

Please Note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN	AVW-TELAV AUDIO VISUAL SOLUTIONS
5040 West Roosevelt Road	6200 West 51st Street
Chicago, Illinois 60644-1436	Chicago, Illinois 60638
(773) 473-7080 • Fax (773) 379-9879	(708) 458-4581 • Fax (708) 458-8710
Email: FreemanChicagoES@freemanco.com	

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 • Fax (817) 385-0983

FREEMAN ONLINE®

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

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

SHIPPING INFORMATION

Warehouse shipping address:

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

Exhibiting Company Name

Booth # _____

c/o FREEMAN

2500 West 35th Street

Chicago, IL 60632

Freeman will accept crated, boxed or skidded materials beginning FRIDAY, SEPTEMBER 28, 2007, at the above address. Materials arriving after OCTOBER 22, 2007, will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Do NOT ship advance freight to the Sheraton Chicago. The hotel has NO storage facilities and the *freight will be returned to the sender*. Freeman will accept **Direct** freight shipments at 301 East North Water Street, Chicago, IL. 60611 on **MONDAY, OCTOBER 29, 2007, FROM 7:30 A.M. TO 3:00 P.M. ONLY** for all exhibit halls.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

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 Chicago Exhibitor Services at (773) 473-7080 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 **FRIDAY, OCTOBER 12, 2007.**

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

F R E E M A N

5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (773) 379-9879
 Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

NAME OF SHOW: **October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE: X

(STREET) (P.O. BOX)

CUSTOMER # _____

PHONE #: _____ (CITY) (STATE) (ZIP) EXT.: _____ FAX# : _____

SIGNATURE: _____ PRINT NAME: _____

E-MAIL: _____

E-MAIL FOR INVOICE: _____ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by email. Please provide email address of the person who reconciles your invoices if different from above.

METHOD OF PAYMENT

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

COMPANY CHECK

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

Please reference (172845) on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of showsite 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:

AM EXP DISCOVER MASTERCARD VISA DINERS CLUB

Account No.: _____ Exp. Date: _____

Personal Credit Card Company Credit Card

Cardholder Name: (Print) _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS ACCESSORIES	CARPET	MOD. RENTAL CUSTOM ACC.		GRAND TOTAL
INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING	SIGNS & GRAPHICS	

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

TELL US WHAT YOU THINK

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

<http://totalshow.custominsight.com/?172845>

FREEMAN method of payment

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007

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 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."

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL FREEMAN TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT: _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

02/07 (172845)

FREEMAN third party authorization

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

FURNISHINGS

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

___	N71092	Diva Counter Stool	193.20	251.15	___
___	N71091	Diva Chair.....	170.25	221.35	___
___	N710102	Santana Chair	158.20	205.65	___
___	N71085	Forestdale Chair	97.80	127.15	___
___	N710144	Diplomat Chair	218.55	284.10	___
___	N71038	Cherry Barrel Chair	182.35	237.05	___

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool	181.15	235.50	___
___	N71042	Director Chair	121.95	158.55	___
___	N710998	Custom Imprinting/Director	Call for Quote		

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	284.20	369.45	___
___	N71047	Gray Gaslift Stool	249.65	324.55	___
___	N71046	Gray Gaslift Chair w/Arms	206.50	268.45	___
___	N71045	Gray Gaslift Chair	194.40	252.70	___
___	N71044	Executive Chair	288.30	374.80	___
___	N71041	Bugle Base Chair	146.10	189.95	___

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool	169.05	219.75	___
___	N71089	Black Diamond Side Chair ...	109.90	142.85	___
___	N71090	Black Diamond Arm Chair	134.05	174.25	___
___	C210105	Opal Side Chair	73.65	95.75	___
___	C210101	Carson Arm Chair	85.75	111.50	___
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray			
___	C210112	Casey Padded Stool	97.80	127.15	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray			

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	604.20	785.45	___
___	N71093	Signature Chair	476.10	618.95	___

Kennedy Sectional Series					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		

___	N730313	Kennedy Sofa - 3 piece	754.55	980.90	___
___	N730213	Kennedy Loveseat - 2 piece	503.00	653.90	___
___	N73013	Kennedy Corner Section	251.55	327.00	___
___	N73014	Kennedy Center Section	251.55	327.00	___

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES Pages 7 & 8					

___	N72026	Cherry Cocktail Table	218.15	283.60	___
___	N72027	Cherry End Table	191.35	248.75	___
___	N72028	Metro Slate Cocktail Table	201.40	261.80	___
___	N72029	Metro Slate End Table	175.00	227.50	___
___	C115103	Studio Black Cocktail Table	180.00	234.00	___
___	C115104	Studio Black End Table	155.60	202.30	___
___	N72015	Glass Conference Table	202.45	263.20	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome			
___	N72065	Bugle Base Table/White	234.70	305.10	___

Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	88.00	114.40	___
___	N72069	Black-top Cafe 24"W x 30"H ...	151.10	196.45	___
___	N72070	Black-top Bistro 24"W x 42"H ..	151.10	196.45	___
___	N72067	Black-top Café Table 36"x30"	197.15	256.30	___
___	N72068	Black-top Bistro 36"W x 42"H ..	215.30	279.90	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	177.65	230.95	___
___	N72064	Café Table 36"W x 30"H	177.65	230.95	___
___	N720163	Bistro Table 30"W x 42"H	177.65	230.95	___
___	N720164	Bistro Table 36"W x 42"H	177.65	230.95	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	402.50	523.25	___
___	N72092	Milano Table/Black Top	402.50	523.25	___
___	N72094	Luna Table/Black Top	517.95	673.35	___
___	N720191	Hemingway Writing Table	395.25	513.85	___
___	N74061	Cherry Desk 5'	464.30	603.60	___
___	N74065	Cherry Bookcase	201.25	261.65	___
___	N74064	Cherry Credenza	383.15	498.10	___
___	N74071	Oak Desk 5'	464.30	603.60	___
___	N74075	Oak Bookcase	201.25	261.65	___
___	N74074	Oak Credenza	383.15	498.10	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	280.75	365.00	___
___	N75079	Orion Computer Kiosk	380.25	494.35	___
___	N75030	Black Display Cube/Small	201.45	261.90	___
___	N75031	Black Display Cube/Medium ...	215.90	280.65	___
___	N75032	Black Display/Large	244.60	318.00	___

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

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FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
DISPLAY FURNITURE Pages 11 & 12 (continued)					

Display Cylinders					
___	N75020	Black Display Cylinder/Low ..	199.95	259.95	___
___	N75021	Black Display Cylinder/Med	199.95	259.95	___
___	N75022	Black Display Cylinder/Lg	199.95	259.95	___

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Berry <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	C130330	Draped Table 3'L x 30"H	100.40	130.50	___
___	C130430	Draped Table 4'L x 30"H	113.45	147.50	___
___	C130630	Draped Table 6'L x 30"H	146.10	189.95	___
___	C130830	Draped Table 8'L x 30"H	205.40	267.00	___
___	C12404630	4th Side Drape 6'L x 30"H	31.25	40.65	___
___	C12404830	4th Side Drape 8'L x 30"H	31.25	40.65	___
___	C130342	Draped Counter 3'L x 42"H ...	125.65	163.35	___
___	C130442	Draped Counter 4'L x 42"H ...	138.85	180.50	___
___	C130642	Draped Counter 6'L x 42"H ...	171.35	222.75	___
___	C130842	Draped Counter 8'L x 42"H ...	230.10	299.15	___
___	C12404642	4th Side Drape 6'L x 42"H ..	42.10	54.75	___
___	C12404842	4th Side Drape 8'L x 42"H ..	42.10	54.75	___

