Scientific Exhibit Service Manual

CONTENTS:

• General Information

• Floor Plan

• Exhibitors Package

Freeman forms:

• Method of Payment
• Third Party Authorization
• Labor Jurisdictions
• Installation and Dismantle
• Freight Services
• Material Handling
• Special Handling Definitions
• Transportation
• Outbound Shipping
• Shipping Labels

• ElitExpo - Air and Van Line Carrier

• Agility – International Freight Forwarded and Customs Broker

• Audiovisual Order Form

  A complimentary AV package, consisting of Pentium IV 3.4 Ghz, 2G Ram, CD/DVD Desktop Computer w/20” LCD Flat Screen, will be delivered to each Scientific Exhibit booth
SCIENTIFIC EXHIBIT GENERAL INFORMATION

Scientific Exhibit Location
Moscone Center West
Level 1
747 Howard Street
San Francisco, CA  94103

Scientific Exhibit Hours
Tues., February 7 ...................... 8:00 AM-6:00 PM
Wed.-Fri., February 8-10 .......... 7:00 AM-6:00 PM
Sat., February 11 ...................... 7:00 AM-5:30 PM

Staffing
Wed.-Fri. ......................... 11:30 AM-12:30 PM

Set Up
Monday, February 6 ............... 1:00 PM-6:00 PM

Dismantle
Saturday, February 11 .............. 5:30-6:30 PM
Scientific Exhibit cannot be dismantled prior to 5:30 PM on Saturday.
Early dismantling may result in denial of participation in Scientific Exhibits for two years.

Shipping/Delivery
Shipping information will be emailed to the presenter in November along with additional information. If you ship materials to the convention center, our service contractor, Freeman, is responsible for delivering your exhibit from the loading dock to your booth. Arrangements for all outbound shipments must be made with Freeman prior to the close of the meeting.

Booth Design
The booth space will measure 10’ wide x 6’ deep x 8’ high. All booths are set with gray Velcro panels and are compatible with male Velcro so you may attach your exhibit components to the panels directly. There are 7 individual panels that make up the exhibit booth that are joined by aluminum posts that protrude out from the panel by approximately ¾ of an inch. Keep this in mind when designing your graphics; you may prefer to size them to fit within the panels (38-1/8” wide x 87” high). However, if you do have a title sign or graphics on foam core, it can adhere to the aluminum post.

Enhancement
Some type of audiovisual enhancement or interactive demonstration is required for Scientific Exhibits.

Provided at No Charge - Each booth will be set with:
- Velcro-compatible booth wall system
- One 120 volt/500 watt quad (4 plug) electrical outlet
- Identification sign
- Carpeting
- Standard AV package: monitor, computer, and DVD player
- Standard X-ray box (if ordered on AV order form)
- Two chairs and a maximum of two draped tables
Display Requirements - The following must be displayed:

- The current FDA status of devices and pharmaceuticals must be displayed in the exhibit if applicable.
- **Commercialism:** Funding of Scientific Exhibits is limited to individuals, educational facilities and hospitals. Commercial funding is not allowed.
- **Disclosure:** The Annual Meeting Committee requires that one or more of the following statements indicating the highest level of conflict related to this Scientific Exhibit must be displayed in the exhibit below the title and listing of authors’ names, and in the first screen of your AV presentation:
  - Research or other financial support has been received from the same company as the products discussed
  - Consulting/Royalty payment has been received for other products from the same company as the products discussed
  - Consulting/Royalty payments have been received directly related to products discussed
  - No conflict of interest

**Handouts**
Handout materials, while not mandatory, must be relevant to the Scientific Exhibit presentation.

**Information Booth**
An Information Booth will be located in the Scientific Exhibit area to assist you from set up through dismantle.

**Order Forms**
Additional information and order forms will be emailed to the presenter in November and will be available online at [www.aaos.org/amforms](http://www.aaos.org/amforms).

