

# EXHIBITOR MANUAL



**NECANN**

SATURDAY, APRIL 23 &  
SUNDAY, APRIL 24, 2016

JOHN B. HYNES MEMORIAL CONVENTION CENTER  
BOSTON, MASSACHUSETTS  
900 Boylston Street  
Boston, MA 02115  
[www.necann.com](http://www.necann.com)

Sponsored by



Produced by



# 2016 NEW ENGLAND CANNABIS CONVENTION

## EXHIBITOR INFORMATION

### **SHOW MANAGEMENT**

Paragon Group, Inc. (Corporate Office), 197 First Avenue, Suite 150, Needham, MA 02494  
Phone: 781-237-5533 • Fax: 781-453-0407 • [www.necann.org](http://www.necann.org)

#### **Contacts:**

David Gerth, Sales Executive, ext. 112, [dgerth@paragonexpo.com](mailto:dgerth@paragonexpo.com)  
Marc Shepard, New England Cannabis Network, 774-254-5073, [marc@digpublishing.com](mailto:marc@digpublishing.com)  
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Peg Rose, Show Coordinator/Billing, ext. 103, [prose@paragonexpo.com](mailto:prose@paragonexpo.com)  
Garry Edgar, President & CEO, ext. 101, [gedgar@paragonexpo.com](mailto:gedgar@paragonexpo.com)  
Barbara Pudney, VP of Marketing, ext. 104, [bpudney@paragonexpo.com](mailto:bpudney@paragonexpo.com)

### **MOVE IN**

All exhibitors will be mailed a **Vehicle Entry Permit** which you will use to gain entry to the loading dock. If you don't have an entry permit, you must check in at the Exhibitor Registration Counter on the second floor of the Hynes Convention Center outside of Hall A prior to set up.

- You are advised to bring carts, dollies etc. Note that only bona fide employees of an exhibiting company can perform work/unloading.
- Unloading and loading vehicles will be limited to the Cambria Street Loading Dock. Exhibitors are not permitted to unload at the entrance to the Hynes Convention Center on Boylston Street.

### **FRIDAY, APRIL 22 - 12:00 PM - 5:00 PM**

Locate your booth on the floor plan on the next page to determine your zone.

<b>ZONE ONE</b>	12:00 PM – 2:00 PM
<b>ZONE TWO</b>	2:00 PM – 3:30 PM
<b>ZONE THREE</b>	3:30 PM - 5:00 PM

### **SATURDAY, APRIL 23 – LATE MOVE IN**

<b>ALL ZONES</b>	8:00 AM – 10:00 AM
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(SHOW OPENS AT 11:00 AM)

### **SHOW DATES & HOURS**

Saturday, April 23	11:00 AM - 6:00 PM	<i>(Exhibitor Access 8:00 AM-6:30 PM)</i>
Sunday, April 24	11:00 AM - 6:00 PM	<i>(Exhibitor Access 10:00 AM-10:00 PM)</i>

### **MOVE OUT**

Sunday, April 24	6:15 PM - 10:00 PM
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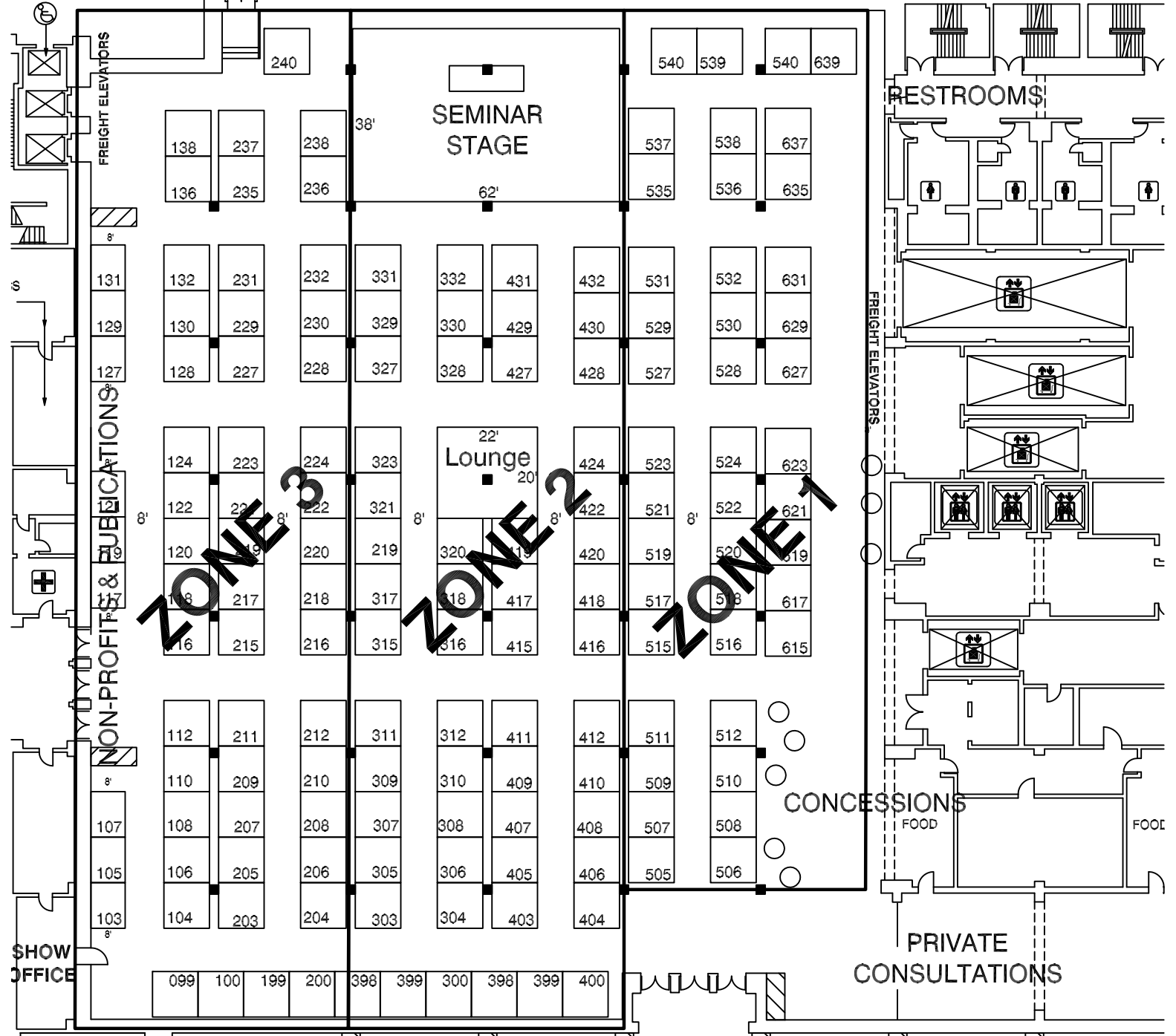
**NOTE:** Booth breakdown and show move out may not begin until the show is officially closed on Sunday, April 24 at 6:00 PM. You will not be permitted to drive your vehicle into the loading area until your booth has been completely packed up and is ready to load onto your vehicle. Boston police officers will be working to make sure there is no parking in front of the building and anyone leaving a vehicle unattended runs the risk of being ticketed.

### **EXHIBITOR BADGES**

All booth personnel will be required to wear badges for access to the hall during set up, show and break down hours. Four (4) badges will be distributed per company. Badges are only to be worn by employees of the company renting booth space and working in the booth. Badges are not to be given to non-working personnel. Badges must be picked up individually at the Exhibitor Registration Desk in the show lobby.

2016 NEW ENGLAND  
CANNABIS CONVENTION  
HYNES CONVENTION  
CENTER, HALL A

**MOVE-IN ZONES**  
FRIDAY APRIL 22  
ZONE 1 12:00-2:00 PM  
ZONE 2 2:00-3:30 PM  
ZONE 3 3:30-5:30 PM



**ZONE 3**  
**ZONE 2**  
**ZONE 1**

AS OF  
2/12/16  
147 BOOTHS

REGISTRATION

LOBBY

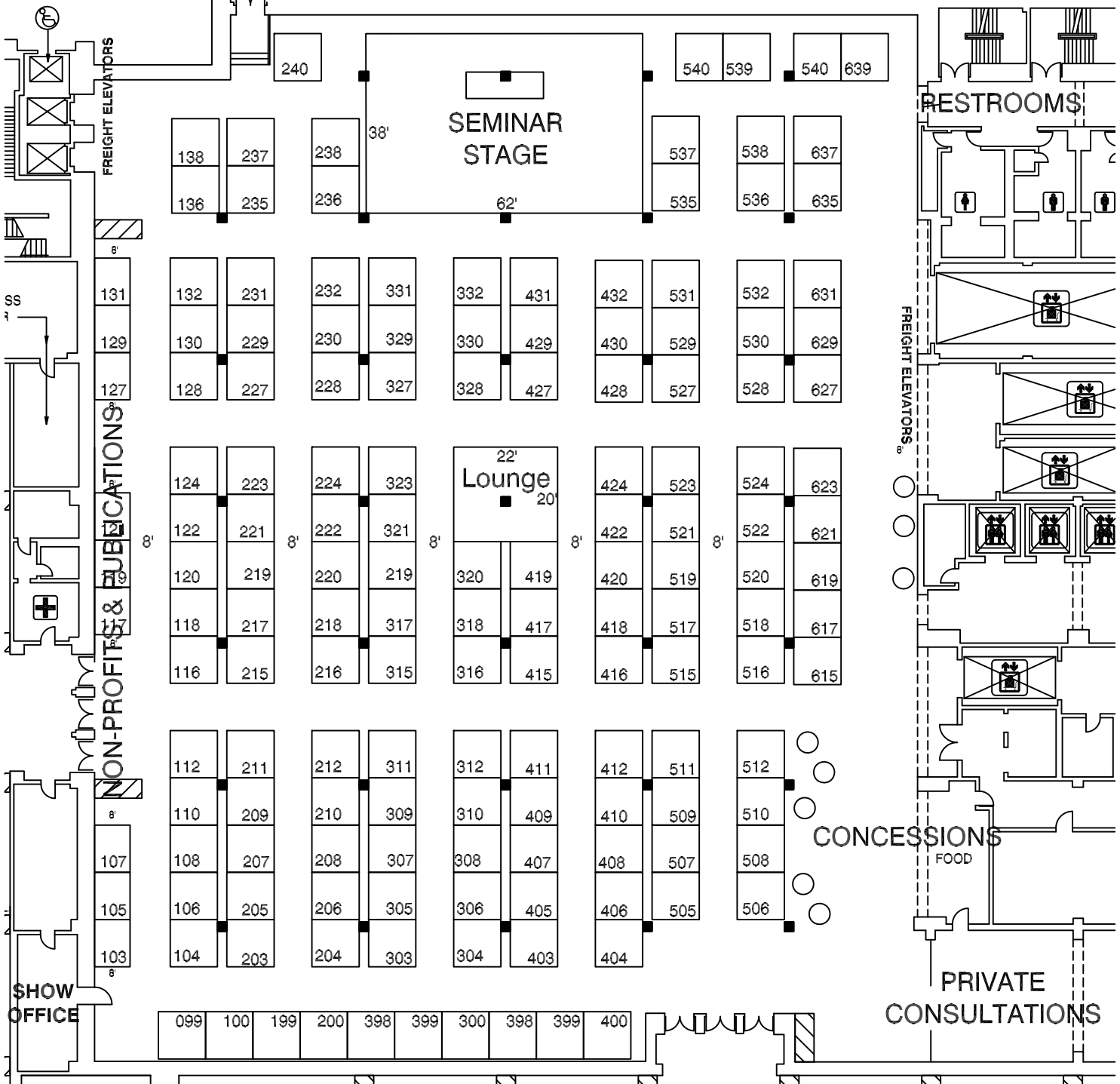
ROOM  
107  
(seats 134)