Undraped Tables - Tables are 24" wide					
___	C131330	Undraped Table 3'L x 30"H ..	34.75	45.20	___
___	C131430	Undraped Table 4'L x 30"H ..	39.80	51.75	___
___	C131630	Undraped Table 6'L x 30"H ..	53.40	69.40	___
___	C131830	Undraped Table 8'L x 30"H ..	64.15	83.40	___
___	C131342	Undraped Counter 3'Lx42"H	60.10	78.15	___
___	C131442	Undraped Counter 4'Lx42"H	65.20	84.75	___
___	C131642	Undraped Counter 6'Lx42"H	78.25	101.75	___
___	C131842	Undraped Counter 8'Lx42"H	89.10	115.85	___

Table Top Risers					
___	C150410	Single Step Riser 4'L x 7"H	29.80	38.75	___
___	C150610	Single Step Riser 6'L x 7"H	42.10	54.75	___
___	C150810	Single Step Riser 8'L x 7"H	50.15	65.20	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	___
___	C150420	Double Step Riser 4'L	N/A	N/A	___
___	C150620	Double Step Riser 6'L	N/A	N/A	___
___	C150820	Double Step Riser 8'L	N/A	N/A	___

Qty	Part #	Description	Discount Price	Standard Price	Total
ACCESSORIES Pages 13 & 14					

___	C220121	Chrome Stanchion w/ belt	68.50	89.05	___
___	C220118	Chrome Sign Holder	101.70	132.20	___
___	N750135	Round Literature Rack	187.10	243.25	___
___	N750136	Flat Literature Rack	165.45	215.10	___
___	C220109	Chrome Coat Tree	40.10	52.15	___
___	C220134	Chrome Easel	41.60	54.10	___
___	C220110	Chrome Bag Rack	101.70	132.20	___
___	N75053	Black Trash Receptacle	91.30	118.70	___
___	N75054	Aluminum Trash Receptacle ...	91.30	118.70	___
___	220107	Wastebasket	18.95	24.65	___
___	220106	Corrugated Wastebasket.....	10.20	13.25	___
___	N75057	Small Refrigerator	402.50	523.25	___
___	N75052	Black Table Lamp	92.60	120.40	___
___	N74082	File Cabinet/2 Drawer	117.20	152.35	___
___	N74081	File Cabinet/4 Drawer	182.05	236.65	___
___	10201484	Bulletin Board	209.30	272.10	___

Special Drape					
<input type="checkbox"/> Berry <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	12103	Special Drape 3'H (per ft.)	15.85	20.60	___
___	12108	Special Drape 8'H (per ft.) ...	21.55	28.00	___

TOTAL COST			
___	Sub-Total	+ _____	= \$ _____
		6% Tax	Total Cost

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Lisbon Group - Black leather

8302	Sofa	647.75	842.10
8303	Loveseat	583.35	758.35
81011	Chair	434.05	564.25

Chairs

8102	Barcelona - black leather	710.65	923.85
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Newport Group - Charcoal leather

8308	Loveseat	590.15	767.20
8109	Armless Chair	335.50	436.15
81010	Corner Chair	391.65	509.15

South Beach Group - Platinum suede

8301	Sofa	568.25	738.75
8151	Ottoman	247.85	322.20

Key West Group - Black

8306	Sofa	512.15	665.80
8307	Loveseat	461.50	599.95
8103	Tub Chair	356.00	462.80

Qty	Part #	Description	Discount Price	Standard Price	Total
CASUAL SEATING					
Pages 3 & 4					

Florence Group - Cream

8304	Sofa	540.90	703.15
81012	Chair	384.75	500.20
82020	Urban Table	334.05	434.25
82021	Urban End Table	291.70	379.20

Rio Group - Blue suede

8305	Sofa	525.80	683.55
81014	Chair	376.60	489.60
82022	Inspiration Table	278.00	361.40
82023	Inspiration End Table	262.85	341.70

Monaco Group

83061	Sofa	674.45	876.80
82045	Table (chestnut/graphite)	270.95	352.25
82046	End Table (chestnut/graphite)	239.70	311.60
81072	Camouflage Chair	423.40	550.40

Chairs

8101	T-Vac (translucent/chrome)	278.00	361.40
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Ottomans

8154	Square (black leather)	273.85	356.00
8152	Square (white leather)	273.85	356.00
8155	Bench (black leather)	340.95	443.25
8153	Bench (white leather)	340.95	443.25
81513	Half Round (black leather)	356.00	462.80
81514	Half Round (white leather)	356.00	462.80

Cubes

8156	Chocolate Brown	98.55	128.10
8157	Blueberry	98.55	128.10
8158	Russet	98.55	128.10
8159	Raspberry	98.55	128.10
81510	Lemon	98.55	128.10
81511	Natural	98.55	128.10
81512	Black Leather	98.55	128.10

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

Chairs

8104	Cappucino Chair	286.15	372.00
8105	Stage Chair (onyx)	162.90	211.75
8106	Stage Chair (camel)	162.90	211.75
8107	Stage Chair (beige)	162.90	211.75
8108	Stage Chair (red)	162.90	211.75
810710	Occasional Chair (black)	263.75	342.90
81025R	Pliant Chair (red)	113.15	147.10
81025B	Pliant Chair (blue)	113.15	147.10

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

Chairs (continued)

81015	Panton Chair (orange)	171.15	222.50
81016	Panton Chair (yellow)	171.15	222.50
81017	Panton Chair (white)	171.15	222.50
81090	New York Chair	190.50	247.65
810707	ISO Mesh Pull-up Chair	331.65	431.15
810110	Manhattan Chair (oyster)	209.05	271.75

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING (continued)					
Pages 7 & 8					

Chairs (continued)

81018	Flex Chair w/ wheels	139.65	181.55
81075	Tilt Executive Chair	279.85	363.80
810807	Luxor Executive Chair	380.85	495.10
81063	Altura Conf/Guest Chair	371.90	483.45
81074	Altura Exec Chair/high back	356.00	462.80
81073	Altura Jr Exec Chair/mid back	313.55	407.60
810702	Jetson Chair (black)	176.40	229.30

Barstools & Bar

810100	Ohio Barstool (gray)	154.70	201.10
810101	Ohio Barstool (red)	154.70	201.10
810102	Ohio Barstool (black)	154.70	201.10
810103	Banana Barstool (white)	169.80	220.75
810104	Banana Barstool (black)	169.80	220.75
810505	Gin Barstool (maple)	176.40	229.30
810706	Jetson Barstool (black)	263.75	342.90
810200	Oslo Barstool (blue)	213.60	277.70
810201	Oslo Barstool (white)	213.60	277.70
8501	Martini Bar	1,232.40	1,602.10

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES & MORE					
Pages 9 & 10					

Tables

82033	Manhattan Table 29"H	289.05	375.75
82047	Paris Table 20"H	141.05	183.35
82015	Silverado End Table 22" H	239.70	311.60
82014	Silverado Table 17"H	254.55	330.90
82041	Geo Conf Table (black)	409.35	532.15
82051	Geo Conf Table (chrome)	409.35	532.15
82025	Geo End Table (black)	226.05	293.85
82035	Geo End Table (chrome)	226.05	293.85
82024	Geo Coffee Table (black)	239.70	311.60
82034	Geo Coffee Table (chrome)	239.70	311.60
82031	Visions End Table 21"H	184.85	240.30
82030	Visions Table 17"H	205.40	267.00
82038	West Indies End Table 24"H	213.60	277.70
82037	West Indies Table 19"H	262.85	341.70

Miscellaneous

850604	Etagere (black)	297.15	386.30
850605	Etagere (pewter)	297.15	386.30
85078	Locking Door Pedestal	409.35	532.15
850607	Kiosk (black/maple)	458.70	596.30
850608	Lectern - Adj Height	561.40	729.80
850609	Lectern 50"H (cherry)	269.75	350.70
8503001	Refrigerator 14 cu. ft. (white)	677.85	881.20