**Set Up Badge/Ribbon**
Mailed to the presenter in January.

Questions? Contact Kathy Fornelli, phone: 847-384-4186, email: fornelli@aaos.org
Package Includes:
- 38 1/8" x 72 7/8" High Gray Backwall Panels
- 38 1/8" x 87" High Gray Side Return Panels
- One (1) 116 3/4" x 13" White Header Sign with Black, Block Style Lettering
- Tuxedo Carpeting
- Two (2) Limerick® Chairs by Herman Miller
- Two (2) - 6' x 30" high x 24" wide black skirted tables
- One (1) 120 volt / 500 watt quad (4 plug) electrical outlet

Items NOT Included:
- Special Graphics
- Material Handling
- Shelves
- Light Fixtures

Booth Size:
- Depth 2M X Length 3M
- Depth 6' X Length 10'
CREDIT CARD
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of 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:

- Enter TOTALS HERE

- **Account No.:**
- **Exp. Date:**

- **Cardholder Name (Print):**
- **Signature:**

- **City/State/Zip:**

**METHOD OF PAYMENT**

- **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 (253638) on your remittance.

- **BANK TRANSFER**
- Bank Transfer to Bank of America, N.A.; Dallas, TX
- Wire Transfer
- ABA#: 026009593 ACCT #1252039192 Freeman
- International Wire Transfer
- Swift Code: BOFAUS3N ACCT #1252039192 Freeman
- ACH Direct Deposit
- ABA# 111000012 ACCT #1252039192 Freeman
- Please reference Name of Show & Booth Number so we can properly credit your account.

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

- **Account No.:**
- **Exp. Date:**

**ENTER TOTALS HERE**

- FURNISHINGS & ACCESSORIES
- CARPET
- CLEANING/SHAMPOOING
- PORTER SERVICE
- RENTAL EXHIBITS & ACCESSORIES
- INSTALLATION LABOR
- DISMANTLE LABOR
- MATERIAL HANDLING

- RIGGING INSTALLATION
- RIGGING DISMANTLE
- HANGING SIGNS
- SIGNS
- UTILITIES
- GRAND TOTAL

- **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.

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)
EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION
EXHIBITING COMPANY NAME: 
BOOTH #:
EXHIBITING COMPANY ADDRESS: 
CITY/STATE/ZIP:
PHONE: EXT.  FAX:
CONTACT’S E-MAIL:

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

☐ ALL FREEMAN SERVICES  ☐ FREEMAN EXHIBIT TRANSPORTATION
☐ I&D LABOR/SUPERVISION  ☐ RENTAL FURNITURE/CARPET/SIGNS
☐ MATERIAL HANDLING/IN & OUT  ☐ BOOTH CLEANING
☐ UTILITIES  ☐ OTHER

THIRD PARTY COMPANY INFORMATION
THIRD PARTY COMPANY NAME: 
CONTACT NAME: 
THIRD PARTY 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 email.

THIRD PARTY CREDIT CARD AUTHORIZATION
☐ AMERICAN EXPRESS  ☐ MASTERCARD  ☐ VISA
CREDIT CARD ACCOUNT NO: EXP. DATE:
CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:
AUTHORIZED SIGNATURE:
CARDHOLDER BILLING ADDRESS: 
CITY/STATE/ZIP:
UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

DISPLAY LABOR

By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

MATERIAL HANDLING

The Teamsters Union Local 85 has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

ELECTRICAL

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment). Installation of all lighting hung from truss or beams & distribution of all cabling throughout (San Francisco includes the lighting truss assembly and hanging). All stage hand labor used in the exhibit area will be supplied through Freeman with exception of a company representative/supervision, plasma screen mounting, computer set up and interconnectivity. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union’s jurisdiction or practices must be directed to a FREEMAN management representative.
**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)

<table>
<thead>
<tr>
<th>Date Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $

Tax = $ N/A

Total Installation = $

**Dismantle Labor**

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

Emergency contact: ___________________________ Phone Number: __________________________

