

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and plum back drape and 3' high plum side drape. Booths 300 sqft and smaller will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in gray. **The Biophysical Society requires that your exhibit area be covered with either carpeting or another type of respectable covering.** Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by February 08, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#)

| | | |
|----------|----------------|-----------------------|
| Friday | March 01, 2019 | 8:00 a.m. - 5:00 p.m. |
| Saturday | March 02, 2019 | 8:00 a.m. - 3:00 p.m. |

Any labor and/or material handling services provided before 8:00 a.m. on weekdays and/or on Saturday will incur overtime charges.

EXHIBIT HOURS

| | | |
|---------|----------------|------------------------|
| Sunday | March 03, 2019 | 10:00 a.m. - 5:00 p.m. |
| Monday | March 04, 2019 | 10:00 a.m. - 5:00 p.m. |
| Tuesday | March 05, 2019 | 10:00 a.m. - 4:00 p.m. |

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

| | | |
|---------|----------------|------------------------|
| Tuesday | March 05, 2019 | 5:00 p.m. - 10:00 p.m. |
|---------|----------------|------------------------|

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Tuesday, March 05, 2019 at 10:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Tuesday, March 05, 2019 at 8:00 p.m.

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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (301) 918-7975 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by February 08, 2019.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the **"Create an Account"** link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local and International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # _____
63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
C/O FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

Freeman will accept crated, boxed or skidded material beginning Friday, February 01, 2019 at the above address. Material arriving after February 22, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or sunskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: 301-918-7975.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
**63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
BALTIMORE CONVENTION CENTER
C/O FREEMAN
1 W PRATT STREET
BALTIMORE, MD 21201**

Freeman will receive shipments at the exhibit facility beginning Friday, March 01, 2019. 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. If required, provide your carrier with this phone number: 301-918-7975.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 301-918-7975.

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 Washington Exhibitor Services at 301-918-7975 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 08, 2019.

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 [Pre-Show FAQ](#).

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at 301-918-7975 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.



F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 08, 2019**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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 VIA FAX OR POSTAL MAIL 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 (466786) on your remittance.

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

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 Address for Wire and ACH is 901 Main St, Dallas, TX 75202
 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** **We do not accept credit card information via email.**

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.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN method of payment

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019

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 VIA FAX OR POSTAL MAIL 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 **We do not accept credit card information via email.**

ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

01/17 (466786)

Freeman third party authorization

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the 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. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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.

MATERIAL HANDLING

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

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

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

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

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

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

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

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

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors 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-weighted weight of the shipment.

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

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

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman of carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

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

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



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DEADLINE DATE**

FEBRUARY 08, 2019

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---------|-----------------------------------|--------------|----------------|----------------|-------|
| SEATING | | | | | | |
| Naples Group - Black Vinyl | | | | | | |
| _____ | 810119* | Chair..... | 474.85 | 522.35 | 664.80 | _____ |
| _____ | 830120* | Loveseat..... | 637.90 | 701.70 | 893.05 | _____ |
| _____ | 830119* | Sofa..... | 708.75 | 779.65 | 992.25 | _____ |
| Munich Group - Gray Fabric | | | | | | |
| _____ | 810150* | Corner Chair..... | 396.50 | 436.15 | 555.10 | _____ |
| _____ | 810151* | Armless Chair..... | 346.10 | 380.70 | 484.55 | _____ |
| _____ | 830200* | Armless Loveseat..... | 581.30 | 639.45 | 813.80 | _____ |
| _____ | 830201* | Sectional - 3 Piece..... | 1,323.85 | 1,456.25 | 1,853.40 | _____ |
| Baja Group - White Vinyl | | | | | | |
| _____ | 81050* | Chair..... | 394.80 | 434.30 | 552.70 | _____ |
| _____ | 83020* | Loveseat..... | 420.00 | 462.00 | 588.00 | _____ |
| South Beach Group - Platinum Suede | | | | | | |
| _____ | 8301* | Sofa..... | 687.75 | 756.55 | 962.85 | _____ |
| _____ | 8151* | Ottoman..... | 301.90 | 332.10 | 422.65 | _____ |
| Key Largo Group - Black Fabric | | | | | | |
| _____ | 830950* | Loveseat..... | 436.80 | 480.50 | 611.50 | _____ |
| _____ | 830951* | Sofa..... | 485.10 | 533.60 | 679.15 | _____ |
| _____ | 810950* | Chair..... | 333.90 | 367.30 | 467.45 | _____ |
| Allegro Group - Blue Fabric | | | | | | |
| _____ | 81019* | Chair..... | 548.65 | 603.50 | 768.10 | _____ |
| _____ | 83015* | Sofa..... | 879.40 | 967.35 | 1,231.15 | _____ |
| Fairfax Group - White Vinyl | | | | | | |
| _____ | 810949* | Chair..... | 281.40 | 309.55 | 393.95 | _____ |
| _____ | 830949* | Sofa..... | 449.40 | 494.35 | 629.15 | _____ |
| Hopi Group - Gray Linen | | | | | | |
| _____ | 810140* | Chair..... | 210.25 | 231.30 | 294.35 | _____ |
| _____ | 830150* | Loveseat..... | 266.95 | 293.65 | 373.75 | _____ |
| Tangiers Group - Beige Fabric | | | | | | |
| _____ | 810118* | Chair..... | 373.80 | 411.20 | 523.30 | _____ |
| _____ | 830220* | Loveseat..... | 488.90 | 537.80 | 684.45 | _____ |
| _____ | 830118* | Sofa..... | 527.10 | 579.80 | 737.95 | _____ |
| CASUAL SEATING | | | | | | |
| Ottomans | | | | | | |
| _____ | 815122* | Endless Square - White Vinyl..... | 262.50 | 288.75 | 367.50 | _____ |
| _____ | 815123* | Endless Square - Black Vinyl..... | 262.50 | 288.75 | 367.50 | _____ |
| _____ | 815953* | Endless Curve - White Vinyl..... | 365.40 | 401.95 | 511.55 | _____ |
| _____ | 815952* | Endless Curve - Black Vinyl..... | 365.40 | 401.95 | 511.55 | _____ |
| _____ | 815119* | Half-Bench - White Vinyl..... | 296.10 | 325.70 | 414.55 | _____ |
| _____ | 81518* | Vibe Cube - Blue Vinyl..... | 154.90 | 170.40 | 216.85 | _____ |
| _____ | 81519* | Vibe Cube - Red Vinyl..... | 154.90 | 170.40 | 216.85 | _____ |

FREEMAN furnishings

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NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|--------------------------------|---------|---|--------------|----------------|----------------|-------|
| CASUAL SEATING (cont'd) | | | | | | |
| _____ | 81525* | Vibe Cube - Orange Vinyl..... | 109.20 | 120.10 | 152.90 | _____ |
| _____ | 81520* | Vibe Cube - Pink Vinyl..... | 154.90 | 170.40 | 216.85 | _____ |
| _____ | 81517* | Vibe Cube - Yellow Vinyl..... | 154.90 | 170.40 | 216.85 | _____ |
| _____ | 81530* | Vibe Cube - Black Vinyl..... | 109.20 | 120.10 | 152.90 | _____ |
| _____ | 81531* | Vibe Cube - White Vinyl..... | 109.20 | 120.10 | 152.90 | _____ |
| _____ | 81532* | Vibe Cube - Steel Blue Vinyl..... | 94.10 | 103.50 | 131.75 | _____ |
| _____ | 81533* | Vibe Cube - Silver Vinyl..... | 94.10 | 103.50 | 131.75 | _____ |
| _____ | 81534* | Vibe Cube - Purple Vinyl..... | 94.10 | 103.50 | 131.75 | _____ |
| _____ | 815151* | Marche Swivel - Gray Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815154* | Marche Swivel - Red Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815159* | Marche Swivel - Blue Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815152* | Marche Swivel - Linen Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815157* | Marche Swivel - Meadow Green Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815158* | Marche Swivel - Pear Yellow Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815156* | Marche Swivel - Plum Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815153* | Marche Swivel - Raspberry Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815155* | Marche Swivel - Rose Quartz Fabric..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 815150* | Marche Swivel - White Vinyl..... | 182.70 | 200.95 | 255.80 | _____ |
| _____ | 81526* | Edge LED Cube - High Density Plastic..... | 223.15 | 245.45 | 312.40 | _____ |
| Banquettes | | | | | | |
| _____ | 8506* | Center Cone w/Electrical Charging Outlet..... | 525.00 | 577.50 | 735.00 | _____ |
| _____ | 8507* | Quarter Curve Ottoman..... | 348.60 | 383.45 | 488.05 | _____ |
| Beverly Bench Ottomans | | | | | | |
| _____ | 81550* | Black Vinyl..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81551* | Brown Fabric..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81552* | Gray Fabric..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81553* | Linen Fabric..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81554* | Ocean Blue Fabric..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81555* | Red Fabric..... | 294.00 | 323.40 | 411.60 | _____ |
| _____ | 81556* | White Vinyl..... | 294.00 | 323.40 | 411.60 | _____ |
| Occasional Chairs | | | | | | |
| _____ | 71089 | Black Diamond Side Chair..... | 127.05 | 139.75 | 177.85 | _____ |
| _____ | 71090 | Black Diamond Arm Chair..... | 148.05 | 162.85 | 207.25 | _____ |
| _____ | 810861* | Laguna Chair - Maple/Chrome..... | 90.70 | 99.75 | 127.00 | _____ |
| _____ | 210108 | Limerick® Chair by Herman Miller..... | 105.00 | 115.50 | 147.00 | _____ |
| _____ | 8102* | Madrid Chair - Black Vinyl/Chrome..... | 686.70 | 755.35 | 961.40 | _____ |
| _____ | 810816* | Madrid Chair - White Vinyl/Chrome..... | 686.70 | 755.35 | 961.40 | _____ |
| _____ | 810948* | Meeting Chair - White Vinyl..... | 236.25 | 259.90 | 330.75 | _____ |
| _____ | 810835* | Meeting Chair - Espresso Vinyl..... | 236.25 | 259.90 | 330.75 | _____ |
| _____ | 810836* | Meeting Chair - Taupe Microfiber..... | 236.25 | 259.90 | 330.75 | _____ |
| _____ | 8103* | Key West Tub Chair - Black Fabric..... | 342.30 | 376.55 | 479.20 | _____ |
| _____ | 810843* | Madden Chair - Light Gray Vinyl..... | 373.80 | 411.20 | 523.30 | _____ |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|----------------------------------|---------|---|--------------|----------------|----------------|-------|
| Occasional Chairs (cont.) | | | | | | |
| | 810131* | Malba Chair - Gray Molded Plastic..... | 115.50 | 127.05 | 161.70 | |
| | 810130* | Malba Chair - Green Molded Plastic..... | 115.50 | 127.05 | 161.70 | |
| | 810846* | Christopher Chair - White Vinyl/Chrome..... | 118.15 | 129.95 | 165.40 | |
| | 810851* | Zenith Chair - White/Chrome..... | 181.15 | 199.25 | 253.60 | |
| | 810841* | Rustique Chair - Gunmetal..... | 136.50 | 150.15 | 191.10 | |
| | 810837* | Razor Armless Chair - White High Density Plastic.... | 63.00 | 69.30 | 88.20 | |
| | 810875* | Swanson Swivel Chair - White Vinyl..... | 254.65 | 280.10 | 356.50 | |
| | 810811* | Berlin Stack Chair - White & Red Plastic/Chrome.... | 120.75 | 132.85 | 169.05 | |
| | 810810* | Berlin Stack Chair - White & Black Plastic/Chrome... | 120.75 | 132.85 | 169.05 | |
| | 810847* | Wendy Chair - Clear Acrylic..... | 131.25 | 144.40 | 183.75 | |
| Conference Chairs | | | | | | |
| | 71046 | Gray Gaslift Chair With Arms..... | 262.70 | 288.95 | 367.80 | |
| | 71045 | Gray Gaslift Chair Without Arms..... | 255.30 | 280.85 | 357.40 | |
| | 810874* | La Brea Swivel Chair - Charcoal Gray Fabric..... | 304.75 | 335.25 | 426.65 | |
| | 81063* | Altura Conference/Guest Chair - Black Fabric/Black Steel..... | 309.50 | 340.45 | 433.30 | |
| | 810844* | Pro Executive High Back Chair - White Vinyl..... | 243.60 | 267.95 | 341.05 | |
| | 810946* | Pro Executive High Back Chair - Black Vinyl..... | 243.60 | 267.95 | 341.05 | |
| | 810945* | Pro Executive Mid Back Chair - White Vinyl..... | 287.70 | 316.45 | 402.80 | |
| | 810944* | Pro Executive Mid Back Chair - Black Vinyl..... | 287.70 | 316.45 | 402.80 | |
| | 810947* | Pro Executive Guest Chair - Black Vinyl..... | 298.20 | 328.00 | 417.50 | |
| Bars & Barstools | | | | | | |
| | 8501* | Martini Bar..... | 1,380.75 | 1,518.85 | 1,933.05 | |
| | 71088 | Black Diamond Stool..... | 206.35 | 227.00 | 288.90 | |
| | 71048 | Gray Gaslift Stool with Arms..... | 271.70 | 298.85 | 380.40 | |
| | 71047 | Gray Gaslift Stool without Arms..... | 323.95 | 356.35 | 453.55 | |
| | 810860* | Laguna Barstool - Maple/Chrome..... | 114.25 | 125.70 | 159.95 | |
| | 210109 | Limerick® Stool by Herman Miller..... | 105.00 | 115.50 | 147.00 | |
| | 810872* | Lift Barstool - Gray Vinyl/Chrome..... | 160.65 | 176.70 | 224.90 | |
| | 810873* | Lift Barstool - Red Vinyl/Chrome..... | 160.65 | 176.70 | 224.90 | |
| | 810871* | Lift Barstool - Black Vinyl/Chrome..... | 160.65 | 176.70 | 224.90 | |
| | 810870* | Lift Barstool - White Vinyl/Chrome..... | 160.65 | 176.70 | 224.90 | |
| | 810951* | Apex Barstool - Black Vinyl..... | 151.20 | 166.30 | 211.70 | |
| | 810952* | Apex Barstool - Blue Ultra Suede..... | 151.20 | 166.30 | 211.70 | |
| | 810953* | Apex Barstool - Red Vinyl..... | 151.20 | 166.30 | 211.70 | |
| | 810954* | Apex Barstool - White Vinyl..... | 151.20 | 166.30 | 211.70 | |
| | 810103* | Banana Barstool - White Vinyl/Chrome..... | 236.25 | 259.90 | 330.75 | |
| | 810104* | Banana Barstool - Black Vinyl/Chrome..... | 236.25 | 259.90 | 330.75 | |
| | 810850* | Zenith Barstool - White/Chrome..... | 181.15 | 199.25 | 253.60 | |
| | 810840* | Zoey Barstool - White Vinyl/Chrome..... | 264.60 | 291.05 | 370.45 | |
| | 810834* | Zoey Barstool - Black Vinyl/Chrome..... | 264.60 | 291.05 | 370.45 | |
| | 810848* | Christopher Barstool - White..... | 215.25 | 236.80 | 301.35 | |
| | 810202* | Shark Swivel Barstool - White Plastic/Chrome..... | 367.50 | 404.25 | 514.50 | |
| | 810839* | Rustique Barstool - Gunmetal..... | 136.50 | 150.15 | 191.10 | |
| | 810200* | Oslo Barstool - Blue Plastic/Chrome..... | 257.25 | 283.00 | 360.15 | |
| | 810201* | Oslo Barstool - White Plastic/Chrome..... | 257.25 | 283.00 | 360.15 | |