ROOM  
108  
(seats 134)

ROOM  
109  
(seats 134)

ROOM  
110  
(seats 134)

# NEW ENGLAND CANNABIS CONVENTION APRIL 23 & 24, 2016 HYNES CONVENTION CENTER, HALL A



AS OF  
2/12/16  
147 BOOTHS

REGISTRATION

LOBBY

ROOM 107 (seats 134)    ROOM 108 (seats 134)    ROOM 109 (seats 134)    ROOM 110 (seats 134)

## **SHOW OFFICE / EXHIBITOR REGISTRATION**

**Open Friday, April 22 - Sunday, April 23**

The Show Office will be located off the Show Floor in Hall A, at the beginning of the far left-hand wall as you enter Hall A. Exhibitor Registration will be located in the lobby. Show Management personnel will be available to help you in any way.

## **BOOTH PACKAGE**

Each 10' x 10' Booth Includes:

8' tall dark green and white back drape and 3' tall side drape

8' draped table and 2 chairs

Booth ID sign

***Does not include electricity – See order form attached.***

## **SERVICE CONTRACTORS – ORDER BY APRIL 1 FOR DISCOUNT PRICING!**

**Electrical, Telephone, Audio Visual,  
Plumbing, Cleaning, Internet:**

Hynes Convention Center

900 Boylston Street, Boston, MA 02115

Phone: 617-954-2000

[www.signatureboston.com/hynes/hynes-ordering-guide.aspx](http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx).

**Furnishings, Equipment, Shipping &  
Labor:**

Freeman Decorating Company

Avon, MA

Phone: 781-380-7550

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

## **Food & Beverage Sampling:**

Levy Restaurants at Hynes Convention Center

900 Boylston Street, Boston, MA 02115

Phone: 617-954-2379

## **ADVANCE ORDERS FOR SHOW SERVICES (DUE THURSDAY, APRIL 1, 2016 TO RECEIVE DISCOUNTS)**

Plan ahead. It is always best to order services and/or furnishings in advance of the Show.

Orders placed on-site are generally 30% higher in costs and processed after the advance orders. Therefore, to save time and money, order early. The exhibitor manual and order forms will be available on-line at [www.freemanco.com](http://www.freemanco.com) and at [www.necann.com](http://www.necann.com).

## **ATTENDEE TICKETS & ADMISSIONS**

Badged exhibitors are welcome to attend all programming. These are advance ticket prices. All rates go up \$5 onsite. Visit [www.necann.com](http://www.necann.com) for full conference details.

### **PAC Ticket (Patients/Advocates/Caregivers):**

Includes: Vendor Floor, Conference Track 1 Only

\$15 (Saturday Only)/ \$25 (Saturday & Sunday)

### **BIC Ticket (Business/Investment/Career):**

Includes: Vendor Floor, All 4 Tracks

\$40 (Saturday Only)/ \$60 (Saturday and Sunday)

## **DRIVING DIRECTIONS TO THE HYNES CONVENTION CENTER**

**(NOTE: PARKING IS NOT ALLOWED IN THE FRONT DRIVEWAY AT THE HYNES CONVENTION CENTER FOR LOADING OR UNLOADING. SEE DIRECTIONS BELOW TO THE CAMBRIA STREET LOADING DOCK.)**

### **FROM I-90 Eastbound:**

- Take Exit 22 (Prudential/Copley Place)
- Stay left and take ramp toward Prudential Center, as you exit onto Huntington Avenue, staying right while on Huntington Avenue
- At the next set of lights turn right onto Belvidere Street then take right onto Dalton St. Sheraton Boston will be on your right.
- At the first set of lights on Dalton Street take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM Logan International Airport and Ted Williams Tunnel/I-90 Westbound:**

- Merge onto I-90 West/Mass Pike/ Ted Williams Tunnel and take Exit 24 toward I-93
- Merge onto I-93 South via exit on the left
- Take Mass Ave exit, Exit 18
- Take a slight right onto Mass Ave Connector and take your next right onto Massachusetts Ave
- Follow Massachusetts Ave 1.4 miles and take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM I-93 Southbound:**

- Follow Rte. 93 South staying to the far right as you get closer to Boston
- Take Exit 26, Storrow Drive
- Follow Storrow Drive approximately 2 miles to the Fenway/Kenmore Exit (1st exit after Massachusetts Ave., on left)
- Stay left as you exit Storrow Drive going toward the Fenway
- Continue to 1st set of lights, staying left, going onto Boylston St
- Go through 4 sets of lights on Boylston St
- The Hynes Convention Center's main entrance and driveway will be immediately on the right. See directions below for Loading Dock Access.

### **FROM I-93 Northbound:**

- Take Exit 18, Mass Ave/Roxbury
- At the third set of lights turn left onto Mass Ave Connector then turn right onto Massachusetts Ave
- Follow Massachusetts Ave 1.4 miles and take a right onto Boylston St
- The Hynes Convention Center's main entrance and driveway will be on the right. See directions below for Loading Dock Access.

### **CAMBRIA STREET LOADING DOCK INSTRUCTIONS:**

Access for unloading exhibits is the Cambria Street Service Entrance located off Massachusetts Avenue. If you plan to transport materials to your booth yourself, please use this entrance. Upon arrival, you will receive unloading instructions. There is a minimum of two people per car upon entering the loading area. **You must bring your own handcart if you will require one. You may use only hand-operated equipment; two-wheeled hand trucks and four-wheeled hand trucks are permitted.** Equipment must be unloaded and moved into the exhibit hall while the vehicle is being parked. **Exhibitors are not permitted to live park.**

If you require a loading dock, Freeman Decorating Company will need to unload your materials. There is a fee for this service. If you are transporting large items for your exhibit and need assistance of the use of a four-wheel dolly or pallet lift, arrangements must be made with Freeman Decorating Company in advance. There is a fee for this service as well. Freeman can also handle any shipping needs at an additional cost. For all processes and necessary forms, please refer to the Freeman Services Kit attached to this manual or visit [www.myfreemanonline.com](http://www.myfreemanonline.com).

### **DIRECTIONS TO CAMBRIA STREET LOADING DOCK:**

#### **Driving from Mass Pike:**

- Take Exit 22 (Prudential/Copley Place)
- Stay left and take ramp toward Prudential Center, as you exit onto Huntington Avenue, staying right while on Huntington Avenue
- At the next set of lights turn right onto Belvidere Street then take right onto Dalton St. Sheraton Boston will be on your right.
- When you come to the end of Dalton Street at Boylston Street (Fire Dept. straight ahead), you will take a left at the lights and then another left when you see the Cambria Street ramp.

#### **Driving from Massachusetts Avenue:**

- When you turn onto Boylston Street, Cambria Street will be your first immediate right. Cambria Street goes down the ramp to the Loading Dock.

#### **Walking from 900 Boylston Street (Hynes Front Entrance):**

Walk down about 2 blocks back towards Massachusetts Avenue and go down the ramp on Cambria Street.

#### **Walking from the Sheraton Entrance (Dalton Street):**

- Walk up Dalton Street and take a left onto Boylston Street. Walk down 1 block and down the Cambria Street ramp.

## **PARKING**

Within a three-block walk of the Hynes Convention Center are numerous parking garages totaling over 4,400 spaces. There is limited meter parking available around the Hynes and adjacent streets.

### **Auditorium Parking Garage**

50 Dalton Street, 617-247-8006

### **Back Bay Hilton Hotel Parking Garage**

40 Dalton Street, 617-236-1100

### **Belvidere Street Lot**

53 Belvidere Street, 617-536-0910

### **Boston Marriott Hotel Copley Place**

100 Huntington Avenue - Valet Parking  
617-236-5800

### **Colonnade Hotel Parking Garage**

120 Huntington Avenue, 617-424-7000

### **Copley Place Parking Garage**

100 Huntington Avenue, 617-369-5025  
(corner of Huntington Ave & Dartmouth St)

### **Prudential Center Parking Garage**

800 Boylston Street, 617-236-3060

### **Sheraton Boston Hotel Parking Garage**

39 Dalton Street, 617-236-6172

## **PUBLIC TRANSPORTATION**

### **Via Logan Airport:**

Round-trip shuttle from Back Bay to Logan Airport - The Back Bay Logan Express shuttle runs every 20 minutes and picks up passengers from Logan Airport and Hynes Convention Center. The cost is \$5.00 one way fare. Credit or Debit Card only (or Free with Valid with [MBTA Pass](#)).