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

<table>
<thead>
<tr>
<th>Date Start Time</th>
<th>No. of People</th>
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<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $

Tax = $ N/A

Total Dismantle = $

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**Display Labor (One Hour Minimum per Worker)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$99.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$157.50</td>
</tr>
</tbody>
</table>

- 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.
- Supervisor must check in at 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.
- There is a minimum one (1) hour charge for all labor orders. Labor thereafter is charged in half (1/2) hour increments.
- 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.
NAME OF SHOW:  
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.
As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

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

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

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

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

**How do I estimate my Material Handling charges?**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - **Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

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

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

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

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

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

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

**Other available services** (may not be available in all locations)
- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING:
Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, Airborne Express, DHL and UPS are included in this category due to their delivery procedures.

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

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

OVERTIME:
5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment Delivered on or before JANUARY 30, 2012</td>
<td>$ 89.50</td>
<td>$ 89.50</td>
</tr>
<tr>
<td>Warehouse Shipment Delivered after JANUARY 30, 2012</td>
<td>$ 111.75</td>
<td>$ 111.75</td>
</tr>
<tr>
<td>Show Site Shipment Delivered on or after TARGET DATE</td>
<td>$ 84.00</td>
<td>$ 84.00</td>
</tr>
<tr>
<td>Show Site Shipment Delivered on or after FEBRUARY 7, 2012</td>
<td>$ 109.20</td>
<td>$ 109.20</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 105.00</td>
<td>$ 105.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 136.50</td>
<td>$ 136.50</td>
</tr>
<tr>
<td>Small Package - Per Shipment</td>
<td>$ 49.30</td>
<td></td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (100 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>100</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

For Assistance, please call 714-254-3410 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to 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.

NAME OF SHOW: ______________________________________________________________
COMPANY NAME ______________________________________________________________
CONTACT NAME: ______________________________________________________________
PHONE #: _______________________
E-MAIL ADDRESS ______________________________________________________________

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

253638
**SPECIAL HANDLING DEFINITIONS**

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 & Airborne Express) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

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

AM EXP        MASTERCARD    VISA
Account No.:       Exp. Date:
Cardholder Name: (Please Print)
Signature:
Cardholder Billing Address:
City/State/Zip:

FAX THIS COMPLETED FORM TO: 469-621-5810

A TRANSPORTATION EXPERT WILL CONTACT YOU TO CONFIRM RECEIPT OF YOUR ORDER AND FINALIZE DETAILS

SHOW #  253638
EVEN OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WOULD
BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE
TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

AAOS * 2012 Annual Meeting
Scientific Exhibit
Moscone Center * San Francisco, CA
Meeting Dates: February 7-11, 2012 * Exhibit Dates: February 8-10, 2012

NAME OF SHOW: ______________________________________________________________________________________
COMPANY NAME: ____________________________ BOOTH #: __________________________
CONTACT NAME: ______________________________ PHONE #: _________________________
E-MAIL ADDRESS: ________________________________________________________________

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: ___________________________________________________________
BILLING ADDRESS: _______________________________________________________________________
CITY: ______________________________________ STATE: ________ ZIP: __________
SHIP TO: COMPANY NAME: _____________________________________________________________
DELIVERY ADDRESS: _____________________________________________________________________
_____________________________________________________________________________________
CITY: ______________________________________ STATE: ________ ZIP: __________
PHONE#: __________________________________________ ATTN: ______________________
SPECIAL INSTRUCTIONS: ______________________________________________________________

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

□ Standard Ground

□ OTHER COMMON CARRIER __________________________

□ OTHER VAN LINE _________________________________

□ OTHER AIR FREIGHT _____________________________

Once your shipment is packed and ready
to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.
Verify the piece count, weight and that
a signature is on the Material Handling Agreement prior to shipping out.
SHIPMENTS WITHOUT PAPERWORK
TURNED IN WILL BE RETURNED TO OUR
WAREHOUSE AT EXHIBITOR’S EXPENSE.
Freeman will make arrangements for all
Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers
is the responsibility of the exhibitor. During
exhibitor move-out, when time permits,
Freeman will attempt a courtesy phone call
to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: ________________________

For assistance, please call 714-254-3410 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

(253638)
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.