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|-----|--------|-------------|--------------|----------------|----------------|-------|
|-----|--------|-------------|--------------|----------------|----------------|-------|

Draped Tables & Counters

Draped Tables - Tables are 24" wide
 Black Blue Brown Green Flax
 Gold Gray Plum Red White

| | | | | | | |
|-------|----------|--------------------------------|--------|--------|--------|-------|
| _____ | 124330 | Draped Table 3'L x 30"H..... | N/A | N/A | N/A | _____ |
| _____ | 124430 | Draped Table 4'L x 30"H..... | 169.00 | 185.90 | 236.60 | _____ |
| _____ | 124630 | Draped Table 6'L x 30"H..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 124830 | Draped Table 8'L x 30"H..... | 221.00 | 243.10 | 309.40 | _____ |
| _____ | 12404630 | 4th Side Drape 6'L x 30"H..... | 52.50 | 57.75 | 73.50 | _____ |
| _____ | 12404830 | 4th Side Drape 8'L x 30"H..... | 52.50 | 57.75 | 73.50 | _____ |
| _____ | 124342 | Draped Counter 3'L x 42"H..... | N/A | N/A | N/A | _____ |
| _____ | 124442 | Draped Counter 4'L x 42"H..... | 195.00 | 214.50 | 273.00 | _____ |
| _____ | 124642 | Draped Counter 6'L x 42"H..... | 221.00 | 243.10 | 309.40 | _____ |
| _____ | 124842 | Draped Counter 8'L x 42"H..... | 247.00 | 271.70 | 345.80 | _____ |
| _____ | 12404642 | 4th Side Drape 6'L x 42"H..... | 78.75 | 86.65 | 110.25 | _____ |
| _____ | 12404842 | 4th Side Drape 8'L x 42"H..... | 78.75 | 86.65 | 110.25 | _____ |

Undraped Tables & Counters

| | | | | | | |
|-------|--------|----------------------------------|--------|--------|--------|-------|
| _____ | 125330 | Undraped Table 3'L x 30"H..... | N/A | N/A | N/A | _____ |
| _____ | 125430 | Undraped Table 4'L x 30"H..... | 116.00 | 127.60 | 162.40 | _____ |
| _____ | 125630 | Undraped Table 6'L x 30"H..... | 142.00 | 156.20 | 198.80 | _____ |
| _____ | 125830 | Undraped Table 8'L x 30"H..... | 168.00 | 184.80 | 235.20 | _____ |
| _____ | 125342 | Undraped Counter 3'L x 42"H..... | N/A | N/A | N/A | _____ |
| _____ | 125442 | Undraped Counter 4'L x 42"H..... | 142.00 | 156.20 | 198.80 | _____ |
| _____ | 125642 | Undraped Counter 6'L x 42"H..... | 168.00 | 184.80 | 235.20 | _____ |
| _____ | 125842 | Undraped Counter 8'L x 42"H..... | 194.00 | 213.40 | 271.60 | _____ |

Table Top Risers - Risers are 8" wide

| | | | | | | |
|-------|---------|--|--------|--------|--------|-------|
| _____ | 1504100 | Black 4'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1504101 | White 4'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1506100 | Black 6'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1506101 | White 6'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1508100 | Black 8'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1508101 | White 8'L x 7"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1504200 | Black 4'L x 14"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1504201 | White 4'L x 14"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1506200 | Black 6'L x 14"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1506201 | White 6'L x 14"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1508200 | Black 8'L x 14"H Corrugated Riser..... | 169.05 | 185.95 | 236.65 | _____ |
| _____ | 1508201 | White 8'L x 14"H Corrugated Riser..... | 195.30 | 214.85 | 273.40 | _____ |

Pedestal Tables - Soho Series

| | | | | | | |
|-------|-------|---|--------|--------|--------|-------|
| _____ | 72069 | Black Top Cafe Table - 30"H x 24"W..... | 231.00 | 254.10 | 323.40 | _____ |
| _____ | 72067 | Black Top Cafe Table - 30"H x 36"W..... | 262.50 | 288.75 | 367.50 | _____ |
| _____ | 72066 | Black Top Mini Table - 18"H x 18"W..... | 210.00 | 231.00 | 294.00 | _____ |
| _____ | 72070 | Black Top Bistro Table - 42"H x 24"W..... | 241.50 | 265.65 | 338.10 | _____ |
| _____ | 72068 | Black Top Bistro Table - 42"H x 36"W..... | 273.00 | 300.30 | 382.20 | _____ |

Pedestal Tables - Chelsea Series

| | | | | | | |
|-------|-------|---|--------|--------|--------|-------|
| _____ | 72063 | Butcher Block Top Cafe Table - 30"H x 30"W..... | 241.50 | 265.65 | 338.10 | _____ |
| _____ | 72064 | Butcher Block Top Cafe Table - 30"H x 36"W..... | 262.50 | 288.75 | 367.50 | _____ |

FREEMAN furnishings

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|-----------|--|--------------|----------------|----------------|-------|
| Pedestal Tables - Chelsea Series (continued) | | | | | | |
| | 720163 | Butcher Block Top Bistro Table - 42"H x 30"W..... | 252.00 | 277.20 | 352.80 | |
| | 720164 | Butcher Block Top Bistro Table - 42"H x 36"W..... | 262.50 | 288.75 | 367.50 | |
| Pedestal Tables | | | | | | |
| | 8201208* | Hydraulic Base Cafe Table - Maple..... | 233.50 | 256.85 | 326.90 | |
| | 8201207* | Hydraulic Base Bar Table - Maple..... | 245.30 | 269.85 | 343.40 | |
| | 8201203** | Standard Base Cafe Table - Blue Steel..... | 241.50 | 265.65 | 338.10 | |
| | 8201204** | Standard Base Bar Table - Blue Steel..... | 252.00 | 277.20 | 352.80 | |
| | 8201209* | Hydraulic Base Cafe Table - Graphite..... | 262.10 | 288.30 | 366.95 | |
| | 8201211* | Hydraulic Base Bar Table - Graphite..... | 268.80 | 295.70 | 376.30 | |
| | 8201206* | Hydraulic Base Cafe Table - Maple..... | 260.40 | 286.45 | 364.55 | |
| | 8201205* | Hydraulic Base Bar Table - Maple..... | 265.45 | 292.00 | 371.65 | |
| | 820126* | Hydraulic Base Cafe Table - White Laminate..... | 260.40 | 286.45 | 364.55 | |
| | 820125* | Hydraulic Base Bar Table - White Laminate..... | 272.15 | 299.35 | 381.00 | |
| | 820241* | Madison Hydraulic Base Cafe Table - Gray Acajou. | 359.65 | 395.60 | 503.50 | |
| | 820240* | Madison Hydraulic Base Bar Table - Gray Acajou... | 359.65 | 395.60 | 503.50 | |
| | 820265* | Madison Cafe Table - Gray Acajou..... | 283.50 | 311.85 | 396.90 | |
| | 820264* | Madison Bar Table - Gray Acajou..... | 309.75 | 340.75 | 433.65 | |
| | 8201220* | 30" Cafe Table Black Base - White Laminate..... | 171.35 | 188.50 | 239.90 | |
| | 8201221* | 30" Bar Table Black Base - White Laminate..... | 183.10 | 201.40 | 256.35 | |
| | 8201222* | 30" Bar Table Chrome Base - White Laminate..... | 263.75 | 290.15 | 369.25 | |
| | 8201223* | 30" Cafe Table Chrome Base - White Laminate..... | 263.75 | 290.15 | 369.25 | |
| | 820920* | 30" Bar Table Chrome Hydraulic Base - Red..... | 203.30 | 223.65 | 284.60 | |
| | 820921* | 30" Cafe Table Chrome Hydraulic Base - Red..... | 203.30 | 223.65 | 284.60 | |
| | 820922* | 30" Bar Table Chrome Hydraulic Base - Gray..... | 203.30 | 223.65 | 284.60 | |
| | 820923* | 30" Cafe Table Chrome Hydraulic Base - Gray..... | 203.30 | 223.65 | 284.60 | |
| | 820924* | 30" Bar Table Chrome Hydraulic Base - Silver..... | 248.65 | 273.50 | 348.10 | |
| | 820925* | 30" Cafe Table Chrome Hydraulic Base - Silver..... | 248.65 | 273.50 | 348.10 | |
| Occasional, End & Cocktail Tables | | | | | | |
| | 82015* | Silverado End Table - Tempered Glass/Painted Steel..... | 306.10 | 336.70 | 428.55 | |
| | 82014* | Silverado Cocktail Table - Tempered Glass/Painted Steel..... | 323.40 | 355.75 | 452.75 | |
| | 820252* | Alondra End Table - Glass/Chrome..... | 262.50 | 288.75 | 367.50 | |
| | 820250* | Alondra Cocktail Table - Glass/Chrome..... | 364.90 | 401.40 | 510.85 | |
| | 820253* | Alondra End Table - Wood/Chrome..... | 236.25 | 259.90 | 330.75 | |
| | 820251* | Alondra Cocktail Table - Wood/Chrome..... | 328.40 | 361.25 | 459.75 | |
| | 8201224* | Atomic 36" Round Table - Glass/Chrome..... | 230.15 | 253.15 | 322.20 | |
| | 8201225* | Atomic 42" Round Table - Glass/Chrome..... | 230.15 | 253.15 | 322.20 | |
| | 82028* | Geo End Table - Wood/Black Steel..... | 309.75 | 340.75 | 433.65 | |
| | 82027* | Geo Cocktail Table - Wood/Black Steel..... | 317.65 | 349.40 | 444.70 | |
| | 82035* | Geo End Table - Glass/Chrome..... | 236.80 | 260.50 | 331.50 | |
| | 82034* | Geo Cocktail Table - Glass/Chrome..... | 238.90 | 262.80 | 334.45 | |
| | 82054* | Sydney End Table - Black Laminate/Brushed Steel.. | 231.55 | 254.70 | 324.15 | |
| | 82055* | Sydney End Table - White Laminate/Brushed Steel.. | 231.55 | 254.70 | 324.15 | |
| | 82052* | Sydney Cocktail Table - Black Laminate/Brushed Steel..... | 281.15 | 309.25 | 393.60 | |
| | 82053* | Sydney Cocktail Table - White Laminate/Brushed Steel..... | 281.15 | 309.25 | 393.60 | |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|--|----------|---|--------------|----------------|----------------|-------|
| Occasional, End & Cocktail Tables (continued) | | | | | | |
| _____ | 82075* | Regis End Table - Brushed Metal..... | 219.70 | 241.65 | 307.60 | _____ |
| _____ | 82074* | Regis Bench Table - Brushed Metal..... | 309.50 | 340.45 | 433.30 | _____ |
| _____ | 820844* | Aura Round Table - White Metal..... | 92.40 | 101.65 | 129.35 | _____ |
| _____ | 82057* | Edge LED Cube Table-White Plastic/Clear Acrylic.... | 223.15 | 245.45 | 312.40 | _____ |
| _____ | 82043* | Geo Square-Round Table - Glass/Black Steel..... | 467.80 | 514.60 | 654.90 | _____ |
| _____ | 82044* | Geo Square-Round Table - Glass/Chrome..... | 467.80 | 514.60 | 654.90 | _____ |
| _____ | 82088* | Oliver End Table - Walnut Finish..... | 203.70 | 224.05 | 285.20 | _____ |
| _____ | 82087* | Oliver Table - Walnut Finish..... | 231.00 | 254.10 | 323.40 | _____ |
| _____ | 8201226* | Rustique Square Metal Bar Table - Gray..... | 201.60 | 221.75 | 282.25 | _____ |
| Conference Tables | | | | | | |
| _____ | 82041* | Geo Conference Table - Glass/Black Steel..... | 467.80 | 514.60 | 654.90 | _____ |
| _____ | 82051* | Geo Conference Table - Glass/Chrome..... | 467.80 | 514.60 | 654.90 | _____ |
| _____ | 820260* | Madison Conference Table - Gray Acajou..... | 485.65 | 534.20 | 679.90 | _____ |
| _____ | 820708* | 42" Round Conference Table - White Laminate..... | 338.10 | 371.90 | 473.35 | _____ |
| _____ | 820203* | 6' Oval Conference Table - Graphite Nebula..... | 548.10 | 602.90 | 767.35 | _____ |
| _____ | 820261* | Madison 5' Conference Table - Gray Acajou..... | 588.00 | 646.80 | 823.20 | _____ |
| _____ | 820262* | Madison 8' Conference Table - Gray Acajou..... | 1,173.40 | 1,290.75 | 1,642.75 | _____ |
| _____ | 820263* | Madison 10' Conference Table - Gray Acajou..... | 1,173.40 | 1,290.75 | 1,642.75 | _____ |
| _____ | 82058* | G30 Cafe Table - Maple w/ Grommets..... | 556.50 | 612.15 | 779.10 | _____ |
| _____ | 82067* | G30 Cafe Table - Maple..... | 556.50 | 612.15 | 779.10 | _____ |
| _____ | 82063* | G30 Cafe Table - White..... | 556.50 | 612.15 | 779.10 | _____ |
| _____ | 820951* | Ventura Bar Table - Maple w/ Grommets..... | 498.95 | 548.85 | 698.55 | _____ |
| _____ | 820952* | Ventura Communal Bar Table - Black..... | 488.90 | 537.80 | 684.45 | _____ |
| _____ | 820953* | Ventura Bar Table - White w/ Grommets..... | 498.95 | 548.85 | 698.55 | _____ |
| _____ | 820954* | Ventura Communal Bar Table - Maple..... | 498.95 | 548.85 | 698.55 | _____ |
| _____ | 820956* | Ventura Communal Bar Table - White..... | 498.95 | 548.85 | 698.55 | _____ |
| Office | | | | | | |
| _____ | 84075* | Madison Desk - Gray Acajou..... | 516.60 | 568.25 | 723.25 | _____ |
| _____ | 84077* | Madison Credenza - Gray Acajou..... | 430.50 | 473.55 | 602.70 | _____ |
| _____ | 84078* | Madison Bookcase - Gray Acajou..... | 367.50 | 404.25 | 514.50 | _____ |
| Computer Desks/Tables | | | | | | |
| _____ | 820706* | Work Desk - White Laminate..... | 291.90 | 321.10 | 408.65 | _____ |
| _____ | 820707* | Merlin Table - Gray Laminate..... | 304.50 | 334.95 | 426.30 | _____ |
| POWERED | | | | | | |
| Powered Seating | | | | | | |
| _____ | 810120* | Naples Chair, Powered - Black Vinyl..... | 577.50 | 635.25 | 808.50 | _____ |
| _____ | 830122* | Naples Loveseat, Powered - Black Vinyl..... | 774.90 | 852.40 | 1,084.85 | _____ |
| _____ | 830121* | Naples Sofa, Powered - Black Vinyl..... | 892.50 | 981.75 | 1,249.50 | _____ |
| _____ | 81021* | Roma Chair, Powered - White Vinyl..... | 649.70 | 714.65 | 909.60 | _____ |
| _____ | 83017* | Roma Sofa, Powered - White Vinyl..... | 1,004.05 | 1,104.45 | 1,405.65 | _____ |
| Powered Tables | | | | | | |
| _____ | 820950* | Ventura Communal Bar Table, Powered - Black..... | 498.95 | 548.85 | 698.55 | _____ |
| _____ | 820955* | Ventura Communal Bar Table, Powered - White..... | 549.35 | 604.30 | 769.10 | _____ |
| _____ | 82071* | G30 Cafe Table, Powered - White..... | 527.10 | 579.80 | 737.95 | _____ |
| _____ | 82069* | G30 Cafe Table w/ Grommets, Powered - White..... | 332.65 | 365.90 | 465.70 | _____ |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|-----|--------|-------------|--------------|----------------|----------------|-------|
|-----|--------|-------------|--------------|----------------|----------------|-------|