Lighting

850701	Lumalight Lamp (red)	284.80	370.25
850702	Lumalight Lamp (white)	284.80	370.25
850703	Lumalight Lamp (orange)	284.80	370.25
850704	Floor Lamp 58"H (pewter)	139.65	181.55
850705	Parisian Lamp 28"H (pewter)	135.55	176.20
850706	Ruby Lamp 28"H	135.55	176.20

TOTAL COST			
Sub-Total	+	6% Tax	= \$ Total Cost

FREEMAN select furnishings

FREEMAN

5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (773) 379-9879
 Email: FreemanChicagoES@freemanco.com

DEADLINE DATE
OCTOBER 12, 2007

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

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

NAME OF SHOW: October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

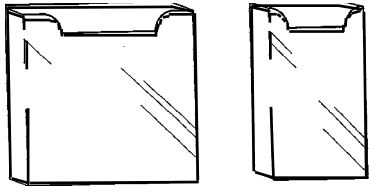
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

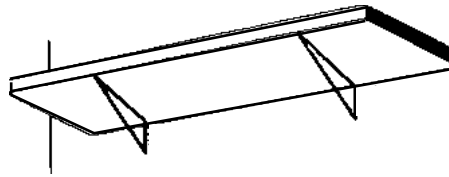
For fast, easy ordering go to www.myfreemanonline.com

ACCESSORIES

PLEASE NOTE: These items are NOT for use with Freeman Rental Exhibits or Exhibit Packages.

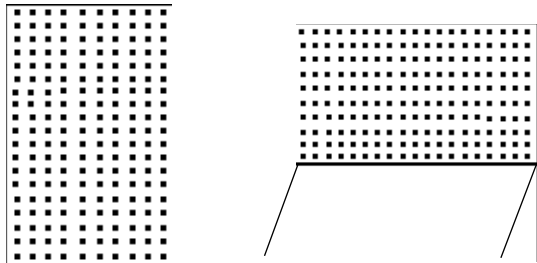


Literature Pockets
 174015 - 8½" X 11"
 174045 - 4" X 5"



Perfboard Shelves
 1020410 - 4' x 10" Shelf
 with 2 Brackets

*Special Note: Shelves
 can ONLY support materials up to 5 lbs.*



PerfBoard

All panels are white • Holes are 1/8"
 Special colors priced on request
 Please indicate **Vertical** or **Horizontal** below

- 10201280 - 2' x 8' Single-Sided Panel
- 10201480 - 4' x 8' Single-Sided Panel

**10201
 Straight Hook**



**10202
 Loop-Hook**



**10203
 Single Hook**



**10204
 Double Hook**



Qty.	Part #	Description	Discount Price	Standard Price	Total
_____	174015	Plexiglass Literature Pocket-Letter	27.15	35.30	_____
_____	174045	Plexiglass Literature Pocket-4"x 5"	23.45	30.50	_____

PerfBoard					
<input type="checkbox"/> Horizontal		<input type="checkbox"/> Vertical			
_____	10201280	2' x 8'-Single Sided*	94.10	122.35	_____
_____	10201480	4' x 8'-Single Sided*	182.80	237.65	_____
_____	1020410	4' x 10" Perfboard Shelf	29.50	38.35	_____
_____	10201	Straight Hook	1.50	1.95	_____
_____	10202	Loop Hook.....	1.50	1.95	_____
_____	10203	Single Hook.....	2.85	3.70	_____
_____	10204	Double Hook	4.30	5.60	_____

TOTAL COST

Subtotal _____ + **Tax (6%)** _____ = **TOTAL** _____

Don't see what you need? Please call Exhibitor Services at 773-473-7080.

FREEMAN accessories

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at. (773) 473-7080.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.** Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum) **Discount Standard**

1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ 3.50 \$ 4.55 \$ _____

701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ 3.05 \$ 3.95 \$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum) **Discount Standard**

1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ 3.00 \$ 3.90 \$ _____

701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ 2.60 \$ 3.40 \$ _____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

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

16 oz. Carpet Rental **Discount Standard**

Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$ 2.20 \$ 2.85 \$ _____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$ 193.70	\$ 251.80	\$ _____
_____	9' x 20' Classic Carpet	\$ 386.55	\$ 502.50	\$ _____
_____	9' x 30' Classic Carpet	\$ 579.75	\$ 753.70	\$ _____
_____	9' x 40' Classic Carpet	\$ 773.35	\$ 1,005.35	\$ _____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.)	\$.60	\$.80	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.)	\$.45	\$.60	\$ _____
_____	Plastic Covering	\$.30	\$.40	\$ _____

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

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

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____


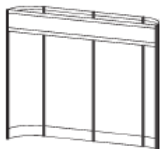
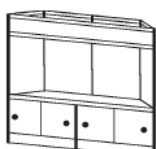
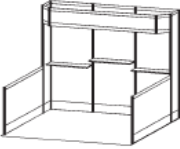
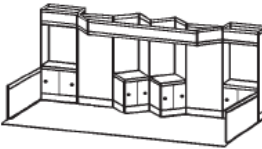

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

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

PACKAGES	A. FREE STANDING COUNTER Discount Price Standard Price 1,752.00 2,277.60 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price Standard Price 1,307.00 1,699.10 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price Standard Price 1,958.00 2,545.40 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' X 10' EXHIBIT Discount Price Standard Price 2,358.00 3,065.40 <input type="checkbox"/> Part# 1710500 	E. 10' X 20' ANGLED EXHIBIT Discount Price Standard Price 5,379.00 6,992.70 <input type="checkbox"/> Part# 1710600 	F. 20' X 20' ISLAND EXHIBIT Discount Price Standard Price 12,823.00 16,669.90 <input type="checkbox"/> Part# 1710800 

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

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBBOARD

CARPET

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

- Black Gray Red
 Blue Green Teal
 Burgundy Plum Tuxedo

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

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

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total + 6%Tax = \$ Total Cost

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit)

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

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 3,295.00 10x10 - Part# 1000 1,691.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 5,225.00 10x10 - Part# 1020 2,609.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 8,799.00 10x10 - Part# 1040 4,396.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,432.00 10x10 - Part# 2000 1,691.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 5,388.00 10x10 - Part# 2020 2,651.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 8,984.00 10x10 - Part# 2040 4,533.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,479.00 10x10 - Part# 3000 1,721.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 5,362.00 10x10 - Part# 3020 2,675.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 8,984.00 10x10 - Part# 3040 4,533.00
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,574.00 10x10 - Part# 4000 1,782.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 5,475.00 10x10 - Part# 4020 2,735.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 9,121.00 10x10 - Part# 4040 4,581.00

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

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

FREEMAN rental exhibits

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**
 COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

CHOOSE YOUR PANELS

VERSION A

VERSIONS B & C (HARDWALL)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> BLUE FABRIC | <input type="checkbox"/> BEIGE |
| <input type="checkbox"/> GRAY FABRIC | <input type="checkbox"/> NAVY |
| <input type="checkbox"/> BLACK FABRIC | <input type="checkbox"/> FOREST GREEN |
| <input type="checkbox"/> WHITE HARDWALL | <input type="checkbox"/> WHITE |
| | <input type="checkbox"/> BLACK |

CARPET

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

- | | | |
|-----------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Gray | <input type="checkbox"/> Red |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Green | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Plum | <input type="checkbox"/> Tuxedo |

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

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

- | | |
|------------------|----------------|
| CLARENDON MEDIUM | ENVIRO |
| EUROSTILE BOLD | HELVETICA BOLD |
| TIMES NEW ROMAN | |

