/Chrome* – 810810

18"L 22"D 32"H



### jetson chair

*Black Vinyl/Black Steel*

19"L 18"D 31"H – 810702



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## conference chairs

### luxor executive chair

*Black Leather*

27" L 28" D 47" H

Adjustable – 810807



### tilt executive chair

*Onyx Fabric*

26" L 25" D 34" H – 81075



### flex chair

*Black Plastic/Chrome*

24" L 22" D 31" H – 81018



### altura conference/ guest chair

*Black Fabric/Black Steel*

25" L 20" D 34" H – 81063



### perth highback chair

*Black Leather/Chrome*

23" L 21" D 43" H

Adjustable – 810813



### altura junior executive chair

*Black Fabric*

25" L 25" D 37" H

Adjustable – 81073



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## bars & barstools

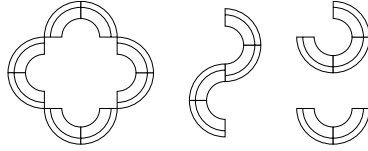
### **martini bar**

*Grey metal rounded bar with frosted glass top and chrome legs*

67"L 50"D 47"H – Radius 76.5" – 8501



**possible configurations:**



### **ohio barstool**

*Grey Fabric/Chrome – 810100*

*Red Fabric/Chrome – 810101*

*Black Fabric/Chrome – 810102*

18" Round 31" H Adjustable



### **shark swivel barstool**

*White Plastic/Chrome*

22"L 19"D 34-44"H

Adjustable – 810202



### **banana barstool**

*White Vinyl/Chrome – 810103*

*Black Vinyl/Chrome – 810104*

21"L 22"D 30"H



### **ICE barstool**

*Transparent/Chrome*

16.75"L 16"D 37.75"H – 810815



### **gin barstool**

*Maple Wood/Chrome*

16"L 16"D 29"H – 810505



### **jetson barstool**

*Black Vinyl/Black Steel*

18"L 19"D 29"H – 810706



### **oslo barstool**

*Blue Plastic/Chrome – 810200*

*White Plastic/Chrome – 810201*

17"L 20"D 30"H



Tables in coordinating colors are available upon request.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops and more.

## occasional end & cocktail tables

### silverado end table

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



### silverado table

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



### inspiration end table

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



### inspiration table

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



### geo end table

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



### geo table

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



### sydney end table

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



### sydney table

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



## conference tables

### nova white oval table

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



### manhattan table

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



### geo conference table

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



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## product display

### etagere

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



### locking door pedestal

Black Laminate  
 24" L 24" D 42" H – 85078



## refrigerators

### refrigerator\*

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



## lighting

### mason table lamp\*

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



### mason floor lamp\*

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



\*Electrical power must be ordered separately.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING</b> Pages 1 & 2					

<b>Lisbon Group - Black leather</b>					
___	8302	Sofa .....	772.25	1,003.95	_____
___	8303	Loveseat .....	696.50	905.45	_____
___	81011	Chair .....	512.00	665.60	_____
<b>Chairs</b>					
___	8102	Barcelona - black leather	802.50	1,043.25	_____
___	810816	Barcelona - white leather	802.50	1,043.25	_____
<b>Newport Group - Charcoal leather</b>					
___	8308	Loveseat .....	670.75	872.00	_____
___	8109	Armless Chair .....	369.50	480.35	_____
___	81010	Corner Chair .....	460.50	598.65	_____
<b>South Beach Group - Platinum suede</b>					
___	8301	Sofa .....	666.25	866.15	_____
___	8151	Ottoman .....	257.50	334.75	_____
<b>Key West Group - Black</b>					
___	8306	Sofa .....	587.50	763.75	_____
___	8307	Loveseat .....	521.00	677.30	_____

**Pages 3 & 4**

<b>Astro Group - Beige suede</b>					
___	83063	Sofa .....	719.25	935.05	_____
___	810809	Chair .....	475.75	618.50	_____
___	82052	Sydney Cocktail Table - black.....	303.00	393.90	_____
___	82054	Sydney End Table - black.....	272.50	354.25	_____
<b>Rio Group - Blue suede</b>					
___	8305	Sofa .....	N/A	N/A	_____
___	81014	Chair .....	N/A	N/A	_____
___	82022	Inspiration Table .....	322.50	419.25	_____
___	82023	Inspiration End Table .....	307.50	399.75	_____
<b>Marrakesh Group - Beige</b>					
___	83062	Sofa .....	628.50	817.05	_____
___	810808	Chair.....	446.75	580.80	_____
<b>Memphis Group - Black</b>					
___	83064	Sofa .....	552.50	718.25	_____
___	810812	Chair.....	392.50	510.25	_____
<b>Chairs</b>					
___	8101	T-Vac (translucent/chrome)	282.75	367.60	_____
___	810819	Globus Occasional-White	N/A	N/A	_____
<b>Ottomans</b>					
___	8154	Square (black leather) .....	354.50	460.85	_____
___	8152	Square (white leather) .....	354.50	460.85	_____
___	8155	Bench (black leather) .....	397.00	516.10	_____
___	8153	Bench (white leather) .....	397.00	516.10	_____
___	81513	Half Round (black leather)	415.00	539.50	_____
___	81514	Half Round (white leather)	415.00	539.50	_____
<b>Cubes</b>					
___	8157	Blueberry .....	N/A	N/A	_____
___	8159	Raspberry .....	N/A	N/A	_____
___	81510	Lemon .....	N/A	N/A	_____
___	81511	Natural .....	N/A	N/A	_____
___	81512	Black Leather .....	121.00	157.30	_____

**Pages 5 & 6**

<b>Chairs</b>					
___	8104	Cappucino Chair .....	365.25	474.85	_____
___	8105	Stage Chair (onyx) .....	200.00	260.00	_____
___	8106	Stage Chair (camel) .....	200.00	260.00	_____
___	8107	Stage Chair (beige) .....	200.00	260.00	_____
___	8108	Stage Chair (red) .....	200.00	260.00	_____
___	8103	Tub Chair (black) .....	427.00	555.10	_____
___	810810	Berlin Stack Chair (black/white).....	115.25	149.85	_____
___	810811	Berlin Stack Chair (red/white) .....	115.25	149.85	_____

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

<b>Chairs (continued)</b>					
___	81017	Panton Chair (white) .....	200.00	260.00	_____
___	810814	ICE Side Chair (transparent).....	219.50	285.35	_____
___	81090	New York Chair .....	189.25	246.05	_____
___	810707	ISO Mesh Pull-up Chair ....	315.00	409.50	_____
___	810110	Manhattan Chair (oyster)	231.75	301.30	_____