POWERED

Powered Tables (continued)

| | | | | | | |
|-------|--------|--|--------|--------|--------|-------|
| _____ | 84083* | Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal..... | 600.60 | 660.65 | 840.85 | _____ |
| _____ | 84084* | Tech Desk, Powered - Black Metal..... | 445.20 | 489.70 | 623.30 | _____ |
| _____ | 82076* | Sydney Cocktail Table, Powered - Black..... | 344.40 | 378.85 | 482.15 | _____ |
| _____ | 82073* | Sydney Cocktail Table, Powered - White..... | 344.40 | 378.85 | 482.15 | _____ |

Powered Product Pedestals

| | | | | | | |
|-------|--------|--|--------|--------|--------|-------|
| _____ | 85060* | Powered Locking Pedestal 36" H, Black..... | 420.00 | 462.00 | 588.00 | _____ |
| _____ | 85061* | Powered Locking Pedestal 36" H, White..... | 420.00 | 462.00 | 588.00 | _____ |
| _____ | 85062* | Powered Locking Pedestal 42" H, Black..... | 501.90 | 552.10 | 702.65 | _____ |
| _____ | 85063* | Powered Locking Pedestal 42" H, White..... | 501.90 | 552.10 | 702.65 | _____ |

DISPLAY & ACCESSORIES

Product Storage

| | | | | | | |
|-------|--------|---|--------|--------|--------|-------|
| _____ | 84080* | 3 Door File Cabinet on Castors - Black | 155.40 | 170.95 | 217.55 | _____ |
| _____ | 74082 | File Cabinet w/Lock - Two Drawer - Standard Size.. | 168.75 | 185.65 | 236.25 | _____ |
| _____ | 74081 | File Cabinet w/Lock - Four Drawer - Standard Size.. | 261.65 | 287.80 | 366.30 | _____ |
| _____ | 85020* | Posh Shelving w/ Chrome Frame - White..... | 367.90 | 404.70 | 515.05 | _____ |

Refrigerator

| | | | | | | |
|-------|----------|---------------------------|--------|--------|----------|-------|
| _____ | 75057 | Small Refrigerator..... | 452.60 | 497.85 | 633.65 | _____ |
| _____ | 8503001* | Refrigerator - White..... | 853.15 | 938.45 | 1,194.40 | _____ |

Lighting

| | | | | | | |
|-------|---------|--|--------|--------|--------|-------|
| _____ | 850707* | Mason Table Lamp - White/Brushed Silver..... | 140.70 | 154.75 | 197.00 | _____ |
| _____ | 850708* | Mason Floor Lamp - White/Brushed Silver..... | 203.70 | 224.05 | 285.20 | _____ |

Display

| | | | | | | |
|-------|-------|--|--------|--------|--------|-------|
| _____ | 75020 | Display Cylinder - Black - Low..... | 283.90 | 312.30 | 397.45 | _____ |
| _____ | 75021 | Display Cylinder - Black - Medium..... | 316.80 | 348.50 | 443.50 | _____ |
| _____ | 75022 | Display Cylinder - Black - High..... | 346.40 | 381.05 | 484.95 | _____ |
| _____ | 75030 | Display Cube - Black - 12" Small..... | 283.90 | 312.30 | 397.45 | _____ |
| _____ | 75031 | Display Cube - Black - 18" Medium..... | 316.80 | 348.50 | 443.50 | _____ |
| _____ | 75032 | Display Cube - Black - 24" Large..... | 346.40 | 381.05 | 484.95 | _____ |
| _____ | 75079 | Orion Computer Kiosk - Black..... | 485.40 | 533.95 | 679.55 | _____ |
| _____ | 72056 | Display Counter - Black..... | 529.30 | 582.25 | 741.00 | _____ |

Tablet Stand

| | | | | | | |
|-------|---------|----------------------------------|--------|--------|--------|-------|
| _____ | 850714* | Mobile Tablet Stand - White..... | 259.90 | 285.90 | 363.85 | _____ |
| _____ | 850715* | Mobile Tablet Stand - Black..... | 259.90 | 285.90 | 363.85 | _____ |

Tablet Stand Accessories

| | | | | | | |
|-------|---------|--------------------------------------|-------|-------|-------|-------|
| _____ | 850711* | Brochure Holder - Black..... | 20.15 | 22.15 | 28.20 | _____ |
| _____ | 850712* | Wireless Printer Holder - Black..... | 20.15 | 22.15 | 28.20 | _____ |
| _____ | 850713* | Charging Shelf - Black..... | 36.50 | 40.15 | 51.10 | _____ |

Accessories

| | | | | | | |
|-------|--------|--|--------|--------|--------|-------|
| _____ | 220121 | Chrome Stanchion w/ 8' Retractable Belt..... | 164.50 | 180.95 | 230.30 | _____ |
| _____ | 220118 | Chrome Sign Holder..... | 112.00 | 123.20 | 156.80 | _____ |
| _____ | 750135 | Round Literature Rack..... | 211.65 | 232.80 | 296.30 | _____ |
| _____ | 750136 | Flat Literature Rack..... | 155.20 | 170.70 | 217.30 | _____ |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|----------------------------------|--------|-------------|--------------|----------------|----------------|-------|
| DISPLAY & ACCESSORIES | | | | | | |

Accessories (continued)

| | | | | | | |
|-------|----------|------------------------------------|--------|--------|--------|-------|
| _____ | 220109 | Chrome Coat Tree..... | 63.75 | 70.15 | 89.25 | _____ |
| _____ | 220134 | Aluminum Easel..... | 53.00 | 58.30 | 74.20 | _____ |
| _____ | 220110 | Chrome Bag Rack..... | 101.75 | 111.95 | 142.45 | _____ |
| _____ | 10201484 | Floor Standing Bulletin Board..... | 211.65 | 232.80 | 296.30 | _____ |
| _____ | 220106 | Corrugated Wastebasket..... | 25.50 | 28.05 | 35.70 | _____ |

Special Drape

- Black Blue Brown Green Flax
 Gold Gray Plum Red White

| | | | | | | |
|-------|-------|----------------------------------|-------|-------|-------|-------|
| _____ | 12103 | Special Drape 3'H (per ft.)..... | 20.50 | 22.55 | 28.70 | _____ |
| _____ | 12108 | Special Drape 8'H (per ft.)..... | 26.65 | 29.30 | 37.30 | _____ |

| TOTAL COST | | |
|------------|--------|---------------|
| _____ | + | _____ = _____ |
| Sub-Total | 6% Tax | Total Cost |

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing

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

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For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

| Qty | Description | Discount | Standard | Total |
|-------|---|-------------|-------------|-------|
| _____ | 10' x 10' Classic Carpet | \$ 433.15 | \$ 551.25 | _____ |
| _____ | 10' x 20' Classic Carpet | \$ 866.25 | \$ 1,102.50 | _____ |
| _____ | 10' x 30' Classic Carpet | \$ 1,299.40 | \$ 1,653.75 | _____ |
| _____ | 10' x 40' Classic Carpet | \$ 1,824.90 | \$ 2,322.60 | _____ |
| _____ | 10' x 10' Carpet Padding - Single Layer..... | \$ 194.90 | \$ 248.10 | _____ |
| _____ | 10' x 20' Carpet Padding - Single Layer | \$ 389.85 | \$ 496.15 | _____ |
| _____ | 10' x 30' Carpet Padding - Single Layer..... | \$ 584.70 | \$ 744.15 | _____ |
| _____ | 10' x 40' Carpet Padding - Single Layer..... | \$ 831.60 | \$ 1,058.40 | _____ |
| _____ | 10' x 10' Carpet Padding - Double Layer..... | \$ 389.85 | \$ 496.15 | _____ |
| _____ | 10' x 20' Carpet Padding - Double Layer..... | \$ 779.65 | \$ 992.25 | _____ |
| _____ | 10' x 30' Carpet Padding - Double Layer..... | \$ 1,169.45 | \$ 1,488.40 | _____ |
| _____ | 10' x 40' Carpet Padding - Double Layer..... | \$ 1,663.20 | \$ 2,116.80 | _____ |
| _____ | Plastic Covering (price per sq. ft.)..... | \$ 1.10 | \$ 1.40 | _____ |

9' CLASSIC CARPET, PADDING & PLASTIC COVERING**

CHOOSE YOUR CARPET COLOR:

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

| Qty | Description | Discount | Standard | Total |
|-------|---|-------------|-------------|-------|
| _____ | 9' x 10' Classic Carpet | \$ 288.75 | \$ 367.50 | _____ |
| _____ | 9' x 20' Classic Carpet | \$ 577.50 | \$ 735.00 | _____ |
| _____ | 9' x 30' Classic Carpet | \$ 880.00 | \$ 1,120.00 | _____ |
| _____ | 9' x 40' Classic Carpet | \$ 1,039.80 | \$ 1,323.35 | _____ |
| _____ | 9' x 10' Carpet Padding - Single Layer..... | \$ 202.75 | \$ 258.00 | _____ |
| _____ | 9' x 20' Carpet Padding - Single Layer..... | \$ 405.40 | \$ 515.95 | _____ |
| _____ | 9' x 30' Carpet Padding - Single Layer..... | \$ 635.25 | \$ 808.50 | _____ |
| _____ | 9' x 40' Carpet Padding - Single Layer..... | \$ 742.25 | \$ 944.65 | _____ |
| _____ | 9' x 10' Carpet Padding - Double Layer..... | \$ 369.05 | \$ 469.70 | _____ |
| _____ | 9' x 20' Carpet Padding - Double Layer..... | \$ 738.05 | \$ 939.35 | _____ |
| _____ | 9' x 30' Carpet Padding - Double Layer..... | \$ 1,107.10 | \$ 1,409.05 | _____ |
| _____ | 9' x 40' Carpet Padding - Double Layer..... | \$ 1,484.40 | \$ 1,889.25 | _____ |
| _____ | Plastic Covering (price per sq. ft.)..... | \$ 1.10 | \$ 1.40 | _____ |