Other _____

Indicate color of background:

- | | | |
|--------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Navy | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | <input type="checkbox"/> Forest Green | |

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

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

VERSION C

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

CONTACT FOR PRICING

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

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

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

FREEMAN

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					

___	17251	Arm Light (200w)	108.70	141.30	___
___	172514	4' Tracklight (3 lights)	266.50	346.45	___
___	17252	Halogen Light	N/A	N/A	___

CABINETS & LOCKS

Cabinets					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Black Fabric	Blue Fabric	Gray Fabric	White PVC		

___	17305	1M x 1/2M x 36" High.....	485.90	631.65	___
___	17306	1M x 1/2M x 42" High.....	515.20	669.75	___
___	17308	2M x 1/2M x 36" High.....	580.15	754.20	___
___	17309	2M x 1/2M x 42" High.....	607.25	789.45	___
___	173010	1M Radius x 1/2M x 36" High..	579.90	753.85	___
___	173011	1M Radius x 1/2M x 42" High..	653.25	849.25	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	N/A	N/A	___
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					

Gondolas					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Blue Fabric	Gray Fabric	Perboard	White PVC		
___	174541	Single Sided 1M x 4' High..	295.65	384.35	___
___	174542	Double Sided 1M x 4' High .	393.50	511.55	___
___	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") ...	74.55	96.90	___
___	17206	1M Angled (37" x 12")	79.70	103.60	___

LITERATURE POCKETS

___	174015	For 8 1/2 x 11 Literature ...	27.15	35.30	___
-----	--------	-------------------------------	-------	-------	-----

TOTAL COST

Sub-Total	+	6% Tax	= \$	Total Cost
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Don't see what you need?
Please call an Exhibitor Sales Specialist at (773) 473-7080.

FREEMAN

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FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

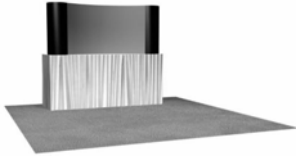
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	823.00	_____	_____
40"H x 8"W	962.00	_____	_____

PURCHASE*		QTY	TOTAL
Size	Price		
40"H x 6"W	1,031.00	_____	_____
40"H x 8"W	1,170.00	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

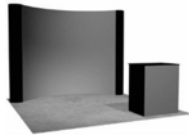
9' x 10' Classic Carpet: Black Blue Burgundy

Green Gray Plum Red Teal Tuxedo

Table Drape:

Berry Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,374.00	_____	_____
8'H x 10'W	1,646.00	_____	_____

PURCHASE*		QTY	TOTAL
Size	Price		
8'H x 8'W	2,337.00	_____	_____
8'H x 10'W	2,747.00	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10;W unit only
2-200 Watt Halogen Lights (Electrical service & labor not included)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Burgundy

Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL	PURCHASE		TOTAL
Part #	Description	Qty	Price	Qty	Price
1715800	2-200 Watt Halogen Light Kit	_____	223.00	_____	290.00
1715801	1-200 Watt Halogen Light Kit	_____	161.00	_____	209.00
1715802	Straight Shelf	_____	112.00	_____	146.00
1715803	Angled Shelf	_____	112.00	_____	146.00

QUICK TIPS

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

* Order in advance to save time, money and ensure availability.

Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST

Sub-Total + 9% Tax = \$ Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 6% Tax = \$ Total Cost

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

GRAPHICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
sq. ft. _____ x 11.90 = \$ _____

- 11.90 per sq. ft. (standard price \$17.85)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

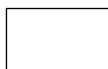
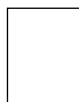
Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	27.10	40.65 = \$	_____
7" x 22"	_____ @	27.10	40.65 = \$	_____
7" x 44"	_____ @	37.80	56.70 = \$	_____
9" x 44"	_____ @	48.65	73.00 = \$	_____
11" x 14"	_____ @	27.10	40.65 = \$	_____
14" x 22"	_____ @	37.80	56.70 = \$	_____
14" x 44"	_____ @	75.75	113.65 = \$	_____
22" x 28"	_____ @	75.75	113.65 = \$	_____
28" x 44"	_____ @	153.15	229.75 = \$	_____
20" x 60" (white only)	_____ @	153.15	229.75 = \$	_____

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 + 9% Tax = \$ Total Cost

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the file.

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three persons). If the machine is small and can be handled by one or two persons, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided it can be reasonably done by hand.

Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one person is needed to do the work, then only one rigger will be required.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

CHICAGO AREA UNION JURISDICTIONS

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

Please return form to:

<p>CALMETTO MGMT GROUP, INC. 883 N E MAIN STREET 2nd FLOOR SIMPSONVILLE, SC 29681</p> <p>Attn: RAQUEL HORTON Phone: 800- 851- 7789 Fax: 864-962-2201</p>

DEADLINE DATE
SEPTEMBER 28, 2007

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

NAME OF SHOW: **October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ BOOTH SIZE: _____ X _____

SIGNATURE: _____ DATE: _____

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

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

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

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

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

NOTIFICATION OF INTENT TO USE EAC

F R E E M A N

5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (773) 379-9879
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2007**

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

**SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO
 October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers**

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

CARPENTER LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Show Site Price Per Hour
Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 106.45	\$ 138.40
Overtime - 8:00 A.M. to 4:30 P.M. Saturday.....	\$ 165.90	\$ 215.65
Double Time - 4:30 PM - 8:00 AM Monday through Saturday,		
ALL DAY Sunday and Holidays.....	\$ 202.25	\$ 262.95

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

- Price is per person/per hour
 - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
 - One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
 - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
 - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- 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: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN carpenter installation & dismantle

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO
October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers

NAME OF SHOW: _____

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

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

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

OTHER CARRIER: (Please indicate the carrier's name)

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 on of the following options:

Reroute via Freeman's choice

Delivery back to warehouse at Exhibitor's Expense.

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

FREEMAN carpenter installation & dismantle

F R E E M A N

5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (773) 379-9879
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 12, 2007**

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

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

NAME OF SHOW: October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

DECORATOR LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Show Site Price Per Hour
Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 106.45	\$ 138.40
Overtime - 4:30 P.M. to 8:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Saturday	\$ 165.90	\$ 215.65
Double Time - 8:30 PM - 8:00 AM Monday through Friday, 4:30 P.M. - 12:00 Midnight Saturday, ALL DAY Sunday and Holidays.....	\$ 202.25	\$ 262.95

NOTE: On the break of a show occurring on Monday through Friday, work performed from:
 4:30 P.M. to 8:30 P.M. shall be charged in Straight Time; from 8:30 P.M. to 12:30 A.M. shall be charged at overtime (time and a half).