Subway- Take the subway bus from any terminal to the airport subway station, transfer to the Blue Line and board the westbound train (marked Bowdoin Station) to Government Center. Get off the train and follow signs to the Green Line and board Green Line Train D (Riverside) to the Hynes Convention Ctr/ICA Stop. Once you get off the subway, choose any exit and follow the signs to the Hynes. For more information visit: [massport.com](http://massport.com)

### **Via Amtrak and Commuter Rail:**

If traveling by Commuter rail or Amtrak from points west or south of Boston, get off at the Back Bay Station and walk through the

Copley Place Mall to the Prudential Center and follow the signs to the Hynes Convention Center. For more information please visit: [www.amtrak.com](http://www.amtrak.com).

### **Via Subway**

The Hynes is just steps away from four stations: Hynes Convention Center, Copley Square and Prudential on the the Green Line, and Back Bay on the Orange Line.

### **Via Bus (MBTA Silver Line to South Station):**

Take the Silver Line Bus to South Station. As you depart the terminal, walk to the right and the Silver Line pick-up is at the head of the line at Terminal D. The Silver Line stop is along the roadway between Terminal C and D. Take Silver Line to South Station, transfer to Commuter Rail to Back Bay Station and walk through the Copley Place Mall to the Prudential Center and follow the signs to the Hynes.

For more information please visit: [mbta.com](http://mbta.com).



## **HOTELS**

Because of a citywide convention, none of the major nearby hotels were able to provide a guaranteed room block rate during the show's dates. You may, however, be able to find a reasonable room rate using a service such as Travelocity or Expedia. There are blocks of rooms available on Friday, Saturday and Sunday nights at these hotels. Note deadlines.

### **Ramada Inn Boston**

800 Morrissey Blvd, Boston, 617-287-9100  
5.7 miles south of Hynes Convention Center

**Room Rate: \$139.00 single/double**

**Reservations by March 22, 2016**

Mention "New England Cannabis Convention" for the special rate  
*Complimentary shuttle will be provided by hotel.*

### **Sheraton Needham Hotel**

100 Cabot Street, Needham, MA 02494  
15.3 miles west of Hynes Convention Center

For reservations call 1-800-325-3535

**Room Rate: \$169.00 single/double**

**Reservations by March 22, 2016**

Mention "New England Cannabis Convention" for the special rate.

### **Westin Waltham Boston Hotel**

70 3<sup>rd</sup> Avenue, Waltham, MA 02451  
15.6 miles west of Hynes Convention Center  
For reservations call 1-888-617-8455

**Room Rate: \$149.00 single/double**

**Reservations by March 8, 2016**

Mention "New England Cannabis Convention" for the special rate.

### **Hotel Indigo Newton Riverside**

399 Grove Street, Newton, MA 02462  
12.4 miles west of Hynes Convention Center, accessible by MBTA Green Line to Riverside Station. Quarter-mile walk to hotel.

For reservation call 866-2-indigo (866-246-3446).

**Room Rate: \$179.00 single/double**

**Reservations by April 5, 2016**

Mention "New England Cannabis Convention" for the special rate.

## **INSURANCE**

You are responsible for the space contracted to you. Consequently, be sure to have all insurance certificates in force and updated during the Show. It is very easy for most insurance companies to add a binder to your policy for the run of the Show. If there are damages to the building or its property attributable to you, it is your responsibility to reimburse the Hynes Convention Center. Paragon Group and NECC require no special insurance if the agreement for space rental is completed, signed and received by Paragon Group 10 days prior to show opening.

## **SALES TAX IDENTIFICATION NUMBER REQUIRED**

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number or MA Tax Identification Number (TIN) if a business, or a Social Security number, if an individual, to Show Management prior to setting up at the show. The Massachusetts Department of Revenue (DOR) **requires** Show Producers to provide them with a complete file of this information. The number required is simply the number you or your company uses to file Massachusetts or Federal Income tax. A representative of Mass State Department of Revenue will be on site sometime during the Show.

Thank you if you have already provided this information on your application for booth space.

**If you have not already provided this information, please call Dave Gerth at 781-343-1562 or email it to him at [dgerth@paragonexpo.com](mailto:dgerth@paragonexpo.com) by April 15.**

Exhibitors can apply for a Massachusetts State Tax Identification Number on line. The following link will provide information regarding registration.

How to apply:

- Go to [www.mass.gov/dor](http://www.mass.gov/dor)
- Go to “Business”
- Go to “Filing & Reporting”

Proceed with instructions provided. **The responsibility is yours to comply with state codes.**

### **TEMPORARY FOOD SERVICE PERMIT**

**NOTE:** No food item containing any amount of cannabis may be sold or sampled at the New England Cannabis Convention.

Exhibitors who intend to have food sampling and sell packaged food items must apply and pay for a **City of Boston Temporary Food Service Permit**. Show Management will coordinate the application process and send you the application. **The food permit as well as a check for \$35 made payable to the City of Boston must be returned to Paragon Group by March 12.** It is imperative that the permit is coordinated in advance – the Health Department has the right to close down the booth if any exhibitor is found in violation of this policy.

**SAMPLING:** All product samples must be kept of a 4 oz. size for beverages and a 2 oz. size for solid foods. The sampling of food and beverage is subject to show management approval. Food may not be sold for consumption onsite.

**PREPARATION:** Food preparation for sampling in your booth is permitted. You may use microwave ovens, small convection ovens, hotplates or electric skillets. Compressed gasses, liquid fuel and open flames are prohibited. All exhibitors cooking food must have a **WORKING FIRE EXTINGUISHER** in their booth.

### **DISPLAY GUIDELINES**

Paragon Group enforces display regulations that we believe provide each exhibitor an equal opportunity to make the most effective use of their space without infringing on the rights of your neighbors. The foundation upon which all show management display rules are based is the following:

**“All exhibitors, regardless of size or location, will be given an equal opportunity, within the bounds of common sense and professional courtesy, to exhibit their product(s) or service(s) in the most effective manner to the attendees”**

Please review the rules and regulations outlined in the following pages. Each section begins with the actual rule and guideline and is followed by the intent that is of major importance.

### **BOOTH STANDARDS**

- Handwritten signage is not permitted
- All product(s) should be professionally displayed, (i.e., no corrugated boxes or displaying of product(s) in the aisles outside the exhibit
- No helium balloons are allowed in building.

## **DEMONSTRATIONS**

Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. **Should spectators interfere with the normal flow in the aisle, show management will insist that you limit or eliminate the presentation.**

Police your own booth to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. The use of microphones or public address systems is prohibited in exhibitor booths. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

The aisles are the property of all the exhibitors and therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, this is an infringement on other exhibitor' rights. Aisles must not be obstructed at any time.

## **BOOTH GUIDELINES**

**One or more 10'x10' booth with aisle on one side:**

1. Booth construction – Back wall is 8' high. Sides may be 8' for the first 5' from the back wall of booth. The front 5' (to aisle) may be no higher than 4'. This results in clear linear visibility for all exhibits.
2. Nothing may be erected or hung across or over any aisles, even if that aisle is flanked on both sides by booths assigned to the same exhibitor, unless approved by Show Management.
3. All exposed areas of the exhibit must have finished surfaces including the back and sides. Graphics, logos or print facing into another booth will not be allowed. All such material must face into the aisle or into the exhibitor's own booth. Any part of any booth needing a finished surface at 6:00 PM, the day prior to the Show opening, will be draped at the cash expense of the exhibitor. Show Management will decide whether such drape is needed.
4. Product storage is not permitted behind or around exhibits. Minimal storage of literature or items for daily use may be stored out of sight.
5. Show Management may require any Exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors.

## **NO NAILS OR SCREWS**

Nothing may be posted, taped, tacked, nailed or screwed to columns, walls, floor or other parts of the building. No holes may be drilled, cored or punched in the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

## **HANDOUTS**

No adhesive-backed (stick-on) decals or similar items may be distributed or used in the building.

You cannot distribute literature, samples or other material outside your contracted exhibit space. You cannot work the aisles outside your booth.

### **EXHIBITORS WITH SPECIAL NEEDS**

Exhibitors who have special needs which require variance from these guidelines must get prior written approval from Show Management. Exhibitors should send detailed plans of their proposed display for this approval.

### **UPS AND FEDEX DELIVERIES**

**We strongly discourage sending freight via overnight delivery services** (FedEx, UPS) due to the logistical challenges inherent within the Hynes Convention Center. Shipping via this method also incurs material handling charges! Once the Show has opened, there will be no one at the loading dock to accept any UPS or FedEx deliveries. If you are expecting a delivery please make arrangements for your shipment to be delivered elsewhere, such as to your hotel.

### **SECURITY - DURING INSTALLATION**

While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made, i.e., chaining of items, show cases, covering with tarps and locking containers. **DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNATED FOR "EMPTY STORAGE".**

### **SECURITY - DURING SHOW HOURS**

Booth personnel should be in attendance at least 30 minutes prior to official Show opening and should remain during all Show hours. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening. Special safeguards should be exercised with regard to personal items such as handbags, wallets & coats.

### **SECURITY - DURING DISMANTLING PERIOD**

**Dismantling and/or merchandise removal cannot begin prior to the official closing of the Show on Sunday at 6:15 PM.**

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment. If you are expecting a pick up on Monday by common carrier or express delivery, see the Freeman Service Desk for details.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.

Show Management assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide for their own product security and insurance coverage.

## **PERFORMANCE OF MUSIC**

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner as shown below.

The licensing requirements include the playing of live as well as recorded music, whether it is the essence of the presentation or is used only as background, on a videotape or other presentation.

ASCAP  
3350 Cumberland Circle  
Suite 1890  
Atlanta, GA 30339  
800/505-4052

BMI  
10 Music Square East  
Nashville, TN 37203  
800/326-4264

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract for the New England Cannabis Convention.

Please take a few minutes to ensure a hassle free event by acquiring proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact Show Management

## **BUILDING FIRE REGULATIONS**

The following safety regulations must be strictly adhered to by all exhibitors and Show Management. Fire Department Inspectors carry out regular inspections and will enforce these regulations.