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

| TOTAL COST | | |
|------------|---|------------|
| Sub- Total | + | 6% Tax |
| | = | Total Cost |

FREEMAN standard size carpet

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 Fax: (469) 621-5609
 FreemanWashingtonES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 08, 2019**

**INCLUDE THE FREEMAN METHOD OF
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For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- 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.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.75**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

| 16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum) | Discount | Standard | Total |
|--|-------------|----------------|-------|
| Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ | 4.75 | \$ 6.00 | _____ |

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

| 28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum) | Discount | Standard | Total |
|--|-------------|----------------|-------|
| 1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ | 6.80 | \$ 8.70 | _____ |
| Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ | 6.15 | \$ 7.85 | _____ |

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black Charcoal Gray Pearl Navy White

| 40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum) | Discount | Standard | Total |
|--|-------------|-----------------|-------|
| 1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ | 8.90 | \$ 11.35 | _____ |
| Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ | 8.15 | \$ 10.35 | _____ |

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

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.40**

| Qty | Description (Price per sq. ft. (90 sq. ft. minimum)) | Discount | Standard | Total |
|-------|--|----------------|----------------|-------|
| _____ | Carpet Padding -1/2" (90 - 700 sq. ft.) | \$ 2.40 | \$ 3.10 | _____ |
| _____ | Carpet Padding -1/2" (Over 700 sq. ft.) | \$ 2.20 | \$ 2.80 | _____ |
| _____ | Double Carpet Padding - 1/2" (90 - 700 sq. ft.) | \$ 4.85 | \$ 6.15 | _____ |
| _____ | Double Carpet Padding - 1/2" (Over 700 sq. ft.) | \$ 4.30 | \$ 5.45 | _____ |

TOTAL COST

| | | | | |
|------------|---|--------|---|------------|
| _____ | + | _____ | = | _____ |
| Sub- Total | | 6% Tax | | Total Cost |

FREEMAN cut to size carpet

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site**

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

| Qty | Part # | Description | Advance Price | Show Site Price | Total |
|-------|--------|----------------------------------|---------------|-----------------|-------|
| _____ | 610100 | Booth Vacuuming - One Time | \$0.55 | \$0.75 | _____ |
| _____ | 610200 | Booth Vacuuming - 2 Days..... | \$1.30 | \$1.80 | _____ |
| _____ | 610300 | Booth Vacuuming - 3 Days..... | \$1.85 | \$2.60 | _____ |
| _____ | 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 | Part # | Description | Advance Price | Show Site Price | Total |
|-------|--------|---------------------------------|---------------|-----------------|-------|
| _____ | 630100 | Shampoo Carpet - One Time | \$1.20 | \$1.70 | _____ |
| _____ | 630200 | Shampoo Carpet - 2 Days..... | \$2.35 | \$3.30 | _____ |
| _____ | 630300 | Shampoo Carpet - 3 Days..... | \$3.25 | \$4.55 | _____ |

PORTER SERVICE (per day)

| Qty | Part # | Description | Advance Price | Show Site Price | Total |
|-------|---------|---|---------------|-----------------|-------|
| _____ | 620500 | Exhibit Area / Under 500 sq. ft. | \$260.00 | \$364.00 | _____ |
| _____ | 6201500 | Exhibit Area / 501 - 1500 sq. ft. | \$294.65 | \$412.50 | _____ |
| _____ | 6202500 | Exhibit Area / 1501 - 2500 sq. ft. | \$329.40 | \$461.15 | _____ |
| _____ | 6203500 | Exhibit Area / Over 2500 sq. ft. | | Call For Quote | |

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

ADDITIONAL CLEANING CHARGES

Cost per sq ft

Stand Disposal:

Dismantle and disposal of all stand materials including raised floor and/or carpet\$7.00

Flooring/Carpet Disposal:

Raised floors (cut into 4' x 4' sections) and/or carpet\$2.00

TOTAL COST

Sub-Total _____ + Tax (6%) _____ = TOTAL _____

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 08, 2019**

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

- Classic Carpet:** Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

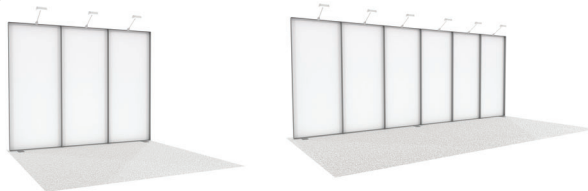
| Qty | Description | Discount | Standard | Total |
|-------|------------------------------------|-------------|-------------|-------|
| _____ | 10' x 10' SmartFabric Exhibit..... | \$ 2,155.00 | \$ 3,017.00 | _____ |
| _____ | 10' x 20' SmartFabric Exhibit..... | \$ 4,155.00 | \$ 5,817.00 | _____ |

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

- Classic Carpet:** Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

| Qty | Description | Discount | Standard | Total |
|-------|--------------------------------|-------------|-------------|-------|
| _____ | 10' x 10' Frame Only Unit..... | \$ 1,410.00 | \$ 1,974.00 | _____ |
| _____ | 10' x 20' Frame Only Unit..... | \$ 2,350.00 | \$ 3,290.00 | _____ |

ACCESSORIES

| Qty | Description | Discount | Standard | Total |
|-------|--|-----------|-----------|-------|
| _____ | SmartFabric Arm Light | \$ 71.65 | \$ 100.30 | _____ |
| _____ | SmartFabric Acrylic Shelf (supports up to 15 lbs)..... | \$ 165.40 | \$ 231.55 | _____ |
| _____ | SmartFabric Carrying Case (purchase)..... | \$ 22.05 | \$ 30.85 | _____ |

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

| TOTAL COST | | |
|------------|---|--------------------|
| _____ | + | _____ = _____ |
| Sub-Total | | 6 % Tax Total Cost |

FREEMAN smartfabric

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

| | | Discount Price | Standard Price | | Discount Price | Standard Price | |
|-----------|------------------------------------|----------------|----------------|------------------------------------|----------------|----------------|-------|
| Package 1 | <input type="checkbox"/> 10' x 10' | 4,114.65 | 5,760.50 | <input type="checkbox"/> 10' x 20' | 7,850.05 | 10,990.05 | _____ |
| Package 2 | <input type="checkbox"/> 10' x 10' | 2,451.30 | 3,431.80 | <input type="checkbox"/> 10' x 20' | 4,523.30 | 6,332.60 | _____ |
| Package 3 | <input type="checkbox"/> 10' x 10' | 2,526.95 | 3,537.75 | <input type="checkbox"/> 10' x 20' | 4,674.60 | 6,544.45 | _____ |
| Package 4 | <input type="checkbox"/> 10' x 10' | 4,516.85 | 6,323.60 | <input type="checkbox"/> 10' x 20' | 8,654.45 | 12,116.25 | _____ |
| Package 5 | <input type="checkbox"/> 10' x 10' | 2,461.15 | 3,445.60 | <input type="checkbox"/> 10' x 20' | 4,543.05 | 6,360.25 | _____ |
| Package 6 | <input type="checkbox"/> 10' x 10' | 2,556.45 | 3,579.05 | <input type="checkbox"/> 10' x 20' | 4,733.65 | 6,627.10 | _____ |

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfboard

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

| TOTAL COST | | |
|------------|---|-------------------------|
| _____ | + | _____ = _____ |
| Sub-Total | | 6 % Tax Total Cost |

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

BPS19
63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
BALTIMORE, MARYLAND • MARCH 2-6, 2019

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 08, 2019**

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

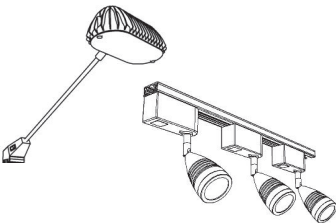
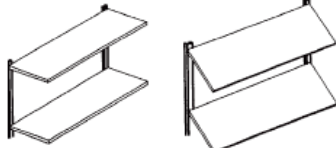
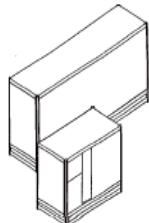
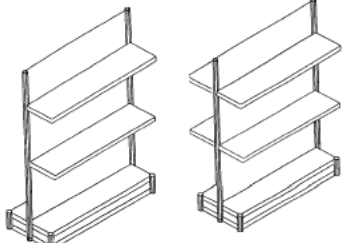


COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
ACCESSORIES FOR RENTAL UNITS

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

| Qty | Part # | Description | Discount Price | Standard Price | Total |
|--|--------|--------------------------|----------------|----------------|-------|
| LIGHT FIXTURES | | | | | |
| (electrical service & labor to install lights not included) | | | | | |
| ___ | 172512 | Arm Light | 117.20 | 164.10 | _____ |
| ___ | 172514 | 4' Tracklight (3 lights) | 153.40 | 214.75 | _____ |
| ___ | 17252 | Halogen Light | N/A | N/A | _____ |

| CABINETS & LOCKS | | | | | |
|--|--------|-----------------------------|--------|----------|-------|
| Cabinets | | | | | |
| <input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC | | | | | |
| ___ | 17305 | 1M x ½M x 36" High..... | 549.20 | 768.90 | _____ |
| ___ | 17306 | 1M x ½M x 42" High..... | 549.20 | 768.90 | _____ |
| ___ | 17308 | 2M x ½M x 36" High..... | 793.55 | 1,110.95 | _____ |
| ___ | 17309 | 2M x ½M x 42" High..... | 793.55 | 1,110.95 | _____ |
| ___ | 173010 | 1M Radius x ½M x 36" High. | 785.25 | 1,099.35 | _____ |
| ___ | 173011 | 1M Radius x ½M x 42" High.. | 785.25 | 1,099.35 | _____ |
| (Radius Cabinets do not have doors) | | | | | |
| ___ | 17301 | Cabinet Lock | 39.20 | 54.90 | _____ |
| Inside Shelves Available Quoted on Request | | | | | |

| Qty | Part # | Description | Discount Price | Standard Price | Total |
|--|--------|------------------------------|----------------|----------------|-------|
| GONDOLAS | | | | | |
| Gondolas | | | | | |
| <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC | | | | | |
| ___ | 174541 | Single Sided 1M x 4' High... | 519.75 | 727.65 | _____ |
| ___ | 174542 | Double Sided 1M x 4' High.. | 585.65 | 819.90 | _____ |
| ___ | 174581 | Single Sided 1M x 8' High... | N/A | N/A | _____ |
| ___ | 174582 | Double Sided 1M x 8' High.. | N/A | N/A | _____ |

| SHELVES | | | | | |
|----------------|-------|-------------------------------|--------|--------|-------|
| ___ | 17201 | 1M Straight (37" x 12") | 95.15 | 133.20 | _____ |
| ___ | 17206 | 1M Angled (37" x 12") | 111.10 | 155.55 | _____ |

| LITERATURE POCKETS | | | | | |
|---------------------------|--------|------------------------------|-------|-------|-------|
| ___ | 174015 | For 8½ x 11 Literature | 41.15 | 57.60 | _____ |

| TOTAL COST | | | | | |
|-------------------|---|--------|---|------------|-------|
| _____ | + | _____ | = | _____ | _____ |
| Sub-Total | | 6% Tax | | Total Cost | |

Don't see what you need?
Please call Exhibitor Sales at (301) 918-7975.

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 08, 2019**

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

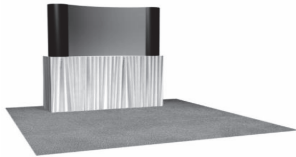
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

TABLETOP UNIT



| RENTAL | | | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| Size | Discount Price | Standard Price | | |
| 40"H x 6'W | 1,046.65 | 1,465.30 | _____ | _____ |
| 40"H x 8'W | 1,221.20 | 1,709.70 | _____ | _____ |

| PURCHASE* | | | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| Size | Discount Price | Standard Price | | |
| 40"H x 6'W | 1,295.30 | 1,813.40 | _____ | _____ |
| 40"H x 8'W | 1,467.90 | 2,055.05 | _____ | _____ |

*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 Blue

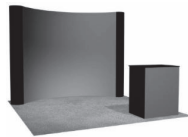
**Other Colors Also Available for Purchase Units*

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

Table Drape:

Black Blue Brown Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



| RENTAL | | | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| Size | Discount Price | Standard Price | | |
| 8'H x 8'W | 1,744.30 | 2,442.00 | _____ | _____ |
| 8'H x 10'W | 2,086.75 | 2,921.45 | _____ | _____ |

| PURCHASE* | | | QTY | TOTAL |
|------------|----------------|----------------|-------|-------|
| Size | Discount Price | Standard Price | | |
| 8'H x 8'W | 2,965.55 | 4,151.75 | _____ | _____ |
| 8'H x 10'W | 3,482.25 | 4,875.15 | _____ | _____ |

*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 Blue

**Other Colors Also Available for Purchase Units*

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

| OPTIONAL ACCESSORIES | | | RENTAL | | | PURCHASE | | | |
|----------------------|------------------------------|-------|----------------|----------------|-------|----------|----------------|----------------|-------|
| Part # | Description | Qty | Discount Price | Standard Price | Total | Qty | Discount Price | Standard Price | Total |
| 1715800 | 2-200 Watt Halogen Light Kit | _____ | 217.25 | 304.15 | _____ | _____ | 307.70 | 430.80 | _____ |
| 1715801 | 1-200 Watt Halogen Light Kit | _____ | 113.55 | 158.95 | _____ | _____ | 225.55 | 315.75 | _____ |
| 1715802 | Straight Shelf | _____ | 87.20 | 122.10 | _____ | _____ | 156.40 | 218.95 | _____ |
| 1715803 | Angled Shelf | _____ | 87.20 | 122.10 | _____ | _____ | 156.40 | 218.95 | _____ |