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

- Price is per person/per hour
 - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
 - One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
 - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
 - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: _____ Phone Number: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side

- 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: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN decorator installation & dismantle

F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #
SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO
C/O: FREEMAN

2500 WEST 35TH STREET

CHICAGO, IL 60632

MUST BE DELIVERED BY OCTOBER 22, 2007

I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #
SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO
C/O: FREEMAN

SHERATON CHICAGO HOTEL & TOWERS

301 EAST NORTH WATER STREET

CHICAGO, IL 60611

CANNOT BE DELIVERED BEFORE OCTOBER 29, 2007
TYPE OF SERVICE

1 Day: Delivery next business day (before 5:00 PM)

2 Day: Delivery by 5:00 PM second business day

Deferred: Delivery within 3 - 4 business days

Declared Value \$ _____

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

Standard Ground: Dependent on distance

Expedited Ground: Tailored to specific requirements

Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(817) 385-0983

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

SHOW # (172845) _____

FREEMAN exhibit transportation

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (773) 473-7772
FreemanChicagoES@freemanco.com

FREEMAN outbound shipping

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONF & EXPO / OCT 29 - NOV 1, 2007**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

OTHER VAN LINE _____

OTHER AIR FREIGHT _____

Next Day 2nd Day Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 29, 2007

CANNOT DELIVER BEFORE OCTOBER 29, 2007

TO:

TO:

EXHIBITOR NAME

EXHIBITOR NAME

C/O: FREEMAN

C/O: FREEMAN

**SHERATON CHICAGO HOTEL & TOWEL
301 EAST NORTH WATER STREET**

**SHERATON CHICAGO HOTEL & TOWEL
301 EAST NORTH WATER STREET**

CHICAGO, IL 60611

CHICAGO, IL 60611

SHOW SITE

SHOW SITE

**SIIA 27th ANNUAL NATIONAL
EDUCATIONAL CONF & EXPO**

**SIIA 27th ANNUAL NATIONAL
EDUCATIONAL CONF & EXPO**

EVENT:

EVENT:

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY OCTOBER 22, 2007

MUST DELIVER BY OCTOBER 22, 2007

TO: _____

TO: _____

EXHIBITOR NAME

EXHIBITOR NAME

C/O: FREEMAN

C/O: FREEMAN

2500 WEST 35TH STREET

2500 WEST 35TH STREET

CHICAGO, IL 60632

CHICAGO, IL 60632

WAREHOUSE

WAREHOUSE

**SIIA 27th ANNUAL NATIONAL
EDUCATIONAL CONF & EXPO**

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F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879
Email: FreemanChicagoES@freemanco.com

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

NAME OF SHOW: **SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO • October 29-November 1, 2007**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
(See definitions on back)
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday
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.)

Description	Price per CWT	200 lbs. Minimum
-------------	---------------	------------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) Includes Outbound Overtime

Crated or Skidded Shipment	\$ 115.40	\$ 230.80
Special Handling Shipment	\$ 150.00	\$ 300.00

Showsite Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 120.40	\$ 240.80
Special Handling Shipment	\$ 156.50	\$ 313.00
Uncrated or Pad Wrapped Shipment	\$ 180.55	\$ 361.10

Small Package - Maximum weight is 30 lbs. per shipment*

First Carton.....	\$ 40.50
Each Additional Carton.....	\$ 10.50

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

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after OCTOBER 22, 2007	\$ 22.85	\$ 45.70
Showsite Shipment after OCTOBER 29, 2007	\$ 24.10	\$ 48.20
Small Package--First Carton	\$ 10.15	
Small Package--Each Additional Carton	\$ 2.65	

Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)

Crated or Skidded Shipment	\$ 24.10	\$ 48.20
Special Handling Shipment	\$ 31.30	\$ 62.60
Uncrated or Pad Wrapped Shipment	\$ 36.10	\$ 72.20

Overtime Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)

Crated or Skidded Shipment	\$ 48.15	\$ 96.30
Special Handling Shipment	\$ 62.60	\$ 125.20
Uncrated or Pad Wrapped Shipment	\$ 72.25	\$ 144.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
		÷ 100 =		
Surcharges		÷ 100 =		
			Sub-Total	
			TOTAL	

Tips to Save on Material Handling!

• **Consolidate shipments** (i.e. if minimum shipment weight is less than 200 lbs.)

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$230.80

52 lbs. charged @ 200 lbs. \$230.80

65 lbs. charged @ 200 lbs. \$230.80 = \$692.40

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @200 lbs. = \$230.80

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at 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 by-passed to reach target 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 place 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?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

What are Mixed Shipments?

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

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

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

What about Carpet Only Shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

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Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (773) 379-9879
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2007

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

SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO October 29-November 1, 2007 • Sheraton Chicago Hotel & Towers

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

STRAIGHT TIME HOURS

8:00 a.m. to 4:30 p.m., Monday through Friday

Day the Show Closes - 4:30 p.m. to 8:30 p.m., Monday through Friday

***Flexible Start Times** - 10:00 a.m. to 6:30 p.m. and 12:30 p.m. to 8:30 p.m. Monday through Friday

- Must be ordered 24 hours in advance
- Four (4) hour minimum charge
- Rigger availability not guaranteed
- After 4:30 p.m. the prorated share of stewards costs may be an additional charge
- Six (6) hour minimum applies after four (4) hours

OVERTIME HOURS

Monday through Friday

4:30 p.m. to 6:30 p.m.

***Flexible Start Times**

6:30 p.m. to 8:30 p.m. with 10:00 a.m. start

8:30 p.m. to 10:30 p.m. with 12:30 p.m. start

Day the Show Closes - 8:30 p.m. to 12:30 a.m.

Saturday - All Day

DOUBLE TIME HOURS

Monday through Friday

After 6:30 p.m.

***Flexible Start Times**

After 8:30 p.m. with 10:00 a.m. start

After 10:30 p.m. with 12:30 p.m. start

Day the Show Closes - 12:30 a.m. to 8:00 a.m.

Sunday and Holidays - All Day

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

Part #	Description	Price per Hour	Show Site
Forklift Labor			
Prices do not include crew. Crew consists of rigger foreman and one rigger.			
(One hour minimum per forklift)			
3090600	Man Cage for Forklift.....	\$ 45.85	\$ 59.60
3090700	Boom for Forklift.....	\$ 45.85	\$ 59.60
30405	Sm.Forklift - up to 5,000 lbs	\$ 55.70	\$ 72.40
304015	Lg.Forklift - up to 15,000 lbs.....	\$ 95.20	\$123.75
30404	4- Stage Forklift	\$	Quoted on Request

Two Man Rigging Crew--Crew consists of a rigging foreman and one rigger.

(Can be used with up to 15,000 lbs forklifts, depending on type of work to be done.)

3020400	Rigging Crew - ST.....	\$210.55	\$273.70
3020401	Rigging Crew - OT	\$315.85	\$410.60
3020402	Rigging Crew - DT.....	\$406.00	\$527.80

***Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work plus display headers exceeding 16 ft. or 200 lbs.**

Additional Rigging Labor (One hour minimum per person)

3020200	Rigger Foreman - ST	\$108.55	\$141.10
3020201	Rigger Foreman - OT	\$162.85	\$211.70
3020202	Rigger Foreman - DT	\$209.20	\$271.95
3020100	Rigger - ST.....	\$102.00	\$132.60
3020101	Rigger - OT	\$153.00	\$198.90
3020102	Rigger - DT.....	\$196.80	\$255.85

**Please complete and return Page 2 with your
Method of Payment Form**

FREEMAN forklift / rigging labor

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 Chicago, Illinois 60644-1436
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For fast, easy ordering go to www.myfreemanonline.com

RIGGING EQUIPMENT AND LABOR

Please complete the forms below and return with your completed Method of Payment Form.

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

Chicago Fire Department Regulations

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that **nothing** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibits booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotion items or giveaways. Please see the General Service Contractor at the service desk for assistance.

The Chicago Fire Department strictly enforces these regulations.

Events Electrical Services
@ Sheraton Chicago
301 East North Water St.
Chicago, IL 60611

Phone: (312) 329-6459
Fax: (312) 329-6893

Please Note: Order MUST
be received with payment in
full (15) business days prior
to day of installation to
qualify for discount price.

IMPORTANT INFORMATION
ON REVERSE SIDE

ELECTRICAL SERVICE OUTLETS

Price is for **ONE** outlet only. 24-hour service is available at double the rates shown.

Qty	Service	Volts	Phase	Cycle	Current	Watts	Discount Price	Standard Price	Total
	Single Outlet (including power)	120	Single	60	15amp	1500	\$110.00	\$145.00	
	Single Outlet (including power)	120	Single	60	20amp	2000	\$125.00	\$165.00	

Heavy Duty power available. Call for Quote.