1. No fire alarm pull stations, fire extinguishers, or fire hose standpipe locations may be blocked by displays, tables, signs, etc. Accesses to these devices must be maintained at all times.
2. No exit door fire access aisle may be blocked; complete access must be maintained without encroachments, at all times.
3. Painting and use of flammable liquids or solvents is prohibited within the building.
4. No smoking is allowed in the Exhibition Hall.
5. No propane-operated devices shall be used, brought into or stored in the hall. No propane or other flammable gas storage will be authorized.
6. All fabric brought in by exhibitors must be approved for use by the Massachusetts State Fire Marshall, Boston Fire Department, or MassPort Fire Department. Fabric may be submitted for approval to the State Testing Lab, 1010 Commonwealth Avenue, Boston.
7. No flashing beacons are allowed in the hall.
8. All vehicles on display or in the hall must have minimum fuel supply (1 gallon maximum). In addition, display vehicles must have battery cables disconnected and taped over.
9. All display vehicle fuel tanks must either have a locked filler cap or the cap must be tightly taped over. No draining of fuel tanks is allowed in the building, on the docks or on the street.
10. No open flames are authorized in or around the building.

11. Smoke exhaust system fans in the hall area must be free from all obstructions.
12. No banners are to be hung so as to obstruct exit and fire safety signage.
13. In order to insure that all fire and safety regulations have been strictly enforced, all exhibits and displays must be set-up and in place at least two (2) hours prior to the show opening.
14. No vehicles shall be started up in the hall once the show is open. Exhaust may activate the smoke detection system.
15. No exhibitors shall bring, or authorize others to bring any material, substance, equipment, object and/or devices, which may endanger either the life of or cause bodily injury to any person in the facility or which is likely to constitute a hazard to the building itself.
16. Any solid, roof-enclosed structure shall be equipped with a smoke detector.
17. The Exhibition Hall smoke detectors are never to be bypassed while a show is in progress.
18. The drive-on ramp must have a minimum 15 foot aisle at all times to allow access for fire emergency equipment.
19. Exhibitors are not allowed to store material behind their booths. This area should remain clear as a service aisle.



**Exhibitor Order Form  
Electrical Services**

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**  
**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		\$111.00	\$139.00		+50% rate		\$139.00		\$208.50	
1000 Watt Box (10 amps)		\$146.00	\$183.00		+50% rate		\$183.00		\$274.50	
2000 Watt Box (20 amps)		\$182.00	\$227.00		+50% rate		\$227.00		\$340.50	
4000 Watt Box (20 amps x 2)		\$211.00	\$263.00		+50% rate		\$263.00		\$394.50	

**STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$318.00	\$397.00		+50% rate		\$397.00		\$595.50	
208V Single Phase 60 Amp		\$606.00	\$757.00		+50% rate		\$757.00		\$1,135.50	
208V Single Phase 100 Amp		\$930.00	\$1,163.00		+50% rate		\$1,163.00		\$1,744.50	
208V Three Phase 30 Amp		\$576.00	\$720.00		+50% rate		\$720.00		\$1,080.00	
208V Three Phase 60 Amp		\$870.00	\$1,087.00		+50% rate		\$1,087.00		\$1,630.50	
208V Three Phase 100 Amp		\$1,380.00	\$1,724.00		+50% rate		\$1,724.00		\$2,586.00	
208V Three Phase 200 Amp		\$2,632.00	\$3,289.00		+50% rate		\$3,289.00		\$4,933.50	
208V Three Phase 400 Amp		\$4,648.00	\$5,809.00		+50% rate		\$5,809.00		\$8,713.50	
480V Three Phase 30 Amp		\$877.00	\$1,096.00		+50% rate		\$1,096.00		\$1,644.00	
480V Three Phase 60 Amp		\$1,521.00	\$1,901.00		+50% rate		\$1,901.00		\$2,851.50	
480V Three Phase 100 Amp		\$2,808.00	\$3,510.00		+50% rate		\$3,510.00		\$5,265.00	
480V Three Phase 200 Amp		\$5,581.00	\$6,976.00		+50% rate		\$6,976.00		\$10,464.00	
25' Round Extension Cord		\$32.00	\$40.00							

To pay with a MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

**Total Due: \$**

**FOR MCCA USE ONLY**

Date Received:	Received by:	Check Number:	MC/Visa/Amex:
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**Exhibitor Order Form  
Telephone, Internet &  
Technical Services**

Effective July 1, 2015

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycom Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>200 Kbs Shared Service</b> (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	

CONTINUED ON PAGE 27



WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>300 Kbs Managed Service</b> (1 public IP address)		\$1,175.00	\$1,468.75	
<b>500 Kbs Managed Service</b> (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
<b>750 Kbs Managed Service</b> (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
<b>1.54 Mbps Managed Service</b> (27 public IP address, private VLAN and subnet)		\$4,100.00	\$5,125.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$6,720.00	\$8,400.00	
<b>5 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,000.00	\$12,500.00	

ADDITIONAL SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Additional Public IP Address (not available with 200kbs service)</b>		\$148.00	\$185.25	
<b>Copper Patch / Booth to Booth Connection</b>		\$336.00	\$420.00	
<b>Fiber Patch/ Booth to Booth Connection</b>		\$470.00	\$587.50	
<b>Extend T1 or T3 Service</b>		\$1,000.00	\$1,200.00	
<b>Switch</b>	<b>8 port</b>	\$104.00	\$130.00	
	<b>24 port</b>	\$156.00	\$195.00	
<b>25' CAT 5e Cable</b>		\$45.00	\$56.00	
<b>50' CAT 5e Cable</b>		\$61.00	\$76.75	
<b>100' CAT 5e Cable</b>		\$96.00	\$120.00	

TECHNICAL SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Cable TV Service</b>		\$245.00	\$306.50	
<b>CATV Tuner Rental</b>		\$56.00	\$70.00	
<b>CATV Tap Box Rental</b>		\$200.00	\$250.00	
<b>Broadcast Video Service via The Switch</b>		\$2,000.00	\$2,500.00	

**Total Due: \$**

To pay with a MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	MC/Visa/Amex:

# F R E E M A N

275 Bodwell Street  
Avon, MA 02322  
508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

2016 NEW ENGLAND CANNABIS CONVENTION  
APRIL 23-24, 2016  
HYNES CONVENTION CENTER  
BOSTON, MA

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The aisles will NOT be carpeted.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Friday, April 01, 2016**.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

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

Friday April 22, 2016 12:00 PM - 5:00 PM

Saturday April 23, 2016 8:00 AM - 10:00 PM

**All labor and inbound material handling services performed after 4:30 pm on Friday and all day Saturday will have overtime charges applied.**

#### EXHIBIT HOURS

Saturday April 23, 2016 11:00 AM - 6:00 PM

Sunday April 24, 2016 11:00 AM - 6:00 PM

#### EXHIBITOR MOVE-OUT

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

Sunday April 24, 2016 6:15 PM - 10:00 PM

**All labor performed will have double time charges applied and all outbound material handling services performed will have overtime charges applied.**

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the event.
- All exhibitor materials must be removed from the exhibit facility by 10:00 PM on Sunday, April 24, 2016.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 8:00 PM on Sunday, April 24, 2016. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

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

### VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

### POST SHOW PAPERWORK AND LABELS

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

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

**FREEMAN**

275 Bodwell Street  
 Avon, MA 02322  
 Phone: 508-894-5100 • Fax: 469-621-5608

**FREEMAN TRANSPORTATION**

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **Friday, April 01, 2016**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

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

**SHIPPING INFORMATION**

**Warehouse shipping address:**

2016 NEW ENGLAND CANNABIS CONVENTION  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 25 Doherty Ave  
 Avon, MA 02322

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

Freeman will accept crated, boxed or skidded materials beginning Wednesday, March 23, 2016 at the above address. Materials arriving after Friday, April 15, 2016 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Friday, March 25, 2016 in observance of Good Friday and Monday, April 18, 2016 in observance of Patriots Day. Shipments will not be accepted on these dates.**

**Show site shipping address:**

2016 NEW ENGLAND CANNABIS CONVENTION  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 Hynes Convention Center  
 900 Boylston Street  
 Cambria Street Entrance  
 Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at 12:00 PM on Friday, April 22, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**PLEASE NOTE:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**LABOR INFORMATION**

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

**TRUCK MARSHAL YARD**

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 508-894-5100.

**WE APPRECIATE YOUR BUSINESS**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

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

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.

# F R E E M A N

275 Bodwell Street  
Avon, MA 02322

Ph: 508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 01, 2016

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

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

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

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

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

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**

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

Please reference (431474) on your remittance.

**CREDIT/DEBIT CARD**

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

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

**BANK TRANSFER**

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

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

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

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

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

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

## ENTER TOTALS HERE

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

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

### TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?431474>

FREEMAN method of payment

# F R E E M A N

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608

## 2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (431474)

third party authorization  
FREEMAN

# FREEMAN

275 Bodwell Street  
Avon, MA 02322

Ph: 508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**APRIL 01, 2016**

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

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**CHAIRS**

_____	N71092	Diva Counter Stool .....	<b>\$272.45</b>	\$299.70	\$381.45	_____
_____	N71091	Diva Chair.....	<b>\$242.05</b>	\$266.25	\$338.85	_____
_____	N71048	Gray Gaslift Stool w/Arms ...	<b>\$412.00</b>	\$453.20	\$576.80	_____
_____	N71047	Gray Gaslift Stool.....	<b>\$362.80</b>	\$399.10	\$507.90	_____
_____	N71046	Gray Gaslift Chair w/Arms...	<b>\$362.80</b>	\$399.10	\$507.90	_____
_____	N71045	Gray Gaslift Chair .....	<b>\$285.50</b>	\$314.05	\$399.70	_____
_____	N71089	Black Diamond Side Chair	<b>\$135.80</b>	\$149.40	\$190.10	_____
_____	N71090	Black Diamond Armchair .....	<b>\$193.60</b>	\$212.95	\$271.05	_____
_____	N71088	Black Diamond Stool .....	<b>\$236.45</b>	\$260.10	\$331.05	_____
_____	C210108	Limerick® Chair				_____
		by Herman Miller.....	<b>\$107.70</b>	\$118.45	\$150.80	_____
_____	C210109	Limerick® Stool				_____
		by Herman Miller.....	<b>\$153.65</b>	\$169.00	\$215.10	_____

**TABLES**

_____	C115103	Studio Black Cocktail Table.	<b>\$117.10</b>	\$128.80	\$163.95	_____
_____	C115104	Studio Black End Table .....	<b>\$117.10</b>	\$128.80	\$163.95	_____