QUICK TIPS

- * If shipping literature or products, material handling rates will apply.
- * Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

| | | | | |
|-----------|---|--------|---|------------|
| Sub-Total | + | 6% Tax | = | Total Cost |
|-----------|---|--------|---|------------|

RENTAL UNITS TOTAL COST

| | | | | |
|-----------|---|--------|---|------------|
| Sub-Total | + | 6% Tax | = | Total Cost |
|-----------|---|--------|---|------------|

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN showcases

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

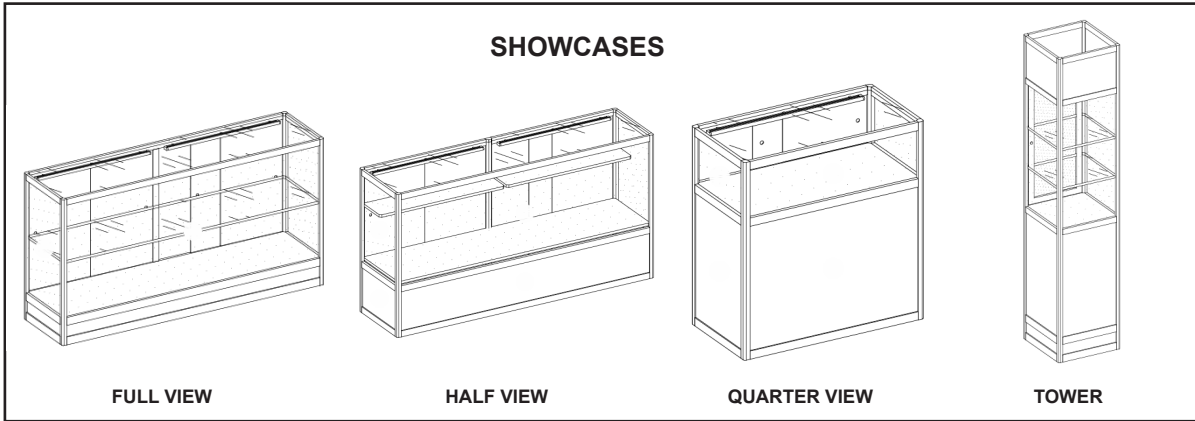
E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

SHOWCASES



FULL VIEW

HALF VIEW

QUARTER VIEW

TOWER

Want to add graphics? Please contact an Exhibitor Sales Specialist at FreemanWashingtonES@freeman.com

SHOWCASES

SELECT A SIZE FULL VIEW HALF VIEW QUARTER VIEW

SELECT A COLOR WHITE PVC ***Note: Lights are not included**

| Qty | Description | Discount Price | Standard Price | Total |
|-----|--|----------------|----------------|-------|
| ___ | 17-55- Showcase 1M x 36"H | \$780.50 | \$1,092.70 | _____ |
| ___ | 17-55- Showcase 1M x 42"H | \$780.50 | \$1,092.70 | _____ |
| ___ | 17-55- Showcase 2M x 36"H | \$913.00 | \$1,278.20 | _____ |
| ___ | 17-55- Showcase 2M x 42"H | \$913.00 | \$1,278.20 | _____ |
| ___ | 17-30-1 Cabinet Lock..... | \$39.20 | \$54.90 | _____ |
| ___ | 17-25-11 Showcase Light | \$57.75 | \$80.85 | _____ |
| ___ | 17-55-2135 Showcase 1/2M x 1/2M x 8' H Tower | \$965.50 | \$1,351.70 | _____ |

QUICK TIPS

- **REMEMBER TO MAKE A SELECTION FOR ITEMS WITH CHECKBOXES. OTHERWISE, A SELECTION WILL BE MADE FOR YOU.**
- **ELECTRICAL SERVICES AND CORD LABOR MUST BE ORDERED SEPERATELY.**

TOTAL COST

Sub-Total _____ + Tax (6%) _____ = TOTAL _____

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 08, 2019**

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

**For fast, easy ordering, go to www.freeman.com
GRAPHICS**

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.**

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 24.00 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 48.00 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:

- Freeman Foam (Foamcore) Masonite
- Freeman PVC (PVC) Plexi
- Freeman HD Foam (Gatorfoam) Freeman Honeycomb (Eco-Board)
- Freeman Polyfoam (Ultra Board) Other

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

| QTY. | Discount Price | Standard Price | TOTAL |
|-------------------|----------------|----------------|-------|
| 7" x 11" @ _____ | 54.00 | 108.00 = | _____ |
| 7" x 22" @ _____ | 54.00 | 108.00 = | _____ |
| 7" x 44" @ _____ | 54.00 | 108.00 = | _____ |
| 9" x 44" @ _____ | 66.00 | 132.00 = | _____ |
| 11" x 14" @ _____ | 54.00 | 108.00 = | _____ |
| 14" x 22" @ _____ | 54.00 | 108.00 = | _____ |
| 14" x 44" @ _____ | 102.50 | 205.00 = | _____ |
| 22" x 28" @ _____ | 102.50 | 205.00 = | _____ |
| 28" x 44" @ _____ | 205.25 | 410.50 = | _____ |
| 20" x 60" @ _____ | 199.50 | 399.00 = | _____ |

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

| TOTAL COST | | |
|------------|---|--------------|
| Sub-Total | + | 6 % Tax |
| | | = Total Cost |

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (301) 918-7975 for assistance.

F R E E M A N

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

| Description | Advance Price | Show Site Price |
|---|---------------|-----------------|
| Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday | \$ 102.75 | \$ 144.00 |
| Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday | | |
| All Day Saturday and Sunday | \$ 154.00 | \$ 215.75 |
| Double Time- All recognized holidays | \$ 205.50 | \$ 287.75 |
| <u>Recognized Holidays:</u> New Year's Day, January 1, 2019; Martin Luther King Day, January 21, 2019; President's Day, February 18, 2019; Memorial Day, May 27, 2019; Independence Day, July 4, 2019; Labor Day, September 2, 2019; Veteran's Day, November 11, 2019; Thanksgiving Day, November 28, 2019; Christmas Eve, December 24, 2019; Christmas Day, December 25, 2019 | | |

• **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 next page of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**
- Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- 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 or advance pricing.
- 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.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Electrical Service provider.
- 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: _____

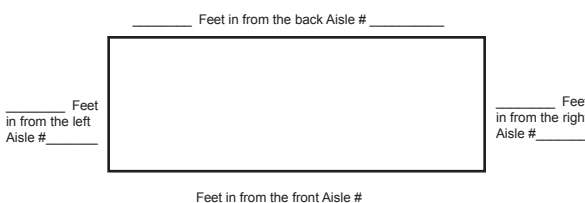
Does Your Sign Require Electricity ___ Assembly ___

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: _____

2018 (466786)

EQUIPMENT AND LABOR RATES

TO HANG SIGNS

Straight Time

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

Overtime

4:30 P.M. to 8:00 A.M., Monday through Friday,
All day Saturday & Sunday

Double Time

All recognized holidays

Recognized Holidays: New Year's Day, January 1, 2019;
Martin Luther King Day, January 21, 2019; President's
Day, February 18, 2019; Memorial Day, May 27, 2019;
Independence Day, July 4, 2019; Labor Day,
September 2, 2019; Veteran's Day, November 11, 2019;
Thanksgiving Day, November 28, 2019; Christmas Eve,
December 25, 2019; Christmas Day, December 25, 2019

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign 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 | Double Time |
|--|------------------|----------|----------------|
|--|------------------|----------|----------------|

Condor with crew - for heights over 15'

| | | | |
|------------------------|-----------------|-------------------|-------------------|
| Advance Price | \$602.00 | \$749.00 | \$896.00 |
| Show Site Price | \$842.75 | \$1,048.50 | \$1,254.50 |

Additional Crew Assembly Labor (Per person / Per hour)

| | | | |
|------------------------|-----------------|-----------------|-----------------|
| Advance Price | \$102.75 | \$154.00 | \$205.50 |
| Show Site Price | \$144.00 | \$215.75 | \$287.75 |

Scissorlift with crew - for heights under 15'

| | | | |
|------------------------|-----------------|-----------------|-----------------|
| Advance Price | \$410.25 | \$557.25 | \$704.25 |
| Show Site Price | \$574.50 | \$780.25 | \$985.95 |

**Due to ceiling heights, scissor lifts cannot be used for hanging signs*

Installation Estimate

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

Dismantle Estimate

| 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

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609



**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019** 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, BALTIMORE 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

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

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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 US must be cleared through customs. Please call for additional information:
 (800) 995-3579 Toll Free US & Canada
 (817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
 C/O: FREEMAN
 9900 BUSINESS PARKWAY
 LANHAM, MD 20706
MUST BE DELIVERED BY FEBRUARY 22, 2019

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
 C/O: FREEMAN
 BALTIMORE CONVENTION CENTER
 1 W PRATT STREET
 BALTIMORE, MD 21201
CANNOT BE DELIVERED BEFORE MARCH 01, 2019

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # _____ (466786)

FREEMAN exhibit transportation

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 01, 2019

DEADLINE DATE IS: FEBRUARY 22, 2019

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706**

**WAREHOUSE
(466786)**

EVENT: **63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 01, 2019

DEADLINE DATE IS: FEBRUARY 22, 2019

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706**

**WAREHOUSE
(466786)**

EVENT: **63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY FEBRUARY 22, 2019

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(466786)

EVENT: 63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY FEBRUARY 22, 2019

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(466786)

EVENT: 63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 01, 2019

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT STREET
BALTIMORE, MD 21201

SHOW SITE
(466786)

EVENT: ***63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY***

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 01, 2019

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT STREET
BALTIMORE, MD 21201

SHOW SITE
(466786)

EVENT: ***63RD ANNUAL MEETING OF
THE BIOPHYSICAL SOCIETY***

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.

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
- DOUBLE TIME:** All day Sunday and Holidays
(Overtime/Double time 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.)
- Recognized Holidays:** New Year's Day, January 1, 2019; Martin Luther King Day, January 21, 2019; President's Day, February 18, 2019; Memorial Day, May 27, 2019; Independence Day, July 4, 2019; Labor Day, September 2, 2019; Columbus Day, October 14, 2019; Veteran's Day, November 11, 2019; Thanksgiving Day, November 28, 2019; Day After Thanksgiving, November 29, 2019; Christmas Day, December 25, 2019

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

RATE CLASSIFICATIONS:

| | | |
|---|----------|--------|
| Warehouse Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment..... | \$137.25 | 274.50 |
| Special Handling Shipment..... | \$178.50 | 357.00 |
| Carpet and/or Pad Only Shipment..... | \$206.00 | 412.00 |
| Show Site Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment..... | \$127.00 | 254.00 |
| Special Handling Shipment..... | \$165.25 | 330.50 |
| Uncrated or Pad Wrapped Shipment..... | \$190.50 | 381.00 |
| Carpet and/or Pad Only Shipment..... | \$190.50 | 381.00 |
| Small Package - Maximum weight is 30 lbs per shipment* | | |
| Per Shipment..... | \$ 45.00 | |

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

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

ADDITIONAL SURCHARGES:

| | | |
|--|----------|--------|
| Shipment Delivered after Deadline Date (in addition to above rates) | | |
| Warehouse Shipment after FEBRUARY 22, 2019 | \$ 34.50 | 69.00 |
| Show Site Shipment after MARCH 01, 2019 | \$ 31.75 | 63.50 |
| Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates) | | |
| Crated or Skidded Shipment..... | \$ 31.75 | 63.50 |
| Special Handling Shipment..... | \$ 41.50 | 83.00 |
| Uncrated or Pad Wrapped Shipment..... | \$ 47.75 | 95.50 |
| Carpet and/or Pad Only Shipment..... | \$ 47.75 | 95.50 |
| Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates) | | |
| Crated or Skidded Shipment..... | \$ 38.25 | 76.50 |
| Special Handling Shipment..... | \$ 49.75 | 99.50 |
| Uncrated or Pad Wrapped Shipment..... | \$ 57.25 | 114.50 |
| Carpet and/or Pad Only Shipment..... | \$ 57.25 | 114.50 |

| Description | Weight | CWT | Price per CWT | Estimated Total Cost (200 lb. Min.) |
|-------------------|---------|-----|------------------|-------------------------------------|
| | ÷ 100 = | | | |
| Surcharges | ÷ 100 = | | | |
| | | | 0.00% Tax | |
| | | | Total | |

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to 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 & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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 points.

What about carpet only shipments?