ADDITIONAL EQUIPMENT/ENHANCEMENT LIGHTING

Qty	Equipment	Discount Price	Standard Price	Total
	Extension Cords (not including power)	\$16.00	\$22.00	
	Computer Surge Protector (not including power)	\$25.00	\$34.00	
	4 Outlet Quad Box (not including power)	\$30.00	\$40.00	
	2-250 watt halogen flood lights, on 8' towers (includes power)	\$100.00	\$135.00	

ELECTRICAL LABOR

Straight-time----\$70.00

Overtime----\$105.00

Double time----\$140.00

Electrical labor is required for outlets placed in the front or sides of booth, and for extra work required, such as running cables under carpets, etc.
 The exhibiting company will be responsible for labor to deliver and hook-up audio/video equipment, to include computers and monitors.
 For questions regarding specific needs or rates, see reverse side.

Name of Show _____	Date of Show _____
Firm Name _____	Booth # _____
Address _____	Phone _____
City/State/Zip _____	Fax _____
Authorized by _____	Title _____
(please sign & print name)	
ALL ORDERS SUBJECT TO CONDITIONS AND REGULATIONS AS SET FORTH ON REVERSE SIDE	

Payment Information Payment type (please circle) AMEX MC VISA DSC CHECK

Total Amt. \$ _____
6% Tax \$ _____
Total Pmt \$ _____

ACCT # _____ EXP DT ___ / ___

PLEASE MAKE CHECKS PAYABLE TO EVENTS ELECTRICAL SERVICES.

Conditions And Regulations

1. Your order must be received no later than 15 business days before opening date to insure timely installation.
2. All orders after deadline are subject to "floor order" prices.
3. Permanent utility outlets are not to be used by exhibitor and are not part of the booth space.
4. All electrical equipment (lighting, motors, etc.) must be wired to meet Chicago Electrical Code.
5. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
6. All equipment and materials must use a 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Use of open clip sockets, latex cord, lamp cord, duplex or triplex attachment plugs are prohibited.
8. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
9. Under no circumstances shall anyone other than a show electrician make electrical connections.
10. Rates are based on prevailing union contracts and are subject to change without notice.
11. Installing of ball lights, hanging electrical headers, or any other electrical fixtures, special wiring, etc. must be done by show electricians, on a time and material basis.
12. Electrical power for lights and displays will be turned on 1 hour prior to show opening, and turned off at show closing daily. If power is required before or after special arrangements must be made at least 24 hours in advance. Minimum labor charge is 1 hour.
13. The chief electrician has the power to refuse connection where wiring constitutes fire hazard.
14. All material and equipment furnished by contractor on this service order shall remain its property and shall be removed by the contractor after close of show. All equipment is on a rental basis only.
15. Rates quoted for all connections cover only the bringing of service (unless otherwise noted) to the booth in most convenient manner and do not include connecting equipment or special wiring.
16. All equipment must be properly tagged and wired with complete information as to type of current, voltage, wattage, phase, cycle, and/or horsepower.
17. Exhibitors must check in at electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

Straight time: Monday-Friday 8am-4pm

Overtime: Monday-Friday 4pm-12am; Saturday 8am-4pm

Double-time: Monday-Friday 12am-8am; Saturday 4pm-12am; Sunday All day

Payment Requirements

Full payment of rental charges must accompany your order to qualify for discount prices. All orders received at show site will be charged at floor order prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. All prices applicable to 6% transaction tax.

American Express, Visa, Mastercard, and Discover are welcome.

Please make all checks payable to: Events Electrical Services

ORDERS CANCELLED AFTER INSTALLATION ARE SUBJECT TO A 50% SERVICE CHARGE.

Electrical Regulations for Temporary Wiring of Booth and Exhibits

In addition to provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliances or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electricians.
3. If outside electrical contractor is used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure; specially approved for the purpose.
6. Terminations of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extension thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment should be attached to or supported from booth electrical outlets.
9. Permanently installed wiring on all booths or displays shall be encased in any approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points, Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded by one of the methods listed in Section 87-250 of the Chicago Electrical Code.
14. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F, shall be mounted on or supported from any combustible material, unless separated there from by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing company.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection.

Events Electrical Services offers rental of extension cords, quad boxes, and computer surge protectors, which provide safety approved multiple plug-in capacity.



SHOW NAME: SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO

EVENT DATE: October 29-November 1, 2007 DEADLINE DATE: OCTOBER 12, 2007

RETURN TO: SHERATON CHICAGO HOTEL AND TOWERS • 301 East North Water Street • Chicago, IL 60611
 Attn: Telecommunication Department • Phone: (312) 329-6971 • Fax: (312) 329-6869
 Exhibitor's Copy of Bill (Telecom only): Call (312) 329-6455 (Please allow two weeks after show date for processing).

PLEASE PRINT OR TYPE:

Company Name: _____ Booth Number: _____

Address: _____ Phone Number: _____

City & State: _____ Zip: _____ Fax No: _____

Authorized Person: _____ Title: _____

Authorized Signature: _____ Date: _____

Please call us if you have any special needs. Sheraton Chicago Hotel & Towers is the exclusive INTERNET/TELECOMMUNICATIONS provider for your show. PAYMENT AND ORDER FORM MUST BE RECEIVED BY DEADLINE DATE FOR DISCOUNT RATE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.

TELEPHONE SERVICE INFORMATION

Services	Quantity	Discount Cost	Standard Cost	Total Cost
ANALOG PHONE LINE WITH PHONE UNIT		\$200.00	\$285.00	\$
ANALOG PHONE LINE FOR COMPUTER, FAX OR CREDIT CARD MACHINE		\$200.00	\$285.00	\$
HIGH SPEED INTERNET ACCESS* --IMPORTANT NOTE BELOW...PLEASE READ --		\$600.00 for the first computer \$250.00 per computer there after		\$
TAX: (STATE-7.0%, CITY-5.0%, STATE INFRAST-0.5%, CITY INFRAST-2.0%)			14.5%	\$
INSTALLATION TOTAL				\$
LOCAL & LONG DISTANCE CHARGES				\$

To Be Applied After the Show

* Exhibitors must supply computer(s), and pre-configured, pre-installed NIC(s) (network interface card(s) to be compatible with T1 service. Each computer must have a NIC card. Service and equipment are only reserved after the actual order has been received and confirmation number assigned. Not responsible for conditions which are beyond Sheraton Chicago Hotel's control. "NAT", Internet Connection Sharing, DHCP, or other connection sharing devices may interfere with the hotel network and therefore not allowed. This is strictly enforced and may be disconnected from network if used.

FORM OF PAYMENT (CREDIT CARDS ONLY - NO CHECKS PLEASE)

NOTE: ALL LONG DISTANCE AND LOCAL CALL CHARGES WILL BE APPLIED TO CREDIT CARD

Mastercard American Express Discover Visa

Account Number: _____ Name On Credit Card: _____

Expiration Date: _____ Authorized Signature: _____

INSTALLATION: Date: _____ Time: _____ REMOVAL: Date: _____ Time: _____

IMPORTANT: Confirmation Number
 Fax this completed form back to (312) 329-6869 to have a confirmation number assigned to your order. All claims at the show must have a valid confirmation number in order to be considered. Your form will be faxed back to you with a confirmation number within 2 business days. Bring a copy of the CONFIRMED form to the show for verification. If you do not receive a confirmation after 2 business days, please call (312) 329-6971.



RULES AND REGULATIONS

- Dial "9" for outside line (analog only).
- Obstructions blocking utility access are subject to relocation.
- Prices subject to change without notice.
- Claims will not be considered unless filed prior to close of show.
- All materials & equipment furnished for service orders shall remain the property of the Sheraton Chicago Hotel & Towers.
- Credit will not be given for telephone/lines installed and not used.