**Pedestal Tables - SoHo Series**

_____	N72066	Black-Top Mini 18"H x 18"W .....	<b>\$169.90</b>	\$186.90	\$237.85	_____
_____	N72069	Black-Top Cafe 30"H x 24"W .....	<b>\$265.55</b>	\$292.10	\$371.75	_____
_____	N72070	Black-Top Bistro 42"H x 24"W .....	<b>\$265.55</b>	\$292.10	\$371.75	_____
_____	N72067	Black-Cafe Table 30"H x 36"W .....	<b>\$265.55</b>	\$292.10	\$371.75	_____
_____	N72068	Black-Bistro Table 42"H x 36"W .....	<b>\$265.55</b>	\$292.10	\$371.75	_____

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

_____	N72063	Cafe Table 30"H x 30"W .....	<b>\$211.85</b>	\$233.05	\$296.60	_____
_____	N72064	Cafe Table 30"H x 36"W .....	<b>\$211.85</b>	\$233.05	\$296.60	_____
_____	N720163	Bistro Table 42"H x 30"W .....	<b>\$211.85</b>	\$233.05	\$296.60	_____
_____	N720164	Bistro Table 42"H x 36"W .....	<b>\$211.85</b>	\$233.05	\$296.60	_____

**DISPLAY FURNITURE**

_____	N72056	Display Counter .....	<b>\$257.40</b>	\$283.15	\$360.35	_____
_____	N75079	Orion Computer Kiosk .....	<b>\$396.50</b>	\$436.15	\$555.10	_____
_____	N75030	Black Display Cube/Small ...	<b>\$256.80</b>	\$282.50	\$359.50	_____
_____	N75031	Black Display Cube/Med.....	<b>\$274.90</b>	\$302.40	\$384.85	_____
_____	N75032	Black Display Cube/Large ...	<b>\$311.85</b>	\$343.05	\$436.60	_____
_____	N75020	Black Display Cylinder/Low .....	<b>\$220.05</b>	\$242.05	\$308.05	_____
_____	N75021	Black Display Cylinder/Med.....	<b>\$220.05</b>	\$242.05	\$308.05	_____
_____	N75022	Black Display Cylinder/High .....	<b>\$220.05</b>	\$242.05	\$308.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**DISPLAY FURNITURE (continued)**

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

_____	C130330	Draped Table 3'L x 30"H.....	<b>N/A</b>	N/A	N/A	_____
_____	C130430	Draped Table 4'L x 30"H.....	<b>\$199.75</b>	\$219.75	\$279.65	_____
_____	C130630	Draped Table 6'L x 30"H.....	<b>\$249.60</b>	\$274.55	\$349.45	_____
_____	C130830	Draped Table 8'L x 30"H.....	<b>\$278.15</b>	\$305.95	\$389.40	_____
_____	C12404630	4th Side Drape 6' x 30"H ...	<b>\$45.00</b>	\$49.50	\$63.00	_____
_____	C12404830	4th Side Drape 8' x 30"H ...	<b>\$45.00</b>	\$49.50	\$63.00	_____
_____	C130342	Draped Counter 3'L x 42"H.....	<b>N/A</b>	N/A	N/A	_____
_____	C130442	Draped Counter 4'L x 42"H.....	<b>\$252.75</b>	\$278.05	\$353.85	_____
_____	C130642	Draped Counter 6'L x 42"H.....	<b>\$300.40</b>	\$330.45	\$420.55	_____
_____	C130842	Draped Counter 8'L x 42"H.....	<b>\$330.60</b>	\$363.65	\$462.85	_____
_____	C12404642	4th Side Drape 6' x 42"H.....	<b>\$62.80</b>	\$69.10	\$87.90	_____
_____	C12404842	4th Side Drape 8' x 42"H.....	<b>\$62.80</b>	\$69.10	\$87.90	_____

**Undraped Tables - Tables are 24" wide**

_____	C131330	Undraped Table 3'L x 30"H.....	<b>N/A</b>	N/A	N/A	_____
_____	C131430	Undraped Table 4' x 30"H.....	<b>\$84.25</b>	\$92.70	\$117.95	_____
_____	C131630	Undraped Table 6'L x 30"H.....	<b>\$103.45</b>	\$113.80	\$144.85	_____
_____	C131830	Undraped Table 8'L x 30"H.....	<b>\$129.85</b>	\$142.85	\$181.80	_____
_____	C131342	Undraped Counter 3'L x 42"H.....	<b>N/A</b>	N/A	N/A	_____
_____	C131442	Undraped Counter 4'L x 42"H.....	<b>\$114.50</b>	\$125.95	\$160.30	_____
_____	C131642	Undraped Counter 6'L x 42"H.....	<b>\$133.60</b>	\$146.95	\$187.05	_____
_____	C131842	Undraped Counter 8'L x 42"H.....	<b>\$161.65</b>	\$177.80	\$226.30	_____

**Table Top Corrugated Risers**

_____	C1504100	Black 4'L x 7"H Corrugated Riser .....	<b>\$29.25</b>	\$32.20	\$40.95	_____
_____	C1504101	White 4'L x 7"H Corrugated Riser .....	<b>\$29.25</b>	\$32.20	\$40.95	_____
_____	C1506100	Black 6'L x 7"H Corrugated Riser .....	<b>\$34.25</b>	\$37.70	\$47.95	_____
_____	C1506101	White 6'L x 7"H Corrugated Riser .....	<b>\$34.25</b>	\$37.70	\$47.95	_____
_____	C1508100	Black 8'L x 7"H Corrugated Riser .....	<b>\$39.50</b>	\$43.45	\$55.30	_____
_____	C1508101	White 8'L x 7"H Corrugated Riser .....	<b>\$39.50</b>	\$43.45	\$55.30	_____

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A color will be selected for you if not indicated.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Corrugated Risers</b>						

_____	C1504200	Black 4'L x 14"H				
		Corrugated Riser .....	\$44.75	\$49.25	\$62.65	_____
_____	C1504201	White 4'L x 14"H				
		Corrugated Riser .....	\$44.75	\$49.25	\$62.65	_____
_____	C1506200	Black 6'L x 14"H				
		Corrugated Riser .....	\$54.75	\$60.25	\$76.65	_____
_____	C1506201	White 6'L x 14"H				
		Corrugated Riser .....	\$54.75	\$60.25	\$76.65	_____
_____	C1508200	Black 8'L x 14"H				
		Corrugated Riser .....	\$64.75	\$71.25	\$90.65	_____
_____	C1508201	White 8'L x 14"H				
		Corrugated Riser .....	\$64.75	\$71.25	\$90.65	_____

<b>ACCESSORIES</b>						
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_____	C220121	Chrome Stanchion w/belt .....	\$100.35	\$110.40	\$140.50	_____
_____	C220118	Chrome Sign Holder .....	\$190.15	\$209.15	\$266.20	_____
_____	C750136	Flat Literature Rack .....	\$205.35	\$225.90	\$287.50	_____
_____	C220109	Chrome Coat Tree .....	\$68.95	\$75.85	\$96.55	_____
_____	C220134	Chrome Easel .....	\$58.35	\$64.20	\$81.70	_____
_____	C220110	Chrome Bag Rack .....	\$151.55	\$166.70	\$212.15	_____
_____	C220107	Wastebasket .....	\$24.50	\$26.95	\$34.30	_____
_____	C220106	Corrugated Wastebasket .....	\$24.50	\$26.95	\$34.30	_____
_____	N75057	Small Refrigerator .....	\$476.80	\$524.50	\$667.50	_____
_____	N74082	File Cabinet/2 Drawer .....	\$220.05	\$242.05	\$308.05	_____
_____	N74081	File Cabinet/4Drawer .....	\$285.50	\$314.05	\$399.70	_____
_____	C10201484	Bulletin Board .....	\$307.30	\$338.05	\$430.20	_____

<b>Special Drape</b>									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Dark Green	<input type="checkbox"/>	Flax
<input type="checkbox"/>	Gold	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	White

_____	12103	Special Drape 3'H (per ft.) .....	\$20.10	\$22.10	\$28.15	_____
_____	12108	Special Drape 8'H (per ft.) .....	\$27.85	\$30.65	\$39.00	_____