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com



**RETURN COMPLETED FORM BY
FEBRUARY 08, 2019**

NAME OF SHOW: 63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact Mike Jones, Jr. at 301-918-7900 or Mike.Jones@freeman.com with any questions.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday
 All day Saturday
Double Time - Sunday and all recognized holidays
Recognized Holidays: New Year's Day, January 1, 2019; Martin Luther King Day, January 21, 2019; President's Day, February 18, 2019; Memorial Day, May 27, 2019; Independence Day, July 4, 2019; Labor Day, September 2, 2019; Veteran's Day, November 11, 2019; Thanksgiving Day, November 28, 2019; Christmas Eve, December 24, 2019; Christmas Day, December 25, 2019

- **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 |
|-----------------------|---|---------------|-----------------|
| FORKLIFT LABOR | | | |
| 304050 | Forklift w/operator - up to 5,000 lbs - ST..... | \$ 326.25 | \$ 456.75 |
| 304051 | Forklift w/operator - up to 5,000 lbs - OT..... | \$ 377.50 | \$ 528.50 |
| 304052 | Forklift w/operator - up to 5,000 lbs - DT..... | \$ 429.00 | \$ 600.50 |
| 3040100 | Forklift w/operator - up to 10,000 lbs - ST..... | \$ 423.75 | \$ 593.25 |
| 3040101 | Forklift w/operator - up to 10,000 lbs - OT..... | \$ 475.00 | \$ 665.00 |
| 3040102 | Forklift w/operator - up to 10,000 lbs - DT..... | \$ 526.50 | \$ 737.00 |
| 3040150 | Forklift w/operator - up to 15,000 lbs - ST/OT/DT | Quoted | Quoted |
| 3040300 | Forklift w/operator - up to 30,000 lbs - ST/OT/DT | Quoted | Quoted |
| 304040 | Forklift w/operator - 4-Stage - ST..... | \$ 340.25 | \$ 476.50 |
| 304041 | Forklift w/operator - 4-Stage - OT..... | \$ 391.50 | \$ 548.50 |
| 304042 | Forklift w/operator - 4-Stage - DT..... | \$ 443.00 | \$ 620.25 |
| RIGGING LABOR | | | |
| 3020100 | Rigger / Material Handler - ST..... | \$ 102.75 | \$ 144.00 |
| 3020101 | Rigger / Material Handler - OT | \$ 154.00 | \$ 215.75 |
| 3020102 | Rigger / Material Handler - DT | \$ 205.50 | \$ 287.75 |
| EQUIPMENT | | | |
| 3090600 | Forklift Cage..... | \$ 51.50 | \$ 72.00 |
| 3090700 | Forklift Boom..... | \$ 51.50 | \$ 72.00 |
| 3090800 | Pallet Jack..... | \$ 51.50 | \$ 72.00 |

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 |
| | | | | | | | Total | |

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 |
| | | | | | | | Total | |

FREEMAN forklift / rigging labor

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 Fax: (469) 621-5609



**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY / MARCH 3 - 5, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: _____

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

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

| | | | |
|------------|---|---------|----------|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT # | 039004BA |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES
 One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

FINANCIALLY RESPONSIBLE COMPANY

| | | |
|---------------|---------|--------|
| COMPANY NAME: | | PHONE: |
| ADDRESS: | | FAX: |
| CITY: | ST: | ZIP: |
| COUNTRY: | CELL #: | |
| EMAIL: | | |

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

| | | | | | | | | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|-------------|--|--|--|-----------|--|--|--|
| COMPANY NAME: | | | | | | | | | | | | | | | |
| CHECK #: | | | | | | | | | | | | | | | |
| CREDIT CARD NUMBER: | | | | | | | | | | | | EXP DATE: | | | |
| CARD HOLDER SIGN: | | | | | | | | PRINT NAME: | | | | | | | |
| EMAIL: | | | | | | | | | | | | | | | |
| THIRD PARTY PAYMENT? YES or NO | | | | | | | | | | | | | | | |

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

| | | | |
|----------|-------|-----|------|
| ADDRESS: | CITY: | ST: | ZIP: |
|----------|-------|-----|------|

SERVICE TOTALS

| | |
|--------------------------------------|--|
| 1. BANK WIRE TRANSFER PROCESSING FEE | |
| 2. ELECTRICAL ORDER | |
| 3. ESTIMATED LABOR | |
| 4. LIGHTING ORDER | |
| 5. PLUMBING ORDER | |
| TOTAL DUE | |

AUTHORIZATION

| | |
|----------------------------|--------------------|
| | |
| AUTHORIZED SIGNATURE ABOVE | |
| PRINT NAME ABOVE | TODAY'S DATE ABOVE |

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

E M

Advance Payment Deadline Date: 2/9/19

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation and (1/2) hour removal charge. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

| 120 VOLT Exhibit Halls A-G & Ballroom | QTY Show Hours Only | QTY 24hrs/day Double rate | ADVANCE PAYMENT PRICE | REGULAR PAYMENT PRICE | TOTAL COST |
|---------------------------------------|---------------------|---------------------------|-----------------------|-----------------------|------------|
| 500 WATTS (5 AMPS) | _____ | _____ | 95.00 | 125.00 | _____ |
| 1000 WATTS (10 AMPS) | _____ | _____ | 120.00 | 150.00 | _____ |
| 1500 WATTS (15 AMPS) | _____ | _____ | 140.00 | 200.00 | _____ |
| 2000 WATTS (20 AMPS) | _____ | _____ | 170.00 | 220.00 | _____ |
| 120 VOLT OTHER AREAS | | | | | |
| 500 WATTS (5 AMPS) | _____ | _____ | 99.00 | 150.00 | _____ |
| 1000 WATTS (10 AMPS) | _____ | _____ | 125.00 | 200.00 | _____ |
| 1500 WATTS (15 AMPS) | _____ | _____ | 145.00 | 230.00 | _____ |
| 2000 WATTS (20 AMPS) | _____ | _____ | 175.00 | 275.00 | _____ |
| 208 VOLT SINGLE PHASE | | | | | |
| 30 AMPS | _____ | _____ | 355.00 | 490.00 | _____ |
| 60 AMPS | _____ | _____ | 550.00 | 700.00 | _____ |
| 100 AMPS | _____ | _____ | 900.00 | 1200.00 | _____ |
| 200 AMPS | _____ | _____ | 2,000.00 | 2,300.00 | _____ |
| 208 VOLT THREE PHASE | | | | | |
| 60 AMPS | _____ | _____ | 725.00 | 950.00 | _____ |
| 100 AMPS | _____ | _____ | 1,250.00 | 1,580.00 | _____ |
| 200 AMPS | _____ | _____ | 2,300.00 | 2,900.00 | _____ |

TRANSFORMER(S) Boost 208 Volt to 230 Volt ,

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

| 480 VOLT THREE PHASE | | | |
|----------------------|-------|----------|----------|
| 30 AMPS | _____ | 1,160.00 | 1,740.00 |
| 60 AMPS | _____ | 1,518.00 | 2,277.00 |

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

| | | | |
|--------------------|-------|-------|-------|
| 15' EXTENSION CORD | _____ | 26.00 | _____ |
| POWER STRIP | _____ | 26.00 | _____ |

| | | |
|---|--------------|-------|
| TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM | TOTAL | _____ |
|---|--------------|-------|

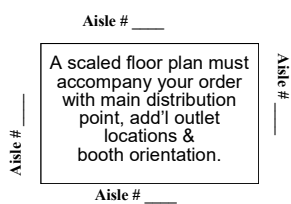
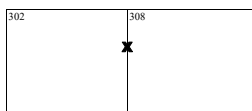
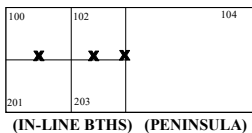
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|-------------|-------|--------------|
| PRINT NAME: | _____ | |
| EMAIL: | _____ | PHONE: _____ |

TERMS & CONDITIONS

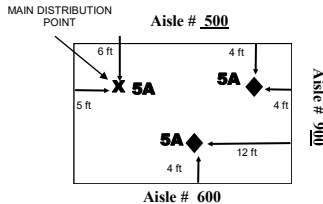
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

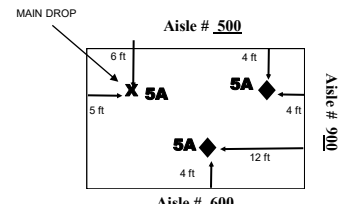
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

| | | | |
|------------|---|-----------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

| | | | |
|------------|---|---------|----------|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT # | 039004BA |

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

| LABOR RATES AND HOURS | | DISTRIBUTION LABOR ESTIMATE | | |
|---|--|-----------------------------|-------------|--------------|
| Labor Minimums | Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time. | MAN HRS | RATE | TOTAL |
| Straight Time | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays. | ST | \$90.00 | _____ |
| Overtime | Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays. | OT | \$135.00 | _____ |
| LIFT RENTAL | | | | |
| HOURS | RATE | TOTAL | | |
| _____ | \$250.00 | _____ | | |
| TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM | | ESTIMATED TOTAL | | |
| _____ | | _____ | | |

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES
 One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

| LABOR RATES AND HOURS | | BOOTH LABOR ESTIMATE | | |
|-----------------------|--|----------------------|-------------|--------------|
| Labor Minimums | Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time. | MAN HRS | RATE | TOTAL |
| | | ST | \$90.00 | _____ |
| | | OT | \$135.00 | _____ |
| LIFT RENTAL | | | | |
| | | HOURS | RATE | TOTAL |
| | | | \$250.00 | _____ |

| | |
|---|------------------------|
| TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM | ESTIMATED TOTAL |
|---|------------------------|

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL LAYOUT

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES
 One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

| INDICATE BOOTH TYPE | INDICATE SCALE & TOTAL SQ FT | OUTLET LEGEND |
|---------------------|-----------------------------------|---|
| Island _____ | Example: 1 Square = 1 Foot | X = Main Distribution Point ▲ = 5amp/500 watt |
| Inline _____ | _____ Square = _____ Ft | ◆ = 10amp/1000 watt ★ = 15amp/1500 watt |
| Peninsula _____ | Total Square Footage = _____ | ● = 20amp/2000 watt |

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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Adjacent Booth or Aisle # _____

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

E M

Advance Payment Deadline Date: 2/9/19

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. PSI

| | ADVANCE | REGULAR | TOTAL |
|---|---------|---------|-------|
| _____ Air Outlet (call for a quote for 24-hour Air) | 225.00 | 315.00 | _____ |
| _____ Additional Connections within 20' of Outlet | 184.00 | 276.00 | _____ |

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

| | |
|---|-------------------|
| CFM (There is a 5 CFM minimum charge per outlet/connection) | Total CFM = _____ |
| Total CFM _____ x ADVANCE Rate 7.00 | = _____ |
| Total CFM _____ x REGULAR Rate 9.00 | = _____ |

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

| | | | |
|---|--------|--------|-------|
| _____ Water Outlet | 300.00 | 435.00 | _____ |
| _____ Additional Connections within 20' of Outlet | 184.00 | 276.00 | _____ |

of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

| | | | |
|---|--------|--------|-------|
| _____ Drain Outlet | 130.00 | 275.00 | _____ |
| _____ Additional Connections within 20' of Outlet | 184.00 | 276.00 | _____ |

Number of connections required: _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

| | | | |
|---|--------|--------|-------|
| _____ 1 – 50 Gallons | 145.00 | 185.00 | _____ |
| _____ 51 – 200 Gallons | 195.00 | 275.00 | _____ |
| _____ 201 – 500 Gallons | 310.00 | 435.00 | _____ |
| _____ Each additional 100 Gallons up to 1,000 Gallons | 50.00 | 70.00 | _____ |

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

MISCELLANEOUS REQUIREMENTS (Call for a Quote)

| | | |
|---|--------------|--|
| TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM | TOTAL | |
|---|--------------|--|

PRINT NAME:

EMAIL:

PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 2/9/19



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

| | | | |
|-------------------|--|------------------------|--|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT #039004BA | |

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. There is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

| LABOR ESTIMATE | | |
|----------------|----------|-------|
| MAN HOURS | RATE | TOTAL |
| _____ ST | \$90.00 | _____ |
| _____ OT | \$135.00 | _____ |

| | |
|------------------------|--|
| ESTIMATED TOTAL | |
|------------------------|--|

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

| WORK RATE SCHEDULE | |
|--------------------|--|
| ST | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays. |
| OT | Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays. |

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING LAYOUT



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

Advance Payment Deadline Date: 2/9/19

| | | | |
|-------------------|--|----------------|------------------|
| EXHIBITOR: | | BTH # | |
| EVENT: | BPS19—63rd Annual Mtg. of the Biophysical Society | | |
| FACILITY: | BALTIMORE CONVENTION CENTER | | |
| DATES: | March 2-6, 2019 | EVENT # | #039004BA |