Sheraton Chicago Hotel & Towers

Call Pricing

For additional information, please call 312 329-6971 / Fax: 312 329-6869

CALLS CHARGES

LOCAL

"312" Numbers, touch 9 + number.
\$1.75 per call up to 30 minutes.
\$ 0.10 charge for each additional minute after the first 30 minutes (per call).

DIRECT DIAL DOMESTIC LONG DISTANCE AND LOCAL ZONE CALLS

Touch 9 + 1 + area code + number.
Billed at standard (AT/T) operator assisted day rate + Hotel surcharge of 110%.

DIRECT DIAL INTERNATIONAL OVERSEAS

Touch 9 + 011 + country code + city code + number.
Billed at standard (AT/T) operator assisted day rate + Hotel International/Overseas surcharge of 110%.

CREDIT CARD CALLS

Touch 9 + 0 + area code + number, then dial credit card number.
\$2.25 per call up to 30 minutes.
\$0.10 charge for each additional minute after the first 30 minutes (per call).

800/877/888 CALLS; 950, 1010 and OTHER COMMON CARRIERS

Touch 9 + 1 + 8XX + number.
\$2.25 per call up to 30 minutes.
\$0.10 charge for each additional minute after the first 30 minutes (per call).

0 + OPERATOR CALLS

Touch 9 + 0 + area code + number.
\$2.25 per call up to 30 minutes.
\$0.10 charge for each additional minute after the first 30 minutes (per call).

INFORMATION

Local: Touch 9 + 411
Long Distance: Touch 9 + area code + 555-1212.
\$2.50 per call.

Sheraton Chicago Hotel & Towers

Telecommunications Disclaimer

For additional information, please call 312 329-6971 / Fax: 312 329-6869

By using the high speed internet at Sheraton Chicago Hotel & Towers, you agree to all terms, conditions and notices contained here in. The Hotel reserves the right, in its sole discretion to terminate your access to all or part of the services, with or without notice.

Due to recent outbreak of various internet viruses, you must make sure that you protect your computer by doing the following:

- All service packs for the operating system are installed.
- All the latest Microsoft security update patches are applied.
- Mc Afee virus scan program installed and running using the latest DAT file (Even if your computer was recently updated, please do it again as new DATs are being released almost on a daily basis).
- The above applies to both client and rental computers.

The high speed internet network at the Sheraton Chicago Hotel & Towers is a **PUBLIC NETWORK**. You are responsible for making sure that your computer is protected and virus free. In addition to the items mentioned above, do not open e-mails with attachments whenever possible as it is still the number one way of obtaining a virus. There is nothing the Sheraton Chicago Hotel & Towers can do to prevent an infection of this kind. Only you and your e-mail network administrator can.

Although we take every precaution during a show, the likelihood of a user opening an infected e-mail is still very real. An infected computer on the network may potentially affect the performance of other computers as well as your computer on the network. Any such **INFECTED SYSTEM WILL BE DISCONNECTED FROM THE NETWORK** until it is found to be disinfected. Depending on the severity and nature of the outbreak, it is very possible that your computer will not be allowed to reconnect for the remainder of your stay.

(Continued on next page)

Your use of the services is your acknowledgement and agreement that you agree with the terms set forth below:

Acceptance of Terms

By using these services (the "Services"), you agree to all terms, conditions and notices contained herein. The Hotel reserves the right, in its sole discretion, to terminate your access to all or part of the services.

Disclaimer of Warranties

ALL MATERIALS, INFORMATION, SOFTWARE, PRODUCTS AND SERVICES INCLUDED IN OR AVAILABLE BY THE HOTEL ARE PROVIDED "AS IS". THE HOTEL DOES NOT ALLOWED ANY CLIENT TO BRING HIS OWN NETWORK EQUIPMENT (ROUTERS, HUBS, CABLES, WIRELESS DEVICES) IN THE HOTEL. THE HOTEL ACCEPTS NO LIABILITY FOR ANY PROBLEMS ASSOCIATED WITH YOUR USE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO, DAMAGE TO YOUR SOFTWARE, HARDWARE OR OTHER EQUIPMENT. THE SERVICES ARE PROVIDED WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OR MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NONINFRINGEMENT. THE HOTEL, ITS SUBSIDIARIES, AFFILIATES, OWNER AND ITS REPRESENTATIVES DO NOT WARRANT THAT THE SERVICES ARE ACCURATE, RELIABLE OR CORRECT; THAT THE SERVICES WILL BE AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; THAT ANY DEFECTS OR ERRORS WILL BE CORRECTED; OR THAT THE CONTENT IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. SOME JURISDICTIONS DO NOT PERMIT THE EXCLUSION OF CERTAIN WARRANTIES, SO THESE EXCLUSIONS MAY NOT APPLY TO YOU.

Limitation of Liability

UNDER NO CIRCUMSTANCES SHALL THE HOTEL, ITS SUBSIDIARIES, AFFILIATES, OWNER OR ITS REPRESENTATIVES BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE, THE SERVICES. THIS LIMITATION APPLIES EVEN IF THE HOTEL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE HOTEL'S LIABILITY IN SUCH JURISDICTIONS SHALL BE LIMITED TO THE MAXIMUM EXTENT PERMITTED BY LAW.

Indemnification

You shall defend, indemnify and hold the Hotel and its owners, subsidiaries and other affiliated companies, and their employees, contractors, officers and directors harmless from all liabilities, claims and expenses, including attorney's fees resulting from your use or misuse of the services.

Third Party Sites

Your use of the Services may link you to the other sites on the internet. These sites may contain information or material that some people may find inappropriate or offensive. These other sites are not under the control of the Hotel, and you acknowledge that the Hotel is not responsible for the accuracy, legality, decency, or any other aspect of the content of such sites. The inclusion of such a link does not imply endorsement of the site by the Hotel.

Rules of Conduct

You agree not to use these Services for unlawful purposes or in an offensive manner, including, without limitation, usage that (i) is threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortuous, or (ii) contains language (sexual or otherwise) of a violent or threatening nature directed at another individual or group of individuals, or victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age, or disability. You shall also be prohibited from usage that infringes any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party (collectively, "Intellectual Property"). You shall not introduce any software viruses or any other computer code, files or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware, telecommunications equipment or to damage or obtain unauthorized access to any data or other information of any third party. You further agree that you will not knowingly solicit or collect personal information from a minor (anyone under 18 yrs old) without appropriate prior verifiable parental consent. The Hotel makes no representation that materials accessed through the Service are appropriate or available for use in locations outside the United States of America, and accessing them from territories where their contents are illegal is prohibited.

Proprietary Rights

You acknowledge and agree that all content and materials available to you through these Services are protected by Intellectuals Property rights and laws. Reproduction, copying, or redistribution for commercial purposes of any materials or design elements obtained through these Services is strictly prohibited without the express written permission of Intellectual Property owner.

Revisions

The Hotel reserves the right, in it sole discretion, to update or revise these terms from time to time.



SHOW NAME: SIIA 27th ANNUAL NATIONAL EDUCATIONAL CONFERENCE & EXPO
 EVENT DATE: October 29-November 1, 2007 DEADLINE DATE: OCTOBER 12, 2007

RETURN TO: SHERATON CHICAGO HOTEL AND TOWERS
 301 East North Water Street • Chicago, IL 60611 •
 Attn: Convention Services Department • Tel: (312) 329-6846 • Fax (312) 329-6426

PLEASE PRINT OR TYPE:

Company Name: _____ Booth Number: _____
 Address: _____ Phone Number: _____
 City & State: _____ Zip: _____ Fax No: _____
 Authorized Person: _____ Title: _____
 Authorized Signature: _____ Date: _____

- Hot and cold water and drainage strategically located.
- All Prices include simple hook-up.
- Please sketch or add blueprint showing location in booth of service.
- ALL orders must be paid in advance, for utility. Floor orders 25% additional.