<b>TOTAL COST</b>		
Sub-Total _____	+ Tax (6.25%) _____	= _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119	Chair .....	\$555.85	\$611.45	\$778.20	\$ _____
_____	830120	Loveseat .....	\$739.75	\$813.75	\$1035.65	\$ _____
_____	830119	Sofa .....	\$823.20	\$905.50	\$1152.50	\$ _____
<b>Heathrow Group - Black Leather</b>						
_____	810116	Armless Chair .....	\$417.15	\$458.85	\$584.00	\$ _____
_____	810117	Corner Chair .....	\$489.50	\$538.45	\$685.30	\$ _____
_____	830116	Sofa .....	\$709.20	\$780.10	\$992.90	\$ _____
<b>South Beach Group - Platinum Suede</b>						
_____	8301	Sofa .....	\$717.15	\$788.85	\$1004.00	\$ _____
_____	8151	Ottoman .....	\$312.70	\$343.95	\$437.80	\$ _____
<b>Key West Group - Black Fabric</b>						
_____	8307	Loveseat .....	\$646.20	\$710.80	\$904.70	\$ _____
_____	8306	Sofa .....	\$710.70	\$781.85	\$995.00	\$ _____
_____	8103	Tub Chair .....	\$449.25	\$494.20	\$628.95	\$ _____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair .....	\$461.05	\$507.15	\$645.45	\$ _____
_____	83015	Sofa .....	\$735.85	\$809.45	\$1030.20	\$ _____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118	Chair .....	\$486.70	\$535.35	\$681.40	\$ _____
_____	830118	Sofa .....	\$686.95	\$755.65	\$961.75	\$ _____
<b>Roma Group - White Vinyl</b>						
_____	81020	Chair .....	\$515.55	\$567.10	\$721.75	\$ _____
_____	83016	Sofa .....	\$799.00	\$878.90	\$1118.60	\$ _____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815123	Endless Square - Black Leather .....	\$342.10	\$376.30	\$478.95	\$ _____
_____	815122	Endless Square - White Leather .....	\$342.10	\$376.30	\$478.95	\$ _____
_____	815121	Bench - Black Leather .....	\$425.50	\$468.05	\$595.70	\$ _____
_____	815120	Bench - White Leather .....	\$425.50	\$468.05	\$595.70	\$ _____
_____	81513	Half Round - Black Leather .....	\$449.25	\$494.20	\$628.95	\$ _____
_____	81514	Half Round - White Leather .....	\$449.25	\$494.20	\$628.95	\$ _____
<b>Cubes</b>						
_____	81518	Vibe - Blue Vinyl .....	\$129.45	\$142.40	\$181.25	\$ _____
_____	81520	Vibe - Pink Vinyl .....	\$129.45	\$142.40	\$181.25	\$ _____
_____	81519	Vibe - Red Vinyl .....	\$129.45	\$142.40	\$181.25	\$ _____
_____	81517	Vibe - Yellow Vinyl .....	\$129.45	\$142.40	\$181.25	\$ _____
_____	81525	Vibe - Orange Vinyl .....	\$129.45	\$142.40	\$181.25	\$ _____
_____	81511	Leather Cube - White Leather .....	\$124.35	\$136.80	\$174.10	\$ _____
_____	81512	Leather Cube - Black Leather .....	\$124.35	\$136.80	\$174.10	\$ _____
_____	81526	Edge LED Cube - High Density Plastic .....	\$230.55	\$253.60	\$322.75	\$ _____
<b>Occasional Chairs</b>						
_____	8102	Madrid Chair - Black Leather .....	\$896.70	\$986.35	\$1255.40	\$ _____
_____	810816	Madrid Chair - White Leather .....	\$890.65	\$979.70	\$1246.90	\$ _____
_____	810835	Meeting Chair (Espresso) - Leather/Wood Legs .....	\$244.65	\$269.10	\$342.50	\$ _____
_____	810836	Meeting Chair (Taupe) - Microfiber/Wood Legs .....	\$320.55	\$352.60	\$448.75	\$ _____
_____	8101	T-vac Chair - Translucent/Chrome .....	\$350.75	\$385.85	\$491.05	\$ _____
_____	810875	Swanson Chair - White Vinyl .....	\$267.00	\$293.70	\$373.80	\$ _____
_____	810814	ICE Side Chair - Transparent/Chrome .....	\$235.65	\$259.20	\$329.90	\$ _____
_____	810838	Fusion Chair Black/White .....	\$168.70	\$185.55	\$236.20	\$ _____
_____	810846	Christopher Chair - White Vinyl/Chrome .....	\$147.30	\$162.05	\$206.20	\$ _____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel .....	\$340.45	\$374.50	\$476.65	\$ _____
_____	810837	Razor Armless Chair - High Density Plastic .....	\$129.35	\$142.30	\$181.10	\$ _____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome .....	\$212.55	\$233.80	\$297.55	\$ _____
_____	81017	Pantone Chair - White Plastic .....	\$216.05	\$237.65	\$302.45	\$ _____
_____	810702	Jetson Chair - Black Vinyl/Black Steel .....	\$212.55	\$233.80	\$297.55	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
<b>Occasional Chairs (continued)</b>						
_____	810843	Madden Chair - Light Gray Vinyl.....	\$486.70	\$535.35	\$681.40	\$ _____
_____	810847	Wendy Chair - Clear Acrylic.....	\$136.30	\$149.95	\$190.80	\$ _____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome .....	\$122.55	\$134.80	\$171.55	\$ _____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome .....	\$122.55	\$134.80	\$171.55	\$ _____
<b>Conference Chairs</b>						
_____	810807	Luxor Executive Chair - Black Leather .....	\$384.35	\$422.80	\$538.10	\$ _____
_____	810874	Labrea Chair - Charcoal Gray Fabric .....	\$356.00	\$391.60	\$498.40	\$ _____
_____	81018	Flex Chair - Black Plastic/Chrome .....	\$176.25	\$193.90	\$246.75	\$ _____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	\$359.40	\$395.35	\$503.15	\$ _____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	\$494.80	\$544.30	\$692.70	\$ _____
_____	81073	Altura Junior Executive Chair - Black Fabric .....	\$272.40	\$299.65	\$381.35	\$ _____
_____	810844	Pro Executive Chair - White Vinyl .....	\$335.80	\$369.40	\$470.10	\$ _____
<b>Bars &amp; Bar Stools</b>						
_____	8501	Martini Bar - Grey metal rounded bar with frosted ..... glass top and chrome legs	\$1555.05	\$1710.55	\$2177.05	\$ _____
_____	810872	Lift Hydraulic Barstool - Grey Vinyl/Chrome .....	\$186.35	\$205.00	\$260.90	\$ _____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	\$186.35	\$205.00	\$260.90	\$ _____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome .....	\$186.35	\$205.00	\$260.90	\$ _____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome .....	\$186.35	\$205.00	\$260.90	\$ _____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome .....	\$308.90	\$339.80	\$432.45	\$ _____
_____	810103	Banana Barstool - White Vinyl/Chrome .....	\$214.25	\$235.70	\$299.95	\$ _____
_____	810104	Banana Barstool - Black Vinyl/Chrome .....	\$214.25	\$235.70	\$299.95	\$ _____
_____	810815	ICE Barstool - Transparent/Chrome .....	\$251.35	\$276.50	\$351.90	\$ _____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	\$188.40	\$207.25	\$263.75	\$ _____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel .....	\$295.40	\$324.95	\$413.55	\$ _____
_____	810200	Oslo Barstool - Blue Plastic/Chrome .....	\$269.55	\$296.50	\$377.35	\$ _____
_____	810201	Oslo Barstool - White Plastic/Chrome .....	\$269.55	\$296.50	\$377.35	\$ _____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	\$348.65	\$383.50	\$488.10	\$ _____
_____	810834	Zoey Barstool - Black Vinyl/Chrome .....	\$348.65	\$383.50	\$488.10	\$ _____

**TABLES**

<b>Occasional End &amp; Cocktail Tables</b>						
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.	\$331.80	\$365.00	\$464.50	\$ _____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel.....	\$350.75	\$385.85	\$491.05	\$ _____
_____	82025	Geo End Table - Glass/Black Steel.....	\$259.25	\$285.20	\$362.95	\$ _____
_____	82035	Geo End Table - Glass/Chrome .....	\$259.25	\$285.20	\$362.95	\$ _____
_____	82024	Geo Table - Glass/Black Steel .....	\$286.85	\$315.55	\$401.60	\$ _____
_____	82034	Geo Table - Glass/Chrome .....	\$286.85	\$315.55	\$401.60	\$ _____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel....	\$212.10	\$233.30	\$296.95	\$ _____
_____	82055	Sydney End Table - White Laminate/Brushed Steel....	\$212.10	\$233.30	\$296.95	\$ _____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	\$212.10	\$233.30	\$296.95	\$ _____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	\$212.10	\$233.30	\$296.95	\$ _____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.	\$286.85	\$315.55	\$401.60	\$ _____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	\$305.75	\$336.35	\$428.05	\$ _____
_____	82088	Oliver End Table - Walnut Finish.....	\$160.80	\$176.90	\$225.10	\$ _____
_____	82087	Oliver Table - Walnut Finish .....	\$204.05	\$224.45	\$285.65	\$ _____
_____	820846	Mosaic Table (set of 3) - Metal/Wood .....	\$244.50	\$268.95	\$342.30	\$ _____
_____	820844	Aura Round Table - White Metal.....	\$156.10	\$171.70	\$218.55	\$ _____
_____	82056	Candy Table - White Plastic/Black Laminated .....	\$199.65	\$219.60	\$279.50	\$ _____
_____	82057	Edge LED Lighted Table - White Plastic/Clear Acrylic.	\$230.55	\$253.60	\$322.75	\$ _____
_____	82043	Geo Square-Round Table - Glass/Black Steel.....	\$505.95	\$556.55	\$708.35	\$ _____
_____	82044	Geo Square-Round Table - Glass/Chrome .....	\$505.95	\$556.55	\$708.35	\$ _____
<b>Conference Table</b>						
_____	82060	Nova White Oval Table - White Laminate/Chrome .....	\$529.15	\$582.05	\$740.80	\$ _____
_____	82033	Manhattan Table - Glass/Black Steel.....	\$342.10	\$376.30	\$478.95	\$ _____
_____	82041	Geo Conference Table - Glass/Black Steel.....	\$421.65	\$463.80	\$590.30	\$ _____
_____	82051	Geo Conference Table - Glass/Chrome .....	\$421.65	\$463.80	\$590.30	\$ _____
_____	82058	Communal Table 30" H (Maple with Grommets).....	\$465.60	\$512.15	\$651.85	\$ _____
_____	82059	Communal Table 42" H (Maple with Grommets).....	\$496.60	\$546.25	\$695.25	\$ _____
_____	82067	Communal Table 30"H - Maple Solid .....	\$465.60	\$512.15	\$651.85	\$ _____
_____	82068	Communal Table 42"H - Maple Solid.....	\$496.60	\$546.25	\$695.25	\$ _____
_____	82063	Communal Table 30"H - White Solid .....	\$465.60	\$512.15	\$651.85	\$ _____
_____	82066	Communal Table 42"H - White Solid .....	\$496.60	\$546.25	\$695.25	\$ _____

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**TABLES**

**Conference Tables (Continued)**

_____	820115	8' Rectangular Conference Table - Granite.....	\$540.55	\$594.60	\$756.75	\$ _____
_____	820203	6' Oval Conference Table - Graphite Nebula .....	\$660.25	\$726.30	\$924.35	\$ _____
_____	820708	42" Round White Conference Table - White Laminate.	\$609.05	\$669.95	\$852.65	\$ _____

**Computer / Desk / Table**

_____	898613	Executive Desk - Mahogany.....	\$505.55	\$556.10	\$707.75	\$ _____
_____	898609	5 Shelf Bookcase - Mahogany.....	\$505.55	\$556.10	\$707.75	\$ _____
_____	898611	Storage Credenza - Mahogany.....	\$362.85	\$399.15	\$508.00	\$ _____