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

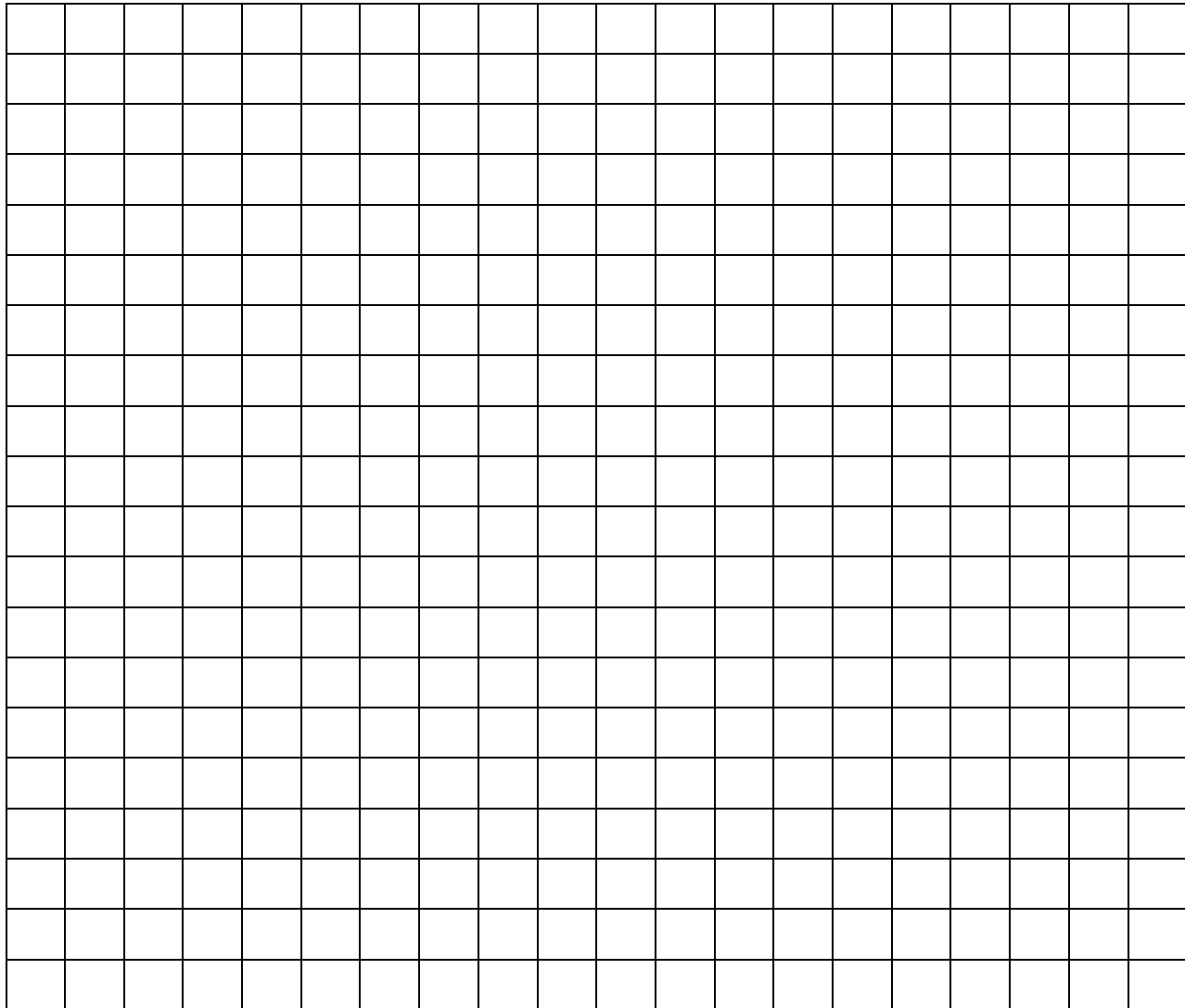
PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

| INDICATE BOOTH TYPE | INDICATE SCALE & TOTAL SQ FT | OUTLET LEGEND |
|---------------------|-----------------------------------|--|
| Island _____ | Example: 1 Square = 1 Foot | X = Main Distribution Point |
| Inline _____ | _____ Square = _____ Ft | W = Water A = Air |
| Peninsula _____ | Total Square Footage = _____ | D = Drain AC = Add'l connection |

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

INTERNET-TELECOM SERVICE AGREEMENT

| | | | |
|----------------------|------------------------------|---|-------------|
| EVENT NAME: | | EVENT DATES: ____/____/____ TO ____/____/____ | |
| EXHIBITOR NAME: | MOVE IN DATE: ____/____/____ | ONSITE CONTACT/CELL#: | BOOTH/ROOM: |
| COMPANY BILLING NAME | BILLING ADDRESS: | | |
| CONTACT: | PHONE: | EMAIL ADDRESS: | |

* Advance rates are applied to orders received WITH PAYMENT 15 days prior to the first show move-in date

| SERVICES | QTY | ADVANCE* | STANDARD | TOTAL |
|--|--------------------------------------|---------------------------------------|----------|-------|
| Internet - Network Services (10/100 Base T) - Shared | | | | |
| 1. Basic Shared Internet Service (up to 2 Mbps + 1 Private IP address) | | \$995 | \$1,325 | |
| 2. Additional Private IP Address per Device | | \$135 | \$165 | |
| 3. Wireless Internet Access per First Device (Up to 2Mb) | | \$835 | \$895 | |
| 4. Wireless Internet Access per Each Additional Device (Up to 2Mb) | | \$135 | \$165 | |
| 5. Wireless Internet Buyout | <i>Call (410) 649-7097 for quote</i> | | | |
| Internet - Network Services (10/100 Base T) - Dedicated | | | | |
| 1. Dedicated 3 Mbps + 5 public IP addresses/No addl IP's available | | \$3,395 | \$4,225 | |
| 2. Dedicated 6 Mbps Line + 13 public IP addresses/No addl IP's available | | \$6,595 | \$8,295 | |
| 3. Dedicated 10 Mbps Line + 29 public IP addresses/No addl IP's available | | \$8,945 | \$10,995 | |
| 4. Dedicated 15 Mbps Line + 29 public IP addresses/No addl IP's available | | \$12,550 | \$15,650 | |
| 6. Dedicated over 15 Mbps line + 29 public IP addresses | <i>Call (410) 649-7097 for quote</i> | | | |
| Other Internet - Network Services | | | | |
| 1. Switch Rental - unmanaged 8 Port 16 Port 24 Port | | \$220 | \$260 | |
| 2. Patch Cable (25-50' Cat 5) | | \$45 | \$60 | |
| 3. VLAN/Point-to-Point Connection | | \$500 | \$500 | |
| 4. Cable TV - Comcast (per connection) | | \$315 | \$470 | |
| 5. Technical Support (per hour with min 1 hour charge) | | \$80 | \$80 | |
| Telephone Services | | | | |
| 1. Single Analog Line with Unlimited Local Services (PBX service dial "2" for outside line) | | \$315 | \$415 | |
| 2. Polycom Conference Phone | | \$110 | \$160 | |
| 3. Dedicated Analog Line (best for Credit Cards&Modem Services) | | \$325 | \$425 | |
| 4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line) | | \$395 | \$475 | |
| 5. Long Distance Capability? Yes No (indicate Qty of lines with LD) | | <i>\$0.28 per minute</i> | | |
| 6. Telephone Handsets Required? Yes No | | <i>free of charge</i> | | |
| 7. Voice Mail (per line) | | \$20 | \$20 | |
| 8. Call Forwarding (per line) | | \$5 | \$5 | |
| 9. Call Waiting (per line) | | \$10 | \$10 | |
| 10. ISDN BRI Line | | \$645 | \$795 | |
| <ul style="list-style-type: none"> Credit card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com 3.5% fee will be applied for all credit card payment processing Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353 2232, Attention: Martin Husbands For online orders please use bcc.mcdean.com For service and order inquiries please call at 410-649-7097 | | SUBTOTAL | | |
| | | 6% TAX | | |
| | | 3.5% FEE (applied to subtotal) | | |
| | | GRAND TOTAL | | |

All credit card charges will appear under the name "Openband". Payment in full is required prior to the event.

| | | | |
|--|--|--------------------------|----------------------|
| CREDIT CARD: | CREDIT CARD NUMBER: | EXP DATE: ____/____/____ | SECURITY CODE: |
| VISA MASTERCARD AMEX | | | |
| CREDIT CARD HOLDER NAME: | CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS: | | DATE: ____/____/____ |

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

<http://www.bccenter.org/downloads/files/MCDeanTerms.pdf>

CENTERPLATE BOOTH CATERING ORDER FORM 2018

Company: _____
 Billing Address: _____

 Phone: _____
 Fax: _____
 E-Mail: _____

Show Name: _____
 Booth Name: _____
 Booth #: _____
 On-Site Contact: _____
 Contact's Cell Phone: _____
 Notes: _____

| Selection | Quantity | Item Price | Day/Date(s) | Start Time | End Time |
|-----------|----------|------------|-------------|------------|----------|
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IMPORTED INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted, including logo'd bottled water and candies. Prices are subject to change without notification. 100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards. Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 22% service charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth.

For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com

CENTERPLATE BOOTH CATERING ORDER FORM – PAGE 2 2018

Booth Name: _____

Booth #: _____

| Selection | Quantity | Item Price | Day/Date(s) | Start Time | End Time |
|-----------|----------|------------|-------------|------------|----------|
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For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com

CREDIT CARD CHARGE AUTHORIZATION 2018

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

| | | | |
|--------------------------------------|-------------|-------------|-------------|
| Company Name: | | | |
| On-site Contact: | | | |
| Company Address - City, State & Zip: | | | |
| Phone Number: | | Fax Number: | |
| Event /Booth Name: | | | |
| Date(s): | | | |
| Method of Payment (circle one): | AMEX | VISA | MASTER CARD |
| Credit Card Number: | Expiration: | | |

Authorized for additional on-sight services to be charged to card: YES _____ NO _____

Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name (please print name): _____

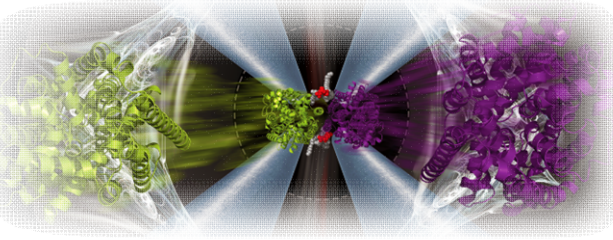
Cardholder's Signature (required for purchase): _____



Audio/Visual Services provider for:

BPS19

63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
BALTIMORE, MARYLAND • MARCH 2-6, 2019



| | |
|---------------------------|-----------------------|
| Organization Name _____ | On Site Contact _____ |
| Booth # _____ | On Site Phone _____ |
| Delivery Date _____ AM PM | Email _____ |
| Pickup Date _____ | |

| | |
|----------------------------|-----------------------|
| Billing Contact Name _____ | Phone _____ |
| Address _____ | Email _____ |
| City _____ | State _____ Zip _____ |

To place an order: visit www.bavservices.com/exhibitors;
find & click on the BP Society logo and use Customer Code: **BPS-BALT19**
ALL ADVANCE ORDERS MUST BE RECEIVED BY FEBRUARY 23, 2019

| Qty. | LED Monitors | Rates are for <u>run of show</u> , NOT a daily rate! | Advance | Feb 24 th | Mar 2 nd | Total |
|-------|---|--|-----------|----------------------|---------------------|-------|
| _____ | 24" Monitor () Tabletop Stand | | \$250.00 | \$287.50 | \$312.50 | _____ |
| _____ | 27" Monitor () Tabletop Stand | | \$325.00 | \$373.75 | \$406.25 | _____ |
| _____ | 32" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$400.00 | \$460.00 | \$500.00 | _____ |
| _____ | 40" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$525.00 | \$603.75 | \$656.25 | _____ |
| _____ | 46" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$675.00 | \$776.25 | \$843.75 | _____ |
| _____ | 55" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$1100.00 | \$1265.00 | \$1375.00 | _____ |
| _____ | 65" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$1700.00 | \$1955.00 | \$2125.00 | _____ |
| _____ | 80" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount* | | \$2500.00 | \$2875.00 | \$3,125.00 | _____ |

*Additional Charges May Apply

| Computers & Tablets | | Advance | Feb 24 th | Mar 2 nd | Total |
|---------------------|--|----------|----------------------|---------------------|-------|
| _____ | PC Laptop Computer (Windows10 Pro, Office 2016, i7 Processor, 15.6" Screen)..... | \$375.00 | \$431.25 | \$468.75 | _____ |
| _____ | MacBook Pro Laptop Computer (OSX Sierra, Keynote, i7 Processor, 15" Screen)..... | \$425.00 | \$488.75 | \$531.25 | _____ |
| _____ | Wireless Keyboard & Mouse..... | \$50.00 | \$57.50 | \$62.50 | _____ |
| _____ | Computer Audio (Anchor AN1000 Powered Speaker)..... | \$75.00 | \$86.25 | \$93.75 | _____ |
| _____ | iPad (Standard Size)..... | \$200.00 | \$230.00 | \$250.00 | _____ |
| _____ | iPad w/Kiosk Mount () Tabletop () Floor | \$425.00 | \$488.75 | \$531.25 | _____ |

| Video | | Advance | Feb 24 th | Mar 2 nd | Total |
|-------|--|----------------------------------|----------------------|---------------------|-------|
| _____ | LED Tile/Video Wall (sizing & configuration needs vary)..... | Please call for more information | | | |
| _____ | USB Media Player..... | \$30.00 | \$34.50 | \$37.50 | _____ |
| _____ | DVD Player BluRay Player (circle one)..... | \$30.00 | \$34.50 | \$37.50 | _____ |

Upon receipt of your order, we will contact you for secure processing of your payment.

Rates are for run of show, NOT a daily rate!

Subtotal _____

21% Service Charge _____

Subtotal _____

6% Maryland Sales Tax _____

Total _____

- Please Note:**
- BAV is a full service Audio Visual Rental, Staging & Production Company. Please call for any desired equipment not listed on this form including: touchscreen monitors, LCD monitor walls or seamless LED video walls.
 - To order power, please contact the conference general contractor/decorator.
 - Orders not cancelled within 24 hours of scheduled delivery will only be given 50% refund.