**Pages 7 & 8**

<b>Chairs (continued)</b>					
___	81018	Flex Chair w/ wheels .....	165.00	214.50	_____
___	81075	Tilt Executive Chair .....	336.25	437.15	_____
___	810807	Luxor Executive Chair .....	430.25	559.35	_____
___	81063	Altura Conf/Guest Chair ....	331.75	431.30	_____
___	81073	Altura Jr Exec Chair/mid bac	365.25	474.85	_____
___	810813	Otto Highback Chair.....	454.25	590.55	_____
___	810702	Jetson Chair (black) .....	189.25	246.05	_____

<b>Barstools &amp; Bar</b>					
___	810100	Ohio Barstool (gray) .....	189.25	246.05	_____
___	810101	Ohio Barstool (red) .....	189.25	246.05	_____
___	810102	Ohio Barstool (black) .....	189.25	246.05	_____
___	810103	Banana Barstool (white) ...	254.25	330.55	_____
___	810104	Banana Barstool (black) ...	254.25	330.55	_____
___	810815	ICE Barstool (transparent)	135.80	176.55	_____
___	810505	Gin Barstool (maple) .....	264.75	344.20	_____
___	810706	Jetson Barstool (black) .....	286.50	372.45	_____
___	810200	Oslo Barstool (blue) .....	264.75	344.20	_____
___	810201	Oslo Barstool (white) .....	264.75	344.20	_____
___	8501	Martini Bar.....	1,443.00	1,875.90	_____

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

<b>Tables</b>					
___	82033	Manhattan Table 29"H .....	306.00	397.80	_____
___	82015	Silverado End Table 22" H	264.75	344.20	_____
___	82014	Silverado Table 17"H .....	281.75	366.30	_____
___	82041	Geo Conf Table (black) .....	430.25	559.35	_____
___	82051	Geo Conf Table (chrome)	430.25	559.35	_____
___	82025	Geo End Table (black) .....	241.00	313.30	_____
___	82035	Geo End Table (chrome) ..	248.50	323.05	_____
___	82024	Geo Coffee Table (black) .	257.50	334.75	_____
___	82034	Geo Coffee Table (chrome)	264.75	344.20	_____
___	82054	Sydney End Table (black)	272.50	354.25	_____
___	82055	Sydney End Table (white)	272.50	354.25	_____
___	82052	Sydney Cocktail Table (black).....	303.00	393.90	_____
___	82053	Sydney Cocktail Table (white).....	303.00	393.90	_____

<b>Miscellaneous</b>					
___	850604	Etagere (black) .....	354.50	460.85	_____
___	850605	Etagere (pewter) .....	354.50	460.85	_____
___	85078	Locking Door Pedestal .....	474.00	616.20	_____
___	8503001	Refrigerator 14 cu. ft. (white).....	869.25	1,130.05	_____

<b>Lighting</b>					
___	850704	Floor Lamp 58"H (pewter) .	N/A	N/A	_____
___	850701	Lumalight Lamp (red) .....	N/A	N/A	_____
___	850702	Lumalight Lamp (white) ....	N/A	N/A	_____
___	850703	Lumalight Lamp(orange)...	N/A	N/A	_____
___	850705	Parisian Lamp 28"H (pewter).....	N/A	N/A	_____

**TOTAL COST**

Sub-Total	+	8.25% Tax	=	Total Cost
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# digital graphics



## creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

## state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

## questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

# FREEMAN

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 20, 2013

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call (210) 227-0341 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. \_\_\_\_\_ \$ 16.00 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 24.00 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" @ _____	39.80	59.70 =	_____
7" x 22" @ _____	46.90	70.35 =	_____
7" x 44" @ _____	33.00	49.50 =	_____
9" x 44" @ _____	63.85	95.80 =	_____
11" x 14" @ _____	45.00	67.50 =	_____
14" x 22" @ _____	50.00	75.00 =	_____
14" x 44" @ _____	99.45	149.20 =	_____
22" x 28" @ _____	78.00	117.00 =	_____
28" x 44" @ _____	117.00	175.50 =	_____
20" x 60" @ _____	174.75	262.15 =	_____

(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	+	8.25 % Tax = Total Cost

FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

### ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

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

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

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

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

### WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (210) 227-0341 for assistance.



# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight. Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## prestige CARPET

### custom options

Prestige Carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on Quick Facts for assistance.



white\*



sea breeze\*



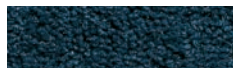
gray pearl\*



charcoal\*



black\*



navy\*



wedgewood



toast



cream



baywater



pine



cabernet



raspberry



peach



cardinal

**\*Colors available in both 28 oz. and 40 oz.**

*Actual colors may vary slightly.*

### questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# classic CARPET

## custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## standard cut

Our Classic Carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



*gray*



*tuxedo*



*blue*



*black*



*red*



*plum*



*green*



*burgundy*

*Actual colors may vary slightly.*

## questions?

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**F R E E M A N**

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

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

E-MAIL ADDRESS :

For Assistance, please call (210) 227-0341 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 (210) 227-0341.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline 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.

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)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.85	\$ 5.00	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.55	\$ 4.60	_____

**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)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 4.35	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.85	\$ 3.70	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

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

16 oz. Carpet Rental	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.25	\$ 4.25	_____

**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	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 148.25	\$ 192.75	_____
_____	9' x 20' Classic Carpet .....	\$ 271.75	\$ 353.30	_____
_____	9' x 30' Classic Carpet .....	\$ 394.50	\$ 512.85	_____
_____	9' x 40' Classic Carpet .....	\$ 518.25	\$ 673.75	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ .81	\$ 1.05	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .72	\$ .95	_____
_____	Plastic Covering .....	\$ .81	\$ 1.05	_____

TOTAL COST		
_____	+	_____
Sub- Total		8.25% Tax
_____	=	_____
		Total Cost

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

### VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.36	.45	_____
_____	610200	Booth Vacuuming - 2 Days .....	.68	.90	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.02	1.35	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.85	1.10	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	65.00	84.50	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	75.00	97.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	85.00	110.50	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 %Tax		Total Cost

FREEMAN cleaning

# RENTAL exhibits



Package 1 #1710500



Package 1 upgraded with graphics and cabinet



Package 2 #1710300



Package 2 upgraded with graphics and cabinet

**F R E E M A N**

Keeping with our company's eco-friendly efforts, this piece is printed on paper containing post-industrial recycled contents.  
3/12 - 53217