**Computer / Desk / Table**

_____	820706	Work Desk - White Powder Coat.....	\$381.00	\$419.10	\$533.40	\$ _____
_____	820707	Merlin Table - Gray Laminate.....	\$482.95	\$531.25	\$676.15	\$ _____

**RUSTIQUE COLLECTION**

_____	820845	Rustique E Table - Wood.....	\$206.25	\$226.90	\$288.75	\$ _____
_____	810841	Rustique Chair with Arms - Gunmetal.....	\$147.30	\$162.05	\$206.20	\$ _____
_____	810839	Rustique Barstool - Gunmetal.....	\$147.30	\$162.05	\$206.20	\$ _____
_____	820843	Rustique Timber Table - Wood.....	\$176.75	\$194.45	\$247.45	\$ _____

**POWERED**

**Powered Seating**

_____	810120	Naples Chair, Powered - Black Vinyl.....	\$731.70	\$804.85	\$1024.40	\$ _____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	\$974.70	\$1072.15	\$1364.60	\$ _____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	\$1131.30	\$1244.45	\$1583.80	\$ _____
_____	81021	Roma Chair, Powered - White Vinyl.....	\$731.70	\$804.85	\$1024.40	\$ _____
_____	83017	Roma Sofa, Powered - White Vinyl.....	\$1131.30	\$1244.45	\$1583.80	\$ _____

**Powered Tables**

_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	\$480.60	\$528.65	\$672.85	\$ _____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	\$666.90	\$733.60	\$933.65	\$ _____
_____	82072	G30 Bar Table 42" H, Powered - White Top.....	\$869.40	\$956.35	\$1217.15	\$ _____
_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	\$542.25	\$596.50	\$759.15	\$ _____
_____	84084	Tech Desk, Powered - Black Metal.....	\$477.00	\$524.70	\$667.80	\$ _____
_____	82076	Sydney Cocktail Table, Powered - Black.....	\$369.00	\$405.90	\$516.60	\$ _____
_____	82073	Sydney Cocktail Table, Powered - White.....	\$369.00	\$405.90	\$516.60	\$ _____

**PRODUCT DISPLAYS, TABLET STANDS & MORE**

**Product Display**

_____	850604	Etagere - Black.....	\$355.90	\$391.50	\$498.25	\$ _____
_____	850605	Etagere - Silver.....	\$355.90	\$391.50	\$498.25	\$ _____
_____	85078	Locking Door Pedestal - Black Laminate.....	\$528.80	\$581.70	\$740.30	\$ _____

**Refrigerator**

_____	8503001	Refrigerator - White.....	\$888.05	\$976.85	\$1243.25	\$ _____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	\$145.35	\$159.90	\$203.50	\$ _____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	\$213.45	\$234.80	\$298.85	\$ _____

**Tablet Stands**

_____	850714	Mobile Tablet Stand - White.....	\$359.35	\$395.30	\$503.10	\$ _____
_____	850715	Mobile Tablet Stand - Black.....	\$359.35	\$395.30	\$503.10	\$ _____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	\$35.35	\$38.90	\$49.50	\$ _____
_____	850712	Wireless Printer Holder - Black.....	\$35.35	\$38.90	\$49.50	\$ _____
_____	850713	Charging Shelf - Black.....	\$35.35	\$38.90	\$49.50	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (6.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# FREEMAN

275 Bodwell St  
 Avon, MA 02322  
 (508) 894-5100 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 APRIL 01, 2016

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call (508) 894-5100 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

• All Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

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

- Black  Charcoal  Gray Pearl  Navy  White

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

			Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	6.00	\$ 6.60	\$ 8.40	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	5.50	\$ 6.05	\$ 7.70	_____

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

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

			Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	5.50	\$ 6.05	\$ 7.70	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.25	\$ 4.70	\$ 5.95	_____

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

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

			Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.70	\$ 4.05	\$ 5.20	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 304.10	\$ 334.50	\$ 425.75	_____
_____	9' x 20' Classic Carpet .....	\$ 608.20	\$ 669.00	\$ 851.50	_____
_____	9' x 30' Classic Carpet .....	\$ 912.30	\$ 1,003.55	\$ 1,277.20	_____
_____	9' x 40' Classic Carpet .....	\$ 1,216.40	\$ 1,338.05	\$ 1,702.95	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 159.30	\$ 175.25	\$ 223.00	_____
_____	9' x 20' Carpet Padding .....	\$ 318.60	\$ 350.50	\$ 446.00	_____
_____	9' x 30' Carpet Padding .....	\$ 477.90	\$ 525.75	\$ 669.00	_____
_____	9' x 40' Carpet Padding .....	\$ 637.20	\$ 701.00	\$ 892.00	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.77	\$ 1.95	\$ 2.50	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ 1.41	\$ 1.55	\$ 1.95	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.41	\$ 1.55	\$ 1.95	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

TOTAL COST			
_____	+	_____	= _____
Sub- Total		6.25% Tax	Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before APRIL 01, 2016

# FREEMAN

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 01, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

**2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

NAME OF SHOW: \_\_\_\_\_

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

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

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

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

	Discount Price	Standard Price		Discount Price	Standard Price
Package 1 <input type="checkbox"/> 10' x 10'	3,212.25	4,497.15	<input type="checkbox"/> 10' x 20'	4,915.65	6,881.90
Package 2 <input type="checkbox"/> 10' x 10'	1,991.50	2,788.10	<input type="checkbox"/> 10' x 20'	3,690.65	5,166.90
Package 3 <input type="checkbox"/> 10' x 10'	2,657.25	3,720.15	<input type="checkbox"/> 10' x 20'	4,364.90	6,110.85
Package 4 <input type="checkbox"/> 10' x 10'	2,701.25	3,781.75	<input type="checkbox"/> 10' x 20'	5,535.95	7,750.35
Package 5 <input type="checkbox"/> 10' x 10'	2,831.90	3,964.65	<input type="checkbox"/> 10' x 20'	5,663.70	7,929.20
Package 6 <input type="checkbox"/> 10' x 10'	2,952.50	4,133.50	<input type="checkbox"/> 10' x 20'	4,655.90	6,518.25

## CHOOSE YOUR PANEL

- Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	6.25 % Tax
	=	Total Cost

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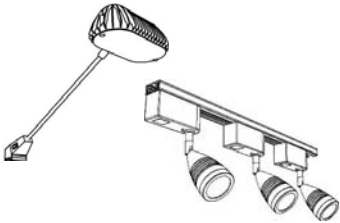
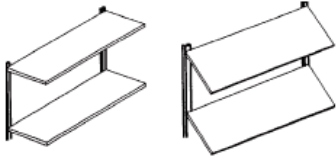
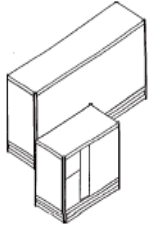
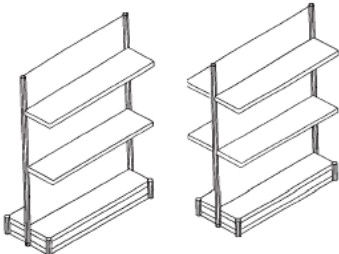

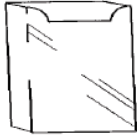
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	75.80	106.10	_____
___	172514	4' Tracklight (3 lights)	299.05	418.65	_____
___	17252	Halogen Light .....	75.80	106.10	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	405.75	568.05	_____
___	17306	1M x ½M x 42" High.....	405.75	568.05	_____
___	17308	2M x ½M x 36" High.....	592.30	829.20	_____
___	17309	2M x ½M x 42" High.....	592.30	829.20	_____
___	173010	1M Radius x ½M x 36" High.	632.90	886.05	_____
___	173011	1M Radius x ½M x 42" High..	632.90	886.05	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	17.00	23.80	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	316.45	443.05	_____
___	174542	Double Sided 1M x 4' High..	421.95	590.75	_____
___	174581	Single Sided 1M x 8' High...	474.75	664.65	_____
___	174582	Double Sided 1M x 8' High..	632.90	886.05	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x12") .....	75.80	106.10	_____
___	17206	1M Angled (37" x 12") .....	75.80	106.10	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	32.10	44.95	_____

<b>TOTAL COST</b>					
_____	Sub-Total	+	6.25% Tax	=	_____
			Total Cost		

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (508) 894-5100.

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

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

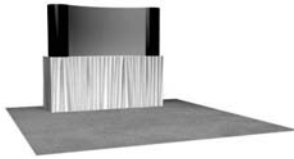
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,059.50	1,483.30	_____	_____
40"H x 8'W	1,229.85	1,721.80	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,103.15	1,544.40	_____	_____
40"H x 8'W	1,250.25	1,750.35	_____	_____

\*Shipping Not Included

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

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

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

**Fabric Panel Colors for All Units:**  Black  Gray

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

**\*Other Colors Also Available for Purchase Units**

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

**Table Drape:**

Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,738.40	2,433.75	_____	_____
8'H x 10'W	2,070.85	2,899.20	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,500.70	3,501.00	_____	_____
8'H x 10'W	2,936.30	4,110.80	_____	_____

\*Shipping Not Included

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

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

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

**Fabric Panel Colors for All Units:**  Black  Gray

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

**\*Other Colors Also Available for Purchase Units**

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

All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	214.25	299.95	_____	_____	275.55	385.75	_____
1715801	1-200 Watt Halogen Light Kit	_____	112.25	157.15	_____	_____	202.60	283.65	_____
1715802	Straight Shelf	_____	86.00	120.40	_____	_____	139.85	195.80	_____
1715803	Angled Shelf	_____	86.00	120.40	_____	_____	139.85	195.80	_____

## QUICK TIPS

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

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

### PURCHASE UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

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

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

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

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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## GRAPHICS

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 21.05 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 29.45 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:  
 Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_  
 PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	50.90	71.25 =	_____
7" x 22" @ _____	52.55	73.55 =	_____
7" x 44" @ _____	64.95	90.95 =	_____
9" x 44" @ _____	84.20	117.90 =	_____
11" x 14" @ _____	50.90	71.25 =	_____
14" x 22" @ _____	63.25	88.55 =	_____
14" x 44" @ _____	131.60	184.25 =	_____
22" x 28" @ _____	131.60	184.25 =	_____
28" x 44" @ _____	192.95	270.15 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	6.25 % Tax = Total Cost



## **CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK**

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

### **PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART**

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### **ACCEPTABLE FILE SOFTWARE**

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

Always provide the following:

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

### **ACCEPTABLE FILE TYPES and SUPPORT FILES**

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### **WAYS TO SEND ARTWORK**

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.