PLEASE CHECK ITEM(S) DESIRED:

WATER 80 psi Delivery Hose will have 3/4" garden hose connection
 () Hot \$100.00 ea. _____ () Cold \$100.00 ea. _____

Special instructions: _____

DRAIN Wastehose 1 1/2" ID () Drain \$100.00 ea. _____

Special instructions: _____

AIR 90 psi Delivered in 3/8" ID hose.
 State below pipe end of your equipment. () Air \$100.00 ea. _____
 Please provide your own regulator. CFM _____

Special instructions: _____

Labor for installation will be charged at \$45.00 hr. S.T./ \$90.00 /hr.O.T. billed to your account.
 Straight time rates are in effect 8:00 AM to 4:30 PM, Monday through Friday, except holidays.

FORM OF PAYMENT:

[] Enclosed Check or Money Order in amount of \$ _____ { } Purchase Order # _____
 [] Visa [] Mastercard [] American Express [] Other _____

Name On Card: _____ Account Number: _____

Signature: _____ Expiration Date: _____

TOTAL: \$ _____ SEND ADVANCE PAYMENT FOR UTILITY

PLEASE FORWARD ONE COPY TO SHERATON CHICAGO HOTEL & TOWERS
 AND RETAIN ONE COPY FOR YOUR FILE

PLEASE REMIT WITH ORDER

Office Use Only:		REC'D	_____
Labor:	ST: _____	DATE	_____
	OT: _____	CHECK #	_____
Dismantle	_____	AMT. \$	_____
Time	_____		

The plumbing service rates listed on the reverse side of this form cover only the supplying of plumbing service where specified, and in the most convenient manner, plus the removal of those lines at the close of the Exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment, will be charged at the prevailing rates for labor and material. Because of responsibility, Sheraton Chicago must make all connections to, and disconnects from, the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing service should be sent in as promptly as possible, since orders received within the three (3) days prior to the opening of the Exposition will be subject to a 50% increase in published rates. To avoid delay in installation, all equipment should be properly tagged and labeled, with full information as to kind of service, size of line, etc., ready for connection.

Sheraton Chicago 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. Sheraton Chicago must have 15 days notice if they are to supply special regulators, strainers, traps, etc. Pressure for services listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitors should arrange to have a pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of Sheraton Chicago; such material and equipment will be removed by Sheraton Chicago after the close of the Exposition.

(Changes to order after installation, and connections and disconnects to equipment from service valve, will be additionally charged at labor and material rates quoted herein.)



301 E. North Water Street
Chicago, IL 60611
Tel# 312-464-1000
Fax#312-464-9140



320 N. Dearborn Street
Chicago, IL 60610
Tel # 312-321-7105
Fax #312.527.2167

CREDIT CARD AUTHORIZATION FORM

GROUP NAME: _____
or RESERVATION NAME: _____
CONTACT PERSON AT THE HOTEL: _____

PLEASE CIRCLE: WESTIN CHICAGO RIVER NORTH HOTEL
 SHERATON CHICAGO HOTEL AND TOWERS

ARRIVAL DATE: _____

Charges to be billed to my credit card are as follows: (Check yes or no)

	YES	NO		YES	NO
Guest Room and Tax	<input type="checkbox"/>	<input type="checkbox"/>	Baggage claims	<input type="checkbox"/>	<input type="checkbox"/>
Guest Incidentals	<input type="checkbox"/>	<input type="checkbox"/>	Baggage handling	<input type="checkbox"/>	<input type="checkbox"/>
Meal Coupons	<input type="checkbox"/>	<input type="checkbox"/>	Catering Function	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room Rental	<input type="checkbox"/>	<input type="checkbox"/>	Audio/Visual Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Attrition/Cancellation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Charge Room and Tax: Entire Stay _____ OR Number of Nights _____
Items checked "No" are the responsibility of the guest (s).

Room and Tax: Upon receipt of this form, the hotel will charge the entire stays room and tax to the credit card provided OR the number of nights of nights indicated per the customer

Exact Name on the card _____
Credit card Number _____ Expiration Date: _____
Company Name: _____
Authorized signature: _____
Print or type name and title: _____ Today's date: _____
Telephone number: _____ Fax # : _____
Billing address on credit card: _____

Please attach a photocopy (front/back) of the credit card

**PLEASE FAX THIS FORM IN RETURN, ATTENTION TO:
AUDIO VISUAL/ POWER - 312-329-7261
INTERNET/ PHONE - 312-329-6869
BOOTH CLEANING - 312-329-6843**

PSAV™

PRESENTATION SERVICES
Sheraton Chicago Hotel and Towers
Exhibitor Services

p. 312.3293.7124 f. 312.329.7261

<u>Technology</u>	<u>Notes</u>	<u>Daily Rate</u>	<u>Qty.</u>	<u>Days</u>	<u>Total</u>	<u>Special Instructions</u>
MONITORS						***Please call for labor quotes where indicated***
60" Plasma + Labor not included	Floor or Table Stand	1500				
50" Plasma + Labor not included	Floor or Table Stand	1200				
42" Plasma + Labor not included	Floor or Table Stand	950				
37" Plasma	Floor or Table Stand	750				
30" LCD Monitor	Table Top Only	550				
21" LCD Flat Screen	Table Top Only	450				
19" LCD Flat Screen	Table Top Only	400				
17" LCD Flat Screen	Table Top Only	350				
26" CRT Monitor (TV)	Video Signal Only	115				

PLAYBACK

VHS Player		90				
DVD Player		105				
Beta Player		375				
DV Player		400				

COMPUTERS

Desktop	PC	300				
Desktop	MAC	400				
Laptop	PC	350				
Laptop	MAC	450				
Wireless Mouse		55				
Laser Printer	B/W	350				
Computer Kiosk	Stand Alone	700				

Miscellaneous

Flipchart	Post-it Paper	75				
Skirted AV Cart	26" or 54"	20				
Wireless Mouse		55				
Gaffers Tape	PER ROLL	25				
Up Light	Color of your choice	65				

Event Technology orders do NOT include power. Please fill out Events Electrical Order Form

TOTALS

EQUIPMENT SUBTOTAL	
LABOR TOTAL	
ADD 20% SERVICE CHARGE	
ADD 6% CHICAGO RENTAL TAX (EQUIPMENT ONLY)	
GRAND TOTAL	

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

Name of Event _____ Location of Event **SHERATON CHICAGO HOTEL & TOWERS**

Exhibitor _____ Booth # _____

Address _____ Contact Name _____

Address _____ Phone # _____ Fax # _____

City _____ State _____ Zip _____

*Delivery Date _____

***Exhibitor must be present to sign for order at time of delivery. Please contact the Audio Visual Service Dept for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contact the Electricians for your delivery. Presentation Services is unable to guarantee a delivery time.**

*Pick up Date _____

***Exhibitor is responsible for equipment until a Presentation Services representative picks it up. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.**

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed.

A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. **Please do not ask us to bill you.**

Payment: Amex Visa M/C Check Enclosed

Credit Card # _____

Exp. Date _____

Cardholder Name (please print) _____

Authorized Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. **Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to one day's Rent for each item and any applicable handling charges.
2. **Risk of Loss:** Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor or parts for repair, as the case may be.
3. Rentals in the City of Chicago are subject to the Chicago Transaction Tax.
4. Insurance for the subject equipment is Lessee's responsibility.
5. On location set-up and takedown by required union labor is not included in the equipment rental price.
6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in Equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
7. It is the responsibility of the exhibitor to advise a Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature: _____

Please Type or Print Name : _____

E-Mail Address : _____