**Questions?** All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**F R E E M A N**



Package 3 #1710400



Package 3 upgraded with graphics and cabinet



Package 5 #17101000



Package 5 upgraded with graphics and cabinet



Package 4 #1710201



Package 4 upgraded with graphics and cabinet



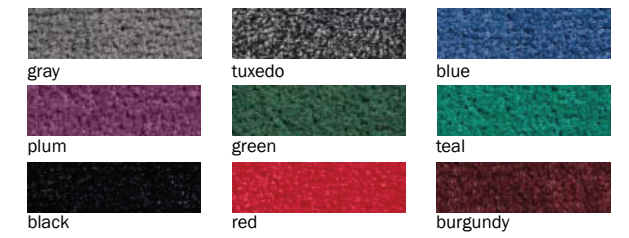
Package 6 #17103000



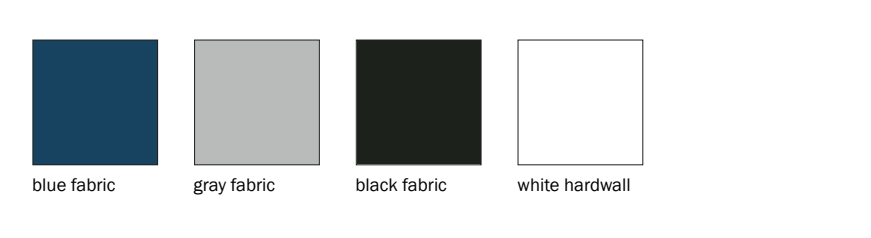
Package 6 upgraded with graphics and cabinet

\* All packages include Installation & Dismantle of Exhibit, Material Handling of Exhibit, Classic Carpet with Nightly Vacuuming, and 2 Arm Lights (per 100 sq. ft.)

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



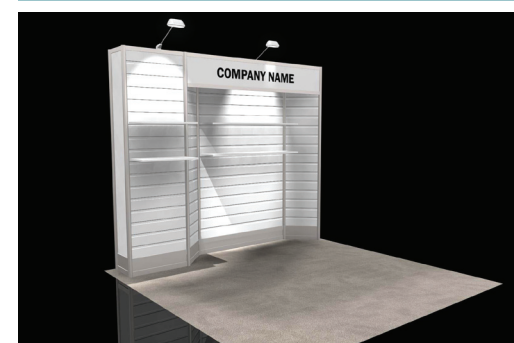
Upgraded Color Options - Prestige Carpet



Questions?

All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

Upgrades available for under \$500



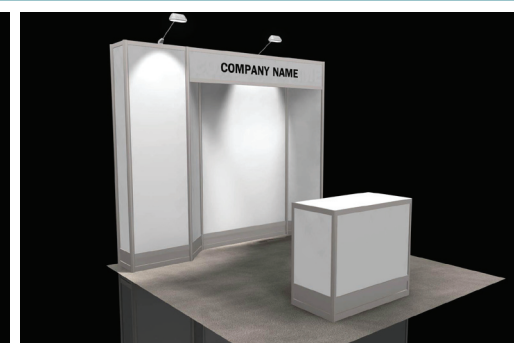
Slatwall & Shelves



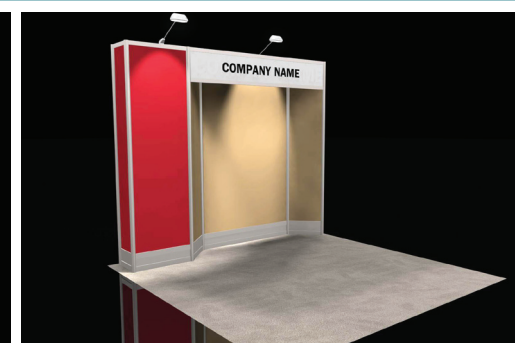
Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

To view additional custom designs

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

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

For Assistance please call (210) 227-0341 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
Package 1	<input type="checkbox"/> 10' x 10'	1,829.00	2,377.70	<input type="checkbox"/> 10' x 20'	3,658.00	4,755.40
Package 2	<input type="checkbox"/> 10' x 10'	1,123.00	1,459.90	<input type="checkbox"/> 10' x 20'	2,246.00	2,919.80
Package 3	<input type="checkbox"/> 10' x 10'	1,507.00	1,959.10	<input type="checkbox"/> 10' x 20'	3,014.00	3,918.20
Package 4	<input type="checkbox"/> 10' x 10'	1,533.00	1,992.90	<input type="checkbox"/> 10' x 20'	3,066.00	3,985.80
Package 5	<input type="checkbox"/> 10' x 10'	1,511.00	1,964.30	<input type="checkbox"/> 10' x 20'	3,022.00	3,928.60
Package 6	<input type="checkbox"/> 10' x 10'	1,577.00	2,050.10	<input type="checkbox"/> 10' x 20'	3,154.00	4,100.20

## CHOOSE YOUR PANEL

- Black Fabric       Blue Fabric       Gray Fabric       White Hardwall       White Perfbord

## CARPET

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

Check color choice

- Black       Blue       Burgundy       Gray       Green  
 Plum       Red       Teal       Tuxedo

You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

## LIGHTING

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

**Note: Electrical power and labor to install lights provided. Power consumption not to exceed 500 Watts.**

Additional power may be ordered using the order form in the service manual.

## HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

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

- Slatwall & Shelves       Specialty Colored Metal       Graphics & Custom Logo  
 Cabinets & Counters       Colored Panels       Custom Design

TOTAL COST		
Sub-Total	+	8.25 % Tax
	=	Total Cost

FREEMAN rental exhibits

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

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## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	680.95	885.25	_____	_____
40"H x 8'W	794.60	1,033.00	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	851.50	1,106.95	_____	_____
40"H x 8'W	965.15	1,254.70	_____	_____

\*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	1,135.65	1,476.35	_____	_____
8'H x 10'W	1,358.40	1,765.90	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	1,931.40	2,510.80	_____	_____
8'H x 10'W	2,267.85	2,948.20	_____	_____

\*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	_____	142.10	184.75	_____	_____	202.35	263.05	_____
1715801	1-200 Watt Halogen Light Kit	_____	73.90	96.05	_____	_____	147.80	192.15	_____
1715802	Straight Shelf	_____	56.80	73.85	_____	_____	102.35	133.05	_____
1715803	Angled Shelf	_____	56.80	73.85	_____	_____	102.35	133.05	_____

## QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST			
Sub-Total	+	8.25% Tax	= Total Cost

RENTAL UNITS TOTAL COST			
Sub-Total	+	8.25% Tax	= Total Cost

# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, Texas 78219  
 Ph: 210/227-0341 • Fax 469/621-5611  
 FreemanSanAntonioES@freemanco.com



**DEADLINE DATE**  
**FEBRUARY 20, 2013**

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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS		
<b>LIGHT (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> <p>RADIUS COUNTER (does not have doors)</p>
<b>GONDOLAS</b> 	<b>JEWELERS SHOW CASE</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURE</b>					
___	172512	Arm Light (200w).....	66.35	86.25	___
<b>SHELVES</b>					
___	17201	1M Straight (37" x 12").....	56.65	73.65	___
___	17206	1M Angled (37" x 12").....	56.65	73.65	___
<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 1/2M x 36" High.....	309.00	401.70	___
___	17306	1M x 1/2M x 42" High.....	309.00	401.70	___
___	17308	2M x 1/2M x 36" High.....	437.75	569.10	___
___	17309	2M x 1/2M x 42" High.....	437.75	569.10	___
___	173010	1M Radius x 1/2M x 36" High.....	412.00	535.60	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	7.05	9.15	___
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"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	199.00	258.70	___
___	174542	Double Sided 1M x 4' High.....	265.35	344.95	___
Other sizes available ..... Quoted on request					
<b>SHOW CASE</b>					
___	101064	6' Jeweler's Showcase	413.40	537.40	___
* 2 lights					
* 2 shelves					
* 2 sliding doors					
<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature.....	21.25	27.65	___
<b>TOTAL COST</b>					
<b>Sub-Total</b> ___ + <b>8.25% Tax</b> ___ = <b>TOTAL</b> _____					