Please eMail, fax or mail completed form to:
BAV • 10 Sonwil Drive • Buffalo, NY 14225
Fax: 716-685-5014 • Phone: 800-264-5010
Contact: **Greg Back** at gback@bavservices.com

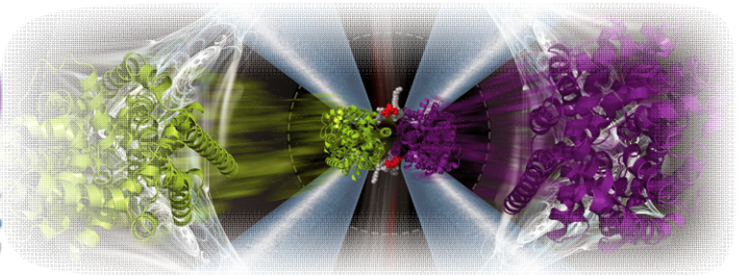


The Biophysical Society

2019 Affiliate Meeting Room Price List & Order Form

BPS19

63RD ANNUAL MEETING OF THE BIOPHYSICAL SOCIETY
BALTIMORE, MARYLAND • MARCH 2-6, 2019



| | | |
|-------------------------|------------|-----------------------|
| Organization Name _____ | Room _____ | On Site Contact _____ |
| Delivery Date _____ | Time _____ | On Site Phone _____ |
| Pickup Date _____ | Time _____ | Email _____ |

| | |
|----------------------------|-----------------------|
| Billing Contact Name _____ | Phone _____ |
| Address _____ | Email _____ |
| City _____ | State _____ Zip _____ |

| Qty. | Rate | Days | Total |
|---------------------------------|--|-------|----------|
| Projection Equipment | | | |
| _____ | 5,000 Lumen HD DLP Projector..... \$300.00 | _____ | \$ _____ |
| _____ | 6' Tripod Screen.....\$50.00 | _____ | \$ _____ |
| _____ | 8' Tripod Screen.....\$60.00 | _____ | \$ _____ |
| _____ | 7' x 12' Screen.*.....\$200.00 | _____ | \$ _____ |
| _____ | 8' x 14' Screen.*.....\$300.00 | _____ | \$ _____ |
| | * Requires 2 people to setup & tear-down | | |
| LED Monitors & Video | | | |
| _____ | 32" LCD Monitor on Stand..... \$120.00 | _____ | \$ _____ |
| _____ | 42" LCD Monitor on Stand..... \$240.00 | _____ | \$ _____ |
| _____ | 55" LCD Monitor on Stand..... \$360.00 | _____ | \$ _____ |
| _____ | 65" LCD Monitor on Stand..... \$500.00 | _____ | \$ _____ |
| _____ | PC Laptop Computer..... \$150.00 | _____ | \$ _____ |
| _____ | DVD/Blu-Ray Player.....\$50.00 | _____ | \$ _____ |
| Audio | | | |
| _____ | Podium Microphone.....\$50.00 | _____ | \$ _____ |
| _____ | Wired Handheld / Lapel Microphone.....\$60.00 | _____ | \$ _____ |
| _____ | Wireless Handheld / Lapel Microphone....\$150.00 | _____ | \$ _____ |
| _____ | Sound System Package.**.....\$200.00 | _____ | \$ _____ |
| | ** To be added if ANY above microphones are ordered. | | |
| Miscellaneous | | | |
| _____ | Flipchart w/Pad & Markers.....\$50.00 | _____ | \$ _____ |
| _____ | Wireless PowerPoint Remote.....\$40.00 | _____ | \$ _____ |
| _____ | Laser Pointer.....\$30.00 | _____ | \$ _____ |

TECHNICIAN LABOR:
Any meetings/events that may require an operating technician will be charged as follows:
7:00AM-8:00PM → \$55.00 per hour
9:00PM-6:00AM → \$82.50 per hour
and for any time over 8 hours per day, per technician. We will only invoice for actual hours worked.

Ask about our meeting room audio & video recording packages!

Please Note:
This is only a partial equipment listing. For additional items or questions, please call or email:
Greg Back
gback@bavservices.com
(800) 264-5010 ext 128

• Orders not cancelled within 24 hours of scheduled delivery will be given 50% refund •

Upon receipt of your order, we will contact you for secure processing of your payment.

Subtotal _____
21% Service Charge _____
Subtotal _____
6% Maryland Sales Tax _____
Total _____

All orders must be placed by February 23rd

XPress Connect Family

Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by XPress Leads equipment and services.



XPress Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.



For Android 5.1.x or higher, iOS 10.0.x and higher and 3 mega-pixel or greater camera. No mobile hardware included.

XPress Connect Elite

Connect software on YOUR computer

The XPress Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.



Computer not included. Includes USB scanner and software. Text Alerts and Literature Fulfillment not available. Requires OS MAC, Windows 7 or greater, 1 USB 1.1 connections and .NET Framework.



XPress Connect Plus

OUR hand-held wireless device

Use our handheld mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

XPress Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



Custom Sales Qualifiers
Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*



Bluetooth Printer
Get a hard copy printout of your leads onsite with a wireless, portable printer.



Literature Fulfillment
Send an email to your leads with links to documents and videos they requested in your booth.



DITP
Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



Text Alerts
Send text alerts to your representatives when an attendee from their territory is scanned in the booth.



Loss/Damage Waiver
Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

| FEATURES | Connect App | Connect Elite | Connect Plus |
|---------------------------------|-------------|---------------|--------------|
| Scan Anywhere, at Any Time | • | | • |
| Mobile, Wireless | • | | • |
| Real-time Leads List | • | • | • |
| Add Notes | • | • | • |
| Add Images to Leads | • | • | |
| Rating | • | • | • |
| Follow-up Emails | • | • | |
| Forward Leads | • | • | |
| Schedule Appointments | • | • | |
| Scanning Device Included | | • | • |
| Optional Bluetooth Printer | • | • | • |
| Optional Literature Fulfillment | • | | • |
| Optional Text Alerts | • | | • |

3rd Party Lead Collection

Successful lead collection on your third party device.



Data Conversion
Convert badge IDs collected on third party devices into complete leads post-show.




Event API Integration
Integrate your third party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.




| ORDER ONLINE: www.xpressleadpro.com SHOW CODE: biop0319 | Qty | Early THRU 01/03/19 | Advance THRU 01/31/19 | Standard AFTER 01/31/19 | Total |
|--|-----|---------------------------------------|-----------------------|-------------------------|-------|
|  XPRESS Connect Plus Handheld - OUR handheld wireless device | | \$ 470 | \$ 520 | \$ 590 | |
| XPRESS Connect Plus Handheld Package - includes mobile device, DITP service, and custom sales qualifiers BEST VALUE! | | \$ 630 | \$ 710 | \$ 840 | |
| XPRESS Connect App Additional Licenses - Add XPRESS Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet | | \$ 130 per additional user activation | | | |
| Bluetooth Printer - one bluetooth connection per lead retrieval PC | | \$ 110 | \$ 135 | \$ 165 | |

Includes mobile phone and charger.

| | | | | | |
|--|--|---------------------------------------|--------|--------|--|
|  XPRESS Connect App - the App on YOUR phone or tablet | | \$ 375 | \$ 425 | \$ 495 | |
| XPRESS Connect 3 App Package - includes THREE App license activations and custom sales qualifiers | | \$ 575 | \$ 625 | \$ 695 | |
| XPRESS Connect 5 App Package - includes FIVE App license activations and custom sales qualifiers BEST VALUE! | | \$ 740 | \$ 790 | \$ 860 | |
| Additional XPRESS Connect App Licenses - for additional users | | \$ 130 per additional user activation | | | |
| Bluetooth Printer - one bluetooth connection per lead retrieval app license | | \$ 110 | \$ 135 | \$ 165 | |

For Android 5.1.x or higher, iOS 10.0.x and higher and 3 mega-pixel or greater camera. No mobile hardware included.


| | | | | | |
|---|--|--------|--------|--------|--|
|  XPRESS Connect Elite - the Connect software on YOUR computer | | \$ 445 | \$ 495 | \$ 565 | |
|---|--|--------|--------|--------|--|

Includes USB scanner and software. Requires OS MAC, Windows 7 or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

| XPRESS EXTRAS | | | | | |
|--|--|------------------------|--------|--------|--|
|  *Text Alerts - Connect your leads with the right sales reps | | \$ 150 unlimited texts | | | |
| *Literature Fulfillment - Send links to your brochures and products | | \$ 150 | | | |
| Custom Sales Qualifiers / Custom Surveys | | \$ 115 | \$ 135 | \$ 170 | |
| DITP Service - Delivery, Installation, Training, Pickup | | \$ 115 | \$ 135 | \$ 170 | |
| Data Conversion - third party post-show solution | | \$ 550 | | | |
| Event API Integration - third party real-time solution | | \$ 1000 | | | |

*Text Alerts and Literature Fulfillment not available for the XPRESS Connect Elite.

Please note: Convention Data Services will no longer accept emailed order forms with credit card information as a form of payment. Orders can be placed online www.xpressleadpro.com (show code: **biop0319**), by secure fax to 1-508-759-4238, or by calling the sales team 1-800-746-9734

| | | | | | |
|---------------------------|-------------------------|--|--|--|--|
| LOSS/DAMAGE WAIVER | REPLACEMENT COST | | | | |
| Connect Plus Device | \$1,000 | | | | |
| Connect Plus Power Cord | \$ 75 | | | | |
| Bluetooth Printer | \$1,000 | | | | |
| Bluetooth Adapter | \$ 250 | | | | |
| Barcode USB Scanner | \$1,000 | | | | |
| | | | | | SUBTOTAL = |
| | | | | | SALES TAX 6% + |
| | | | | | OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x85 per device) + |
| | | | | | NO, I do not want to purchase the Loss/Damage Waiver - initial here  |
| | | | | | PROCESSING FEE (WAIVED when you order online!) + 20.00 |
| | | | | | TOTAL (USD) = |

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device.



XPRESS Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event



ORDER ONLINE: www.xpressleadpro.com

SHOW CODE: **biop0319**

Please note: Convention Data Services will no longer accept emailed order forms with credit card information as a form of payment. Orders can be placed online www.xpressleadpro.com (show code: **biop0319**), by secure fax to 1-508-759-4238, or by calling the sales team 1-800-746-9734

| | | | | | |
|------------|----------------|-----------------|------------------|-------|-----------------------|
| QUESTIONS? | 1-508-743-0162 | ACCOUNT MANAGER | Nicole Hutchison | EMAIL | nhutchison@cdsreg.com |
|------------|----------------|-----------------|------------------|-------|-----------------------|

| CONTACT INFORMATION | | PAYMENT INFORMATION | |
|---------------------|------------|----------------------|--|
| COMPANY | | CARD NUMBER | - BY FAX ONLY |
| CONTACT NAME | | NAME ON CARD | |
| BILLING ADDRESS | | EXP DATE | |
| CITY | | SIGNATURE | |
| STATE/ZIP | | AUTHORIZATION | Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing. |
| BOOTH # | | SIGNATURE | |
| PHONE/EXT # | | PRINT NAME | |
| FAX | | TODAY'S DATE | |
| EMAIL | | EMAIL RECEIPT TO | |
| COMPANY WEBSITE | http://www | | |

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

Thank you for your order.

Terms & Conditions

- Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for XPress Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- Onsite orders are based on unit availability.
- Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b). Customer acknowledges and understands that the applicable replacement cost is as follows:

| Equipment | Cost |
|-------------------------|---------|
| Connect Plus Device | \$1,000 |
| Connect Plus Power Cord | \$ 75 |
| Bluetooth Printer | \$1,000 |
| Bluetooth Adapter | \$ 250 |
| Barcode Scanner | \$1,000 |
- 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR'S device. Customer must report loss or damage to CONTRACTOR'S Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.





Email this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]



| QTY | ITEM | Advance* | SHOW PRICE | TOTAL |
|--|---|---|------------------|-------|
| | Floral Arrangement (approx. 12" H) | \$ 65.00 | \$ 75.00 | |
| | Floral Arrangement (approx. 18" H) | \$ 85.00 | \$ 95.00 | |
| | Custom Floral Arrangement (tell us what you want) | Call / email | Call / email | |
| | Bud Vases (list color preference) | \$ 25.00 | \$ 30.00 | |
| | Tropical Arrangements | \$ 75.00 | \$ 90.00 | |
| | Roses, arranged, one dozen (color _____) | \$ 75.00 | \$ 85.00 | |
| | Orchid Plants (Small _____ Large _____) | \$50 / \$75.00 | \$60 / \$85.00 | |
| | Mum Plants (white _____ yellow _____ lavender _____) | \$ 25.00 | \$ 30.00 | |
| | Azaleas (red _____ pink _____ white _____) | \$ 40.00 | \$ 45.00 | |
| | Bromeliads (Red, pink, yellow, other) | \$ 35.00 | \$ 40.00 | |
| | Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.) | \$ 30.00 | \$ 35.00 | |
| | Small (6"pot) Ivy _____ Pothos _____ | \$ 25.00 | \$ 30.00 | |
| | Large Fern _____ Ivy _____ Pothos _____ | \$ 35.00 | \$ 40.00 | |
| | Glass Bowl for Cards (yours to keep) | \$ 25.00 | \$ 30.00 | |
| | Pkg A: (1) 6' Ficus topped w/ greens and color | \$ 135.00 | \$ 150.00 | |
| | Pkg B: (2) 3' plants and (1) Blooming plant | \$110.00 | \$ 125.00 | |
| | Pkg C: large container w/ivy and blooming plants | \$ 110.00 | \$ 125.00 | |
| | 2' Green Plants | \$ 30.00 | \$ 40.00 | |
| | 3' Green Plants | \$ 40.00 | \$ 50.00 | |
| | 4' Green Plants | \$ 50.00 | \$ 60.00 | |
| | 5' Green Plants | \$ 60.00 | \$ 70.00 | |
| | 6' Green Plants | \$ 70.00 | \$ 80.00 | |
| | 7' Green Plants | \$ 95.00 | \$ 110.00 | |
| | 8' - 10' Green Plants | \$115.00 | \$130.00 | |
| Decorative Containers: White Black Wicker | | | SUB TOTAL | \$ |
| ♦ Call for prices on brass, chrome, terra cotta pots | | | | |
| ♦ Tax is based on show location | | Sales Tax | | \$ |
| WDC - 6% MD - 6% VA - 6% Philadelphia - 8% | | See list at left | | |
| www.urbanjungleinc.com info@urbanjungleinc.com | | TOTAL AMOUNT DUE | | \$ |
| | | EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC. | | |

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: BPS 2019
 Show Dates: March 2-6, 2019

Location: Baltimore Convention Center
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

****Email is required for confirmation and final invoices.**
***Orders must be received two weeks prior to show date for advance price!**