# UNION JURISDICTIONS BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

## MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. **The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

## BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

## TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

# F R E E M A N

275 Bodwell Street  
 Avon, MA 02322  
 508-894-5100 • Fax: 469-621-5608  
 FreemanBostonES@freemanco.com

DEADLINE DATE  
 APRIL 01, 2016

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

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

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

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$155.75	218.25
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$232.50	325.50
<b>Double Time-</b> All Day Sunday and Holidays.....	\$279.00	390.75

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

**INSTALLATION LABOR**

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**DISMANTLE LABOR**

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**FREEMAN installation & dismantle**

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

COMPANY NAME: \_\_\_\_\_

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

CONTACT NAME: \_\_\_\_\_

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

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

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

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### METHOD OF SHIPMENT

Freeman Exhibit Transportation:

Common Carrier

Air Freight

Next Day

2nd Day

Deferred

Expedited

Other (list carrier name & phone number):

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

Prepaid

Collect

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

Reroute via Freeman's choice

Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**

# F R E E M A N

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**DEADLINE DATE**  
**APRIL 01, 2016**

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

SHOW NAME: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

SIGNATURE: \_\_\_\_\_ FAX#: \_\_\_\_\_

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

		Advance	Show Site
<b>Straight Time-</b>	8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$155.75	218.25
<b>Overtime-</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$232.50	325.50
<b>Double Time-</b>	All Day Sunday and Holidays.....	\$279.00	390.75

- Price is per person/per hour
  - Supervisor must check in at Service Desk to pick up labor
  - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

\*High voltage (208V and over), please contact the facility's electrical department.

## CORD INSTALLATION LABOR

**Freeman Supervised Labor**

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**

**Display Company Supervised Labor**

Name of supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_

**•Start times cannot always be guaranteed.**

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.
- Carpet will not be installed until cords have been laid.

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

## CORD DISMANTLE LABOR

- **A one hour minimum labor charge will apply to pick up cords.**
- **Cord dismantle will be done on straight time whenever possible.**

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	1	x 1 = 1	@ \$ _____ = \$ _____		

## CORD RENTAL

Description	Price	Quantity
<b>25' Flat Cord</b> .....	<b>\$25.00*</b>	_____
<b>50' Flat Cord</b> .....	<b>\$38.00*</b>	_____
<b>Tape to cover cords</b> .....	<b>\$22.00/roll*</b>	_____

There will be a minimum charge of \$22.00 to cover cords with tape.  
 Larger areas and multiple electrical drops may require more than one roll.

**Subtotal** \_\_\_\_\_  
**\*+6.25% Mass Tax** \_\_\_\_\_  
**Total Cost** \_\_\_\_\_

See Next Page For Additional Information

**FREEMAN electrical/internet cord labor**

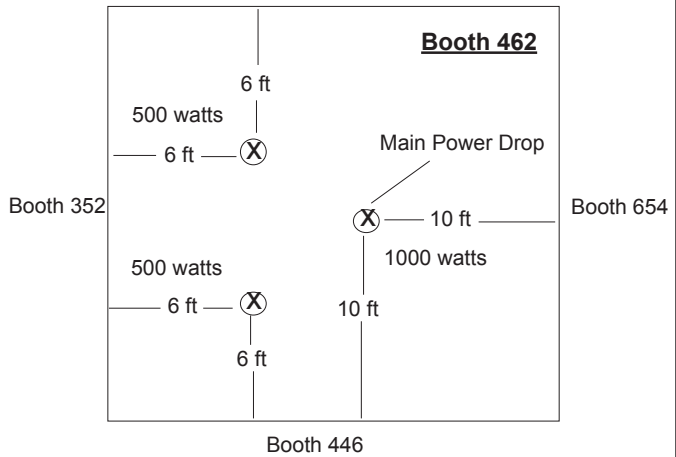
### TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



### BOOTH DIAGRAM



# F R E E M A N

275 Bodwell Street  
Avon, MA 02322

Phone: 508-894-5100 • Fax: 469-621-5608

DEADLINE DATE  
APRIL 01, 2016

**METHOD OF PAYMENT FORM MUST  
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

## RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday  
**Double Time-** All Day Sunday and Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator - ST .....	\$387.25	\$542.25
304051	Forklift & operator - OT .....	\$540.75	\$757.25
304052	Forklift & operator - DT .....	\$633.75	\$887.25
<b>FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.</b>			
304040	4-Stage Forklift & operator - ST .....	\$550.25	\$770.50
304041	4-Stage Forklift & operator - OT .....	\$703.75	\$985.25
304042	4-Stage Forklift & operator - DT .....	\$792.50	\$1109.50
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
<b>FORKLIFT LABOR - up to 10,000 lbs.</b>			
3040100	Forklift & operator - ST .....	\$469.00	\$656.75
3040101	Forklift & operator - OT .....	\$622.00	\$871.00
3040102	Forklift & operator - DT .....	\$715.50	\$1001.75
<b>RIGGING LABOR</b>			
3020100	Rigger - ST .....	\$155.75	\$218.25
3020101	Rigger - OT .....	\$232.50	\$325.50
3020102	Rigger - DT .....	\$279.00	\$390.75

### INSTALLATION - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

### DISMANTLE - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

### PLEASE INDICATE WORK TO BE PERFORMED

- UNCRATING    UNSKIDDING    RE-SKIDDING    HEADER / BOOTH WORK    OTHER

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

FREEMAN forklift / rigging labor

# F R E E M A N

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 Avon, MA 02322  
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 FreemanBostonES@freemanco.com

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

FREEMAN material handling

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call 508-894-5100 to speak with one of our experts.

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

**MATERIAL HANDLING SERVICES**

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
- NOTE: SOME INBOUND AND ALL OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.*

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
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**RATE CLASSIFICATIONS:**

**Warehouse Shipment (200 lb. minimum) - Includes overtime outbound charges**

Crated or Skidded Shipment .....	\$ 221.25	442.50
Special Handling Shipment .....	\$ 287.50	575.00
Carpet and/or Pad Only Shipment .....	\$ 332.00	664.00

**Show Site Shipment (200 lb. minimum) - Includes overtime outbound charges**

Crated or Skidded Shipment .....	\$ 211.25	422.50
Special Handling Shipment .....	\$ 274.50	549.00
Uncrated or Pad Wrapped Shipment .....	\$ 317.00	634.00
Carpet and/or Pad Only Shipment .....	\$ 317.00	634.00

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

Per Shipment .....	\$ 45.00	
--------------------	----------	--

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

**ADDITIONAL SURCHARGES:**

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

Warehouse Shipment after <b>April 15</b> .....	\$ 37.75	75.50
Show site Shipment after <b>Show Opening</b> .....	\$ 35.25	70.50

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

**Overtime Charge - Warehouse (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 75.50	151.00
Special Handling Shipment .....	\$ 98.00	196.00
Carpet and/or Pad Only Shipment .....	\$ 113.25	226.50

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

Crated or Skidded Shipment .....	\$ 70.50	141.00
Special Handling Shipment .....	\$ 91.50	183.00
Uncrated or Pad Wrapped Shipment .....	\$ 105.75	211.50
Carpet and/or Pad Only Shipment .....	\$ 105.75	211.50

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

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>6.25% Tax</b>	<b>N/A</b>
			<b>Total</b>	



# SPECIAL HANDLING DEFINITIONS

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

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

## **What is Ground Loading/Unloading?**

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

## **What is Constricted Space Loading/Unloading?**

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

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

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

## **What does it mean if I have “No Documentation”?**

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

## **What is the difference between Crated and Uncrated Shipments?**

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

## **What about carpet only shipments?**

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

# F R E E M A N

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

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

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**2016 NEW ENGLAND CANNABIS CONVENTION**

C/O: FREEMAN  
25 DOHERTY AVE  
AVON, MA 02322

MUST BE DELIVERED BY APRIL 15, 2016

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

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

**2016 NEW ENGLAND CANNABIS CONVENTION**

C/O: FREEMAN  
HYNES CONVENTION CENTER  
900 BOYLSTON ST  
BOSTON, MA 021153101

CANNOT BE DELIVERED BEFORE APRIL 22, 2016

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

FAX THIS COMPLETED FORM VIA:

E-mail:

[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

or

Fax: (469) 621-5810

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

SHOW # (431474) \_\_\_\_\_

FREEMAN exhibit transportation

# F R E E M A N

275 Bodwell St  
 Avon, MA 02322  
 (508) 894-5100 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **2016 NEW ENGLAND CANNABIS CONVENTION / APRIL 23-24, 2016**

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

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

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

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

\_\_\_\_\_

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

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

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

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

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

\_\_\_\_\_

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

### METHOD OF SHIPMENT

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

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

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:** \_\_\_\_\_

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MARCH 23, 2016**

**RECEIVING DATE BEGINS: MARCH 23, 2016**

**DEADLINE DATE IS: APRIL 15, 2016**

**DEADLINE DATE IS: APRIL 15, 2016**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN  
25 DOHERTY AVE  
  
AVON, MA 02322**

**C/O: FREEMAN  
25 DOHERTY AVE  
  
AVON, MA 02322**

**WAREHOUSE**

**WAREHOUSE**

**EVENT: 2016 NEW ENGLAND CANNABIS  
CONVENTION**

**EVENT: 2016 NEW ENGLAND CANNABIS  
CONVENTION**

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE APRIL 22, 2016**

**CANNOT DELIVER BEFORE APRIL 22, 2016**

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

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

**C/O: FREEMAN**  
**HYNES CONVENTION CENTER**  
**900 BOYLSTON ST**  
  
**BOSTON, MA 021153101**

**C/O: FREEMAN**  
**HYNES CONVENTION CENTER**  
**900 BOYLSTON ST**  
  
**BOSTON, MA 021153101**

**SHOW SITE**

**SHOW SITE**

**EVENT:** 2016 NEW ENGLAND CANNABIS CONVENTION

**EVENT:** 2016 NEW ENGLAND CANNABIS CONVENTION

**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.