FREEMAN exhibit accessories

Don't see what you need?  
 Please call an Exhibitor Sales Specialist at 210-227-0341.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **do i need to order labor?**

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

*Installation* – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

*Dismantling* – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

## SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

### LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

### MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

### PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

# F R E E M A N

3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/227-0341

PLEASE FAX TO 469-621-5611

**DEADLINE DATE**

**FEBRUARY 13, 2013**



NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

PRINT NAME: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

NOTIFICATION OF INTENT to use eac

# F R E E M A N

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 FreemanSanAntonioES@freemanco.com



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

NAME OF SHOW: SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013

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

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

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

For Assistance, please call 210-227-0341 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>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 70.00	\$ 91.00
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
ALL DAY SATURDAY, SUNDAY & HOLIDAYS .....	\$ 105.00	\$ 136.50

**• 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.**

## 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: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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**

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## FORKLIFT / RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
 ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$130.00	\$162.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$162.50	\$203.13
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$120.00	\$156.00
3140101	Forklift w/operator - up to 10,000 lbs - OT.....	\$157.00	\$204.10
3140150	Forklift w/operator - up to 15,000 lbs - ST.....	\$126.00	\$163.80
3140151	Forklift w/operator - up to 15,000 lbs - OT.....	\$163.00	\$211.90
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	\$148.00	\$192.40
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	\$185.00	\$240.50
3090600	Man Cage for Forklift.....	\$ 29.00	
3090700	Boom for Forklift.....	\$ 29.00	
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 75.00	\$ 97.50
3020201	Rigger Foreman - OT.....	\$112.00	\$145.60
3020100	Rigger - ST.....	\$ 74.00	\$ 96.20
3020101	Rigger - OT.....	\$111.00	\$144.30
<b>MOBILE UNIT SPOTTING FEE</b>			
257024	Mobile Unit Spotting Fee (Round Trip).....	\$ 225.00	

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

FREEMAN forklift / rigging labor

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 20, 2013**

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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 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

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

### SIGN DESCRIPTION, SIZE & WEIGHT

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

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

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

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

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

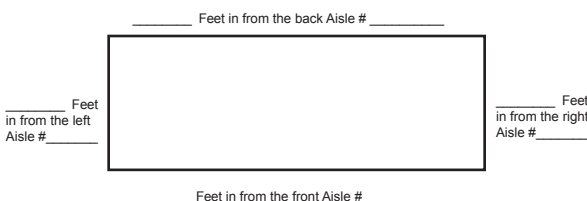
Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Initial in the applicable box above)

### 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: \_\_\_\_\_

2013 ACC  
 (291632)

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.

Monday through Friday,

ALL DAY SATURDAY, SUNDAY & HOLIDAYS

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Standard prices will apply to all labor orders placed at show site

• Rates are per lift and crew per hour

• One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

• Straight time cannot be guaranteed

	Straight Time	Overtime
<b>Condor/Boom</b> Condor with crew (up to 200 lbs lift capacity)		
Advance Price	\$421.00	\$495.00
<b>Standard Price</b>	\$547.30	\$643.50
<b>Additional Crew</b> Assembly Labor (Per person / Per hour)		
Advance Price	\$75.75	\$113.60
<b>Standard Price</b>	\$98.45	\$147.65

### Installation Estimate

#### Condor/Boom/Snorkel

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Additional Crew Assembly Labor

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

#### Condor/Boom/Snorkel

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Additional Crew Disassembly Labor

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:

- \_\_\_\_\_ Freeman  
 \_\_\_\_\_ Exhibitor Personnel  
 \_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

# F R E E M A N

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

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\_\_\_\_\_, the contracted exhibitor at the **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

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

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

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

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

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

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

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

FREEMAN structural integrity statement

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728

**HANGING SIGNS**

**SXSW  
MUSIC GEAR EXPO**

EVENT: \_\_\_\_\_

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

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728

**HANGING SIGNS**

**SXSW  
MUSIC GEAR EXPO**

EVENT: \_\_\_\_\_

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.



# EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

*Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.*

## **questions?**

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

# FREEMAN

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



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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**SXSW - MUSIC GEAR EXPO**

C/O: AUSTIN WAREHOUSING DISTRIBUTION  
RACEWAY CROSSING, BLDG. 3, 16310 BRATTON  
LANE, STE. 300  
AUSTIN, TX 78728

MUST BE DELIVERED BY MARCH 06, 2013

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

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

**SXSW - MUSIC GEAR EXPO**

C/O: FREEMAN  
AUSTIN CONVENTION CENTER  
500 E CESAR CHAVEZ ST  
AUSTIN, TX 787014121

CANNOT BE DELIVERED BEFORE MARCH 13, 2013

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

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

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

SHOW # (291632) \_\_\_\_\_

FREEMAN exhibit transportation

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

## What happens to my empty containers during the show?

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered 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, and UPS**, are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lbs. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 90.00	180.00
Special Handling Shipment.....	\$ 112.50	225.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 90.00	180.00
Special Handling Shipment.....	\$ 112.50	225.00

**\*\*\* The above rates include any applicable overtime charges.**

**Small Package - Maximum weight is 30 lbs per shipment\***  
 Per Shipment ..... \$ 40.00

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

**LATE SHIPMENT FEES:**  
 Freight arriving after Monday, **March 5, 2012** ..... **\$150.00**

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>8.25% Tax</b>	<b>N/A</b>
			<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. \$180.00  
 52 lbs. charged @ 200 lbs. \$180.00  
 65 lbs. charged @ 200 lbs. \$180.00 = \$540.00

**1 Consolidated Shipment**  
 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs = \$180.00

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

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**MUST DELIVER BY MARCH 06, 2013**

**MUST DELIVER BY MARCH 06, 2013**

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

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

**C/O: AUSTIN WAREHOUSING DISTRIBUTION  
RACEWAY CROSSING, BLDG. 3  
16310 BRATTON LANE, STE. 300  
AUSTIN, TX 78728**

**C/O: AUSTIN WAREHOUSING DISTRIBUTION  
RACEWAY CROSSING, BLDG. 3  
16310 BRATTON LANE, STE. 300  
AUSTIN, TX 78728**

**WAREHOUSE**

**WAREHOUSE**

EVENT:           SXSW - MUSIC GEAR EXPO          

EVENT:           SXSW - MUSIC GEAR EXPO          

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 MARCH 13, 2013**

**CANNOT DELIVER BEFORE MARCH 13, 2013**

**TO:**

*EXHIBITOR NAME*

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**AUSTIN CONVENTION CENTER  
500 E CESAR CHAVEZ ST**

**AUSTIN, TX 787014121**

**SHOW SITE**

**C/O: FREEMAN**

**AUSTIN CONVENTION CENTER  
500 E CESAR CHAVEZ ST**

**AUSTIN, TX 787014121**

**SHOW SITE**

**EVENT:**           SXSW - MUSIC GEAR EXPO          

**EVENT:**           SXSW - MUSIC GEAR EXPO          

**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

3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/227-0341 • Fax 469/621-5611  
FreemanSanAntonioES@freemanco.com



**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

---

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

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

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

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

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

CUSTOMER #: \_\_\_\_\_ OR  CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

---

## ***Privately Owned Vehicle Cart Service***

### ***Rates and Procedures***

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

#### **Cart Rate: \$130.00 per cart (round trip)**

Service to include:

- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

The above rates and procedures apply ***ONLY*** to passenger size vehicles. ***NO*** trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.

**FREEMAN** PRIVATELY OWNED VEHICLE **CART SERVICE**

# F R E E M A N

3323 IH 35 North, Suite 120  
San Antonio, Texas 78219  
(210) 227-0341 • Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com



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

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 210-227-0341 to speak with one of our experts.

## **DIRECT MOBILE UNITS / MOTORIZED VEHICLES**

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

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

### **SPOTTING FEE**

\$225.00 Round trip spotting fee per vehicle.

**\*NOTE:** Any additional services utilized such as towing, etc, will be charged on a time and materials basis.

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

Dimensions of Largest Unit:

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



Will you require a crane or forklift?: \_\_\_\_\_ (See Material Handling Equipment Labor Form)

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

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

**FREEMAN mobile units / motorized vehicles**

# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com



OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **SXSW - MUSIC GEAR EXPO / MARCH 14-16, 2013**

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

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

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

For Assistance, please call (210) 227-0341 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:** \_\_\_\_\_

# MATERIAL HANDLING

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

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

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

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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

# PAYMENT & LABOR

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

## INDEMNIFICATION:

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

## IMPORTANT

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



## **FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES**

The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed; facility client, exhibitor, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
4. Displays with any type of cover, i.e., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
  - a) **a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.**
  - b) **a booth with an open grate style ceiling does not have to meet this requirement. If there are any question please forward a copy of the booth plans for ACCD and Fire Department review.**
  - c) **the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).**
5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal's Office.
6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.
7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal's Office.
10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
- a. **Display or storage of LPG**
  - b. **Flammable or combustible liquids**
  - c. **Flammable gas**
  - d. **Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.**
  - e. **Welding or cutting equipment for demonstration purposes**
  - f. **Gas-fired appliances for demonstration purposes**
  - g. **Salamander stoves**
  - h. **Lit candles or lanterns for demonstration purposes**
  - i. **Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position**
  - j. **Any cooking or heat producing devices**
13. The following address the display of automotive vehicles and equipment.
- a. **There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.**
  - b. **Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.**
  - c. **Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.**
  - d. **Ignition keys are to be removed and placed in a central location on site.**
  - e. **The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.**
  - f. **Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.**
  - g. **Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.**
14. The following requirements are for food shows:
- a. **One 40 BC extinguisher is to be provided for every deep fat fryer.**
  - b. **Deep fat fryers are to be thermostat controlled.**
  - c. **Fryer units are not to be located on tables that are along aisles. No public access to fryers.**
  - d. **Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials. (Foil is not acceptable.)**
  - e. **Combustible materials will not be located near deep fat fryers.**
  - f. **Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.**
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

# FREEMAN

PROUD TO SERVE AS YOUR  
OFFICIAL AUDIO VISUAL PROVIDER:



**SXSW—Music Gear Expo 2013**  
March 14-16, 2013  
Austin Convention Center  
Austin, TX

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Third Party if Applicable \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

On-site Contact \_\_\_\_\_ On-site Contact Cell \_\_\_\_\_

**Method of Payment:**

- MasterCard
- Visa
- American Express
- Check (Must be in U.S. funds)
- Bank Transfer (Call for information)
- Key Account

**Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.**

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

Card Holder Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

\*For your convenience, we will use this authorization to charge your credit card account for your advanced and on 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 the Exhibitor, including without limitation, any shipping charges.

**Cancellation Policy:** Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

**Quick Tips:**

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

Early Order Deadline Date:

February 20, 2013

## POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Def.), Single Post Stand		\$525.00	\$682.50	
32" Flat Screen with Speakers (16:9, High Def), Dual Post Stand		\$900.00	\$1170.00	
42" Flat Screen with Speakers (16:9, High Def.), Dual Post Stand		\$1020.00	\$1326.00	
46" Flat Screen with Speakers (16:9) High Def), Dual Post Stand		\$1215.00	\$1579.5000	

## A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI, HDMI input)		\$375.00	\$487.50	
32" Flat Screen with Speakers (720P, 16:9, High Definition, DVI input)		\$675.00	\$877.50	
42" Flat Screen with Speakers (16:9, High Definition)		\$795.00	\$1033.50	
46" Flat Screen with Speakers (1080P, 16:9, High Definition, HDMI input)		\$990.00	\$1287.00	
52" Flat Screen with Speakers (16:9, High Definition, DVI input)		\$1185.00	\$1504.50	
60" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI input)		\$1680.00	\$2184.00	
Single Post Stand with Shelf (Accommodates Flat Screens 24" and Smaller)		\$150.00	\$195.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		\$225.00	\$292.50	
Universal Mounting Bracket (For Exhibitor owned monitors 32"- 65")		\$150.00	\$195.00	
DVD Player with auto repeat (Consumer Grade)		\$120.00	\$156.00	
Blu-ray DVD Player with auto repeat		\$150.00	\$195.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		\$240.00	\$312.00	
Desktop Computer with Monitor (3.2GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		\$325.00	\$422.50	
HP Laser Printer (40 PPM)		\$195.00	\$253.50	
<b>Quoted Additional Equipment</b>				

Additional equipment/accessories available upon request. Contact us at: **210-389-8384** for a quote or additional labor

**CONTACT YOUR FREEMAN REPRESENTATIVE:  
JOHN ABREGO**

4801 Freidrich Lane Bldg 1, #100  
Austin, TX 78744  
Phone: 512-827-3223  
Fax: 469-621-5611  
Visit us at: [www.freemanco.com](http://www.freemanco.com)  
E-mail: [john.abrego@freemanco.com](mailto:john.abrego@freemanco.com)



\*Show rate subject to a **30% increase** when ordering after February 20, 2013.

Equipment Subtotal: \_\_\_\_\_  
**Handling Charge Includes:** Delivery, set-up, dismantle and on-site tech. support.  
 25% of equipment subtotal for orders **under \$3,000.** (\$93.00 Min.)..... \_\_\_\_\_  
**Additional labor required for wall/truss mounted flat screen monitors. (\$75)** \_\_\_\_\_  
**State Sales Tax (8.25%)**..... \_\_\_\_\_  
**TOTAL CHARGES:** \_\_\_\_\_

Project: 20-291625

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

### DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### PAYMENT TERMS

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

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.



**4723 Emden Hollow**  
**San Antonio, TX 78247**  
**Phone: 210-637-7229**  
**Fax: 210-637-7243**  
 info@conventionfoliage.com

**SXSW - MUSIC GEAR EXPO**  
**March 14-16, 2013**  
**Austin Convention Center-Hall 5**  
**Austin, Texas**

**DISCOUNT DEADLINE DATE: February 20, 2013**

(Pay standard price if ordering after deadline or at showsite)

<b>FLOWERING &amp; GREEN PLANTS (Rental)</b>	<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
Mum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$25.00	\$30.00		
Kalanchoe <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> Yellow	\$25.00	\$30.00		
Azalea <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White	\$40.00	\$45.00		
Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange	\$40.00	\$45.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Large	\$40.00	\$45.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Small	\$25.00	\$30.00		
2-3 ft. Green Plant	\$42.00	\$47.00		
4 ft. Green Plant	\$52.00	\$57.00		
5 ft. Green Plant	\$62.00	\$67.00		
6 ft. Green Plant	\$72.00	\$77.00		
7 ft. Green Plant	\$85.00	\$90.00		
8 ft. Green Plant or taller	\$15.00 ft.	\$16.00 ft.		
Container Selection: <input type="checkbox"/> Black <input type="checkbox"/> White	FREE	FREE		
<b>FLORAL SERVICES</b>	<b>DISCOUNT PRICE</b>	<b>SHOWSITE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
12" high Seasonal Vase Arrangement	\$60.00	\$65.00		
18" high Seasonal Vase Arrangement	\$80.00	\$85.00		
20" high Tropical Vase Arrangement	\$70.00	\$75.00		
24" high Tropical Vase Arrangement	\$90.00	\$95.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards (purchase)	\$25.00	\$30.00		
Color Preference?				
Special Request?				

**DESIGNER SERVICE:**

Meet us at our booth for consultation. Date \_\_\_\_\_ Time \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Subtotal**

**Add 8.125% Sales Tax**

**TOTAL**

**PAYMENT AND CANCELLATION POLICY:** Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

**RENTAL POLICY:** Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

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

ADDRESS \_\_\_\_\_  
 (Street) (City) (State) (Zipcode)

ORDERED BY \_\_\_\_\_ PHONE \_\_\_\_\_

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

Payment Information  Visa  MC  AmEx  Discover  
 CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

CARD # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

**F L O R A L O R D E R F O R M**

## ACCD Exhibitor Services - Information Packet

Event: 2013 SXSW Music Gear Expo\_B (EH 5)      Event Dates: 3/13/2013 to 3/16/2013

**Discount Rate Deadline:      Monday, February 18, 2013**  
**Standard Rate Applies:      Tuesday, February 19, 2013**  
**Floor Rate Applies:      Thursday, February 28, 2013**

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

**On-line ordering is available at our website <http://www.austinconventioncenter.com> under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.**

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim  
ACCD Exhibitor Services Representative  
512-404-4000  
accdexhibitorservices@austintexas.gov

## ACCD Exhibitor Services - Information Packet

### Ordering Instructions

**On-line Ordering:** To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

**Complete the Order Form:** A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

**Payment Method:** Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

**Deposits:** The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

**Discounts:** The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

**Submitting an Order:** Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

**Cancellation:** Cancellation of services must be made 5 days prior to first contracted day of event.

**Questions?:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

### Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

### Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

### General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of both spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

FOR OFFICE USE ONLY	
Customer ID:	UTL-

## ACCD Exhibitor Services - Order Form

Event: 100005184 2013 SXSX Music Gear Expo\_B(EH 5) Event Dates: 3/13/13 to 3/16/13 **Discount Deadline: 2/18/13 Floor Rate: 2/28/13**

### Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

### Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

### Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number	Expiration	
Cardholder	Signature	

For wire transfers, please contact Ben Hamilton at 512-404-4236. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

### Authorization (Orders submitted without a signature will not be processed)

**I have read and agree with all the terms as stated on the attached agreement.**

Authorized Signature	Date
----------------------	------

### IMPORTANT ORDERING INFORMATION

**On-line Ordering:** To place your order on-line please visit our website <http://www.austinconventioncenter.com> under Exhibitor Services.

**Completing the Order Form:** Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

**Deposits:** The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

**Discounts:** The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 2/18/2013 to receive any eligible discounts.

**Submitting an Order:** Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

**Questions?:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

**Refunds:** Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

**PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION**

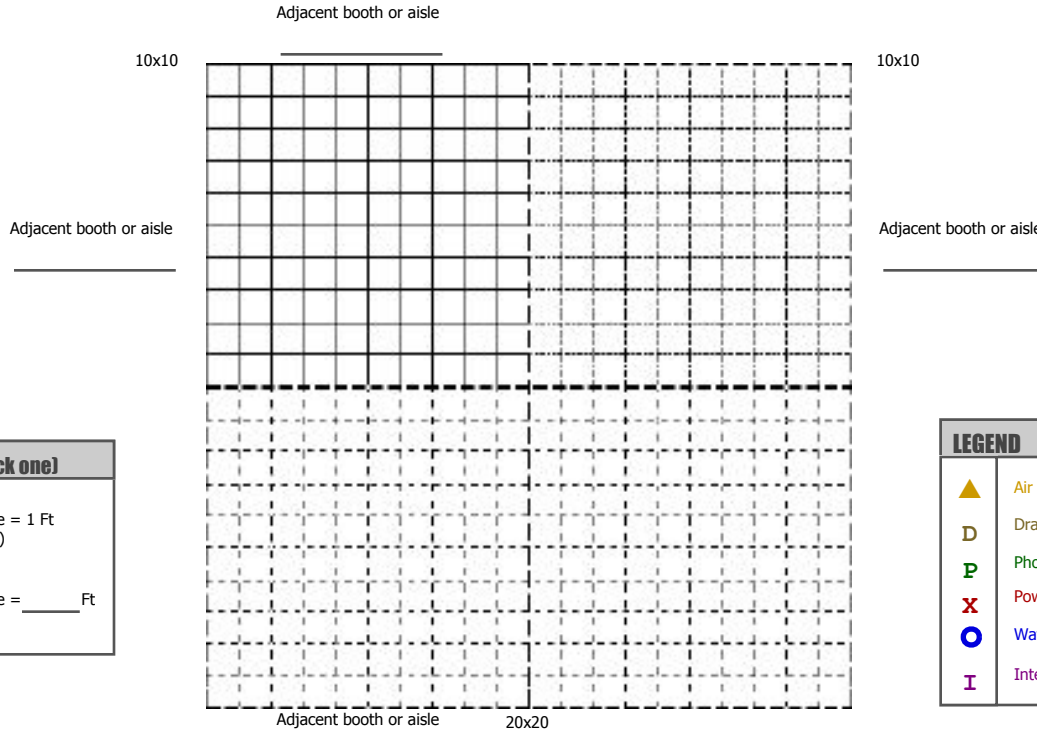
## ACCD Exhibitor Services - Floor & Booth Layout

Event: 2013 SXSW Music Gear Expo\_B    Event Dates: 3/13/2013 to 3/16/2013    Discount Deadline: 2/18/2013    Floor Rate: 2/28/2013

### Utility Service Distribution Grid

- Please use grid should you not have a floor plan to submit.
- Mark the adjoining booth # or aisle for orientation
- Use the coordinates or the boxes as a scale for placement of services.
- Labor charges will be applied to your order form as outlined in our labor guidelines.

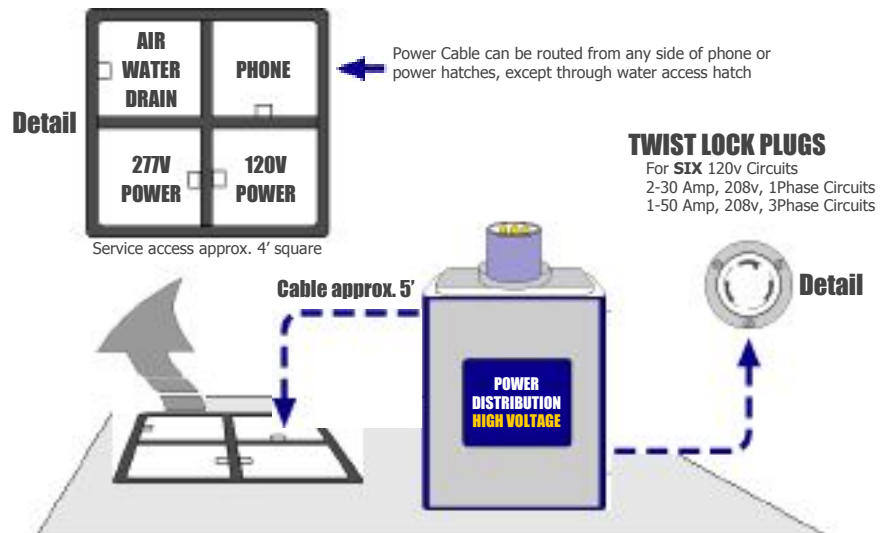
Company Name	Booth Number



### Service Access/Power Distribution Box Information

The Austin Convention Center has utility service access located in the floor 30' apart. These show up on the floor plan as small squares. Contact your Show Manager to obtain a show floor plan. A power distribution box spreads electrical power to the booths. It is approximately 24" x 18" x 6" with a 5' long, 2" thick cable plugged into the service hatch. We plug twist-lock extension cords in to the distribution boxes and run cords to your booth.

If its location is inconvenient, we can usually reposition the box or cover it. We can also remove it provided no other exhibitors are powered by it, but this restricts the amount of power we can deliver and may require sharing of electrical circuits. In addition, we will assess an additional charge for labor if you elect to have it replaced. Please call prior to your event if you have any questions.



Art for illustration purposes. Not to scale.

## **Installation Notice**

**Effective October 2012**

This notice applies to customers ordering 208/220 Volts electrical services.  
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,  
Exhibitor Services Division  
Austin Convention Center Department

## **Wi-Fi Operating Guidelines**

**Effective October 2012**

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,  
Exhibitor Services Division  
Austin Convention Center Department

## ACCD Exhibitor Services - Electrical Price Schedule

Event: 2013 SXSW Music Gear Expo\_B Event Dates: 3/13/2013 to 3/16/2013 **Discount Deadline: 2/18/2013 Floor Rate: 2/28/2013**

### Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts ( 8 Amps )	\$68.00	\$90.00	\$135.00
E102	120 Volts 15 AMP	\$75.00	\$100.00	\$150.00
E103	120 Volts 20 AMP	\$83.00	\$110.00	\$165.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	\$101.00	\$135.00	\$203.00
E201	120 Volt 8 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$68.00	\$90.00	\$135.00
E202	120 Volts 15 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$75.00	\$100.00	\$150.00
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$83.00	\$110.00	\$165.00
E204	120 Volts 30 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$101.00	\$135.00	\$203.00

### Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$45.00	\$45.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$60.00	\$60.00

### Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	\$135.00	\$180.00	\$270.00
P202	208 Volts/Single Phase 30 AMP	\$169.00	\$225.00	\$338.00
P204	208 Volts/Single Phase 60 AMP	\$263.00	\$350.00	\$525.00
P302	120/208 Volts/3 Phase 20 AMP	\$225.00	\$300.00	\$450.00
P303	120/208 Volts/3 Phase 30 AMP	\$263.00	\$350.00	\$525.00
P305	120/208 Volts/3 Phase 60 AMP	\$435.00	\$580.00	\$870.00
P310	120/208 Volts/3 Phase 100 AMP	\$675.00	\$900.00	\$1,350.00
P320	120/208 Volts/3 Phase 200 AMP	\$994.00	\$1,325.00	\$1,988.00
P340	120/208 Volts/3 Phase 400 AMP	\$2063.00	\$2,750.00	\$4,125.00

### General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
  - A. Labor is charged for:
    1. All electrical services of 208V source
    2. Any four (4) services in one (1) booth
    3. Installation of utilities after booth display and/or carpet has been installed
    4. Relocating/moving installed services
    5. Installing services in location other than location most convenient to booth
    6. Re-taping electrical cords
    7. Resetting breakers due to exhibitor equipment
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are **NOT** available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

## ACCD Exhibitor Services - Telephone Price Schedule

Event: 2013 SXSW Music Gear Expo\_B Event Dates: 3/13/2013 to 3/16/2013 **Discount Deadline: 2/18/2013 Floor Rate: 2/28/2013**

### Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	\$150.00	\$200.00	\$300.00
T102	Local/Long Distance Phone Line	\$188.00	\$250.00	\$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	Discount N/A	\$0.00	\$0.00
T301	MultiLine/Speakerphone-Local	\$263.00	\$350.00	\$525.00
T302	MultiLine/Speakerphone-Long Distance	\$263.00	\$350.00	\$525.00
T401	Specialty Programming	Discount N/A	\$50.00	\$75.00

### Telephone Service Terms and Conditions

• **Local Service**

1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

• **Long Distance**

1. Allows both local and long distance dialing.
2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

• **Phone Set**

1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged (\$50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact the ACCD Exhibitor Services Division.
3. Rental of telephone hand sets may not be discounted.

• **Special Programming**

1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
3. No Discount available for Special Programming services.

• **Telephone for Credit Card Machine Use**

1. The telephone line fees do not include electrical services necessary for credit card machines.
2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

### Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

## ACCD Exhibitor Services - Technology Price Schedule

Event: 2013 SXSW Music Gear Expo\_B Event Dates: 3/13/2013 to 3/16/2013 **Discount Deadline: 2/18/2013** **Floor Rate: 2/28/2013**

### Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Internet Connection	\$500.00	\$665.00	\$998.00
H102	Additional IP Address (Requires H101 Purchase and does NOT include cable.)	\$150.00	\$200.00	\$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	750.00	\$995.00	\$1,493.00
H201	Fiber Patch (MDF to IDF only)	400.00	\$525.00	\$750.00
H202	Fiber Optic Patch Cable (Each)	50.00	\$65.00	\$65.00
H302	10 Mbps Managed Internet Service (Up to 25 IP's)	\$3750.00	\$5,000.00	\$7,500.00
H303	20 Mbps Managed Internet Service (Up to 25 IP's)	\$6750.00	\$9,000.00	\$13,500.00
H304	30 Mbps Managed Internet Service (Up to 25 IP's)	\$9000.00	\$12,000.00	\$18,000.00
H305	Circuit Extension from Demarcation to Booth	\$1500.00	\$2,000.00	\$3,000.00
H311	Network Data Patch	\$300.00	\$400.00	\$600.00
H312	Network Patch Cable (Up to 30ft.)	40.00	\$50.00	\$50.00
H402	Ethernet Switch-Managed	\$600.00	\$800.00	\$1,200.00
H403	Additional Wireless Access Point	200.00	\$265.00	\$400.00
H405	Ethernet Switch-Unmanaged	\$225.00	\$300.00	\$300.00
H601	Basic Cable TV Coax patch	Discount N/A	\$300.00	\$450.00

### Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$135.00	\$135.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$165.00	\$165.00
RL103	AV Technician - Labor	Discount N/A	\$80.00	\$80.00

### Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:

- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

**Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.**

## ACCD Exhibitor Services - Equipment Price Schedule

Event: 2013 SXSW Music Gear Expo\_B    Event Dates: 3/3/2013 to 3/18/2013    **Discount Deadline: 2/18/2013**    **Floor Rate: 2/28/2013**

### Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	\$25.00	\$25.00
L106	Adaptor	Discount N/A	\$25.00	\$25.00

### Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A101	Compressed Air (Per Connection)	\$150.00	\$200.00	\$200.00
A501	Water and Drainage (Per Connection)	\$173.00	\$230.00	\$230.00

### Supplemental Lighting & Electrical Equipment Terms and Conditions

• **Rental Equipment Deposit**

1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
2. The credit card information section under Payment Method section on the order form must be completed.
3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

• **Rental Equipment Pick Up and Return**

1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
4. Multi-strips are for purchase only.

### Compressed Air Terms and Conditions

• **Compressed Air**

1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
2. Exhibitor is responsible for providing compatible adaptors to hose lines.

### Water/Drain Terms and Conditions

• **Water**

1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to 1" hose coupler.
2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
3. All water supplies must be set to the off position at the end of each day.
4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

• **Drainage**

1. Drains are not designed to handle the discharge of large volumes of water.
2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of \$230.00



## ACCD Exhibitor Booth Security Order Form

Event: 100005184 - 2013 South by Southwest    Event Dates: 3/3/2013 to 3/18/2013    **Security Discount Deadline: 1/31/2013**

### Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

### IMPORTANT ORDERING INFORMATION

- Complete the exhibitor information above.
- Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
- Faxing your order:
  - Fax orders to 512-404-4123
  - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
- Mailing your order:
  - Mailing address: Austin Convention Center  
Attn: Security Services Division  
P.O. Box 1088  
Austin, TX 78767
  - To prevent duplication of your order, please **do not mail and fax your order form.**
- Payment method:
  - Payment in full must accompany your order.
  - Payment may be made by credit card, money order, cash or check.
  - Checks or Money Orders - Make payable to the Austin Convention Center
  - Credit Cards - Be sure to provide complete customer information.
  - All outstanding balances must be settled on site.
- Questions:
  - Please call 512-404-4000 and request the Security Services Division

### UNARMED BOOTH SECURITY

- 2013 South by Southwest requests for **unarmed security** must be received by 1/31/2013 to receive the incentive rate of \$23.00/hr with a four (4) hr minimum. Requests received after 1/31/2013 will be billed at the base rate of \$31.00/hr with a four (4) hr minimum. *\*Requests for unarmed security on a holiday will be billed the holiday rate of \$34.00/hr with a four (4) hr minimum.\**
- Requests for unarmed security are limited to available resources on site. If unarmed security is not available, a licensed peace officer will be used to fill the position at the rate of \$60.00/hr with a four (4) hr minimum.
- Provide specific instructions required for booth security staff duties.
- Identify the quantity of the booth security staff you need.
- Provide the date/s and time/s the booth security staff will be scheduled to work.
- List the total number of hours security is scheduled for this event.
- All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

### LICENSE TEXAS PEACE OFFICERS

- The rate for a licensed peace officer is \$60.00/hr with a four (4) hour minimum. Please call for availability.
- Only** Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

### TERMS AND CONDITIONS

- Credit will not be given for services ordered and not used.
- A four (4) hour minimum will be charged unless otherwise specified.
- Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.

Event: 100005184 - 2013 South by Southwest    Event Dates: 3/3/2013 to 3/18/2013    **Security Discount Deadline: 1/31/2013**



## ACCD Exhibitor Booth Security Order Form

**SAMPLE:**

Schedule for Booth Security			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
4/16/2008	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until released.	7
4/16/2008	12:00AM - 10:30AM	Same as above.	10.5
			<b>TOTAL # OF HOURS: 17.5</b>

**PLACE SECURITY ORDER BELOW:**

Schedule for Booth Security			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
			<b>TOTAL # OF HOURS:</b>

**Payment Method**

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

CHECK    AMEX    DISCOVER    MASTERCARD    VISA    DINERS CLUB

BANK TRANSFER

Credit Card Number

Expiration

Cardholder

Signature

For wire transfers, please contact Toni Fulton at 512-404-4229.

Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

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

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

**Authorization** (Orders submitted without a signature will not be processed)

**I have read and agree with all the terms as stated on the attached agreement.**

Authorized Signature

Date

## Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
  - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
  - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
  - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
  - a) Display or storage of LPG (liquid propane gas)
  - b) Flammable or combustible liquids
  - c) Flammable gas
  - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
  - e) Welding or cutting equipment for show set-up or for demonstration purposes
  - f) Gas-fired appliances for demonstration purposes
  - g) Salamander stoves
  - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
  - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
  - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
  - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
  - c) Ignition keys are to be removed and placed in a central location on site.
  - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
  - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
  - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
  - a) Deep fat fryers are not allowed in the facility.
  - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.