DO NOT DELAY

NOT BEFOREAssigned Target Date

TO: _____________________________

EXHIBITOR NAME

C/O FREEMAN

MOSCONE CENTER

747 HOWARD ST

SAN FRANCISCO, CA 94103

SHOW SITE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # __________ NO. OF PIECES _________

CARRIER _________________________________

RUSH

DO NOT DELAY

NOT BEFORE Assigned Target Date

TO: _____________________________

EXHIBITOR NAME

C/O FREEMAN

MOSCONE CENTER

747 HOWARD ST

SAN FRANCISCO, CA 94103

SHOW SITE

AAOS * Scientific Exhibit

2011 ANNUAL MEETING

BOOTH # __________ NO. OF PIECES _________

CARRIER _________________________________

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.
FREEMAN Marshaling Yard for Moscone Center
245 South Spruce Avenue
S. San Francisco, CA 94080

From the East Bay
West on Interstate 80 towards San Francisco
Merge onto US 101 South
Take Exit 423B to merge onto
I-380 W toward I-280 /San Bruno
Take Exit 5 for El Camino Real/CA-82
Turn right at CA-82 N/El Camino Real
Turn right at South Spruce Ave
The yard is on the right in 0.3 mile

From the Peninsula
North on Highway US 101 toward SF
Take Exit 423B for Interstate 380W toward
San Bruno/Interstate 280
Merge onto Interstate 380 W
Take Exit 5 for El Camino Real/CA-82
Turn right at CA-82 N/El Camino Real
Turn right at South Spruce Ave
The yard is on the right in 0.3 mile
Your First Step In Shipping To Tradeshows

Economy and Expedited Shipping Solutions
For Tradeshow Freight Since 1987

Official Air and Van Line Carrier For The AAOS 2012 Annual Meeting

- Freight to and from show
- Total shipping coordination
- Between show storage
- Pre-printed forms and labels
- Online tracking

Contact Us Today For A Quote
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sales@elitexpo.com
www.elitexpocargo.com

AAOS 2012 Annual Meeting
February 8-10, 2012
Moscone Center
San Francisco, CA
AAOS 2012 Annual Meeting
Moscone Center
San Francisco, CA USA
Meeting Dates: Feb 7 - 11
Exhibit Dates: Feb 8 - 10

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
Tel: 404-815-8816
Fax: 404-724-9135
Contact: Margaret Churchill
E-mail: mchurchill@agilitylogistics.com
www.agilitylogistics.com
International Shipping

As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

What are the ‘10+2’ Importer Security Filing ocean shipment regulations?
The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

What steps must be taken to satisfy the ‘10+2’ ISF requirements?
The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: expousa@agilitylogistics.com or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshows as well as ISF requirements related to exhibition shipments.
When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to $5,000 may be incurred. Additional information is available at www.cbp.gov and questions may be sent to Security_Filing_General@cbp.dhs.gov or by contacting Agility Fairs and Events USA at expousa@agilitylogistics.com.

How is my shipment cleared through U.S. Customs?
Depending on your needs, we can clear your shipment in one of three ways:

- **Permanent Duty-Paid Entry:** used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- **Temporary Entry:** allows temporary import into the U.S. without paying duties or taxes.
- **ATA Carnet:** goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?
In order to clear the goods, we will need the following documents:

- **Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.**
- **Commercial invoices in English** giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- **Packing list giving weight and dimensions of each package.**
  This information may be included on your commercial invoice.
- **Insurance certificate copy with the name of the local settlement agent in the US.**

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

What services can Agility Fairs & Events provide at the exhibition?
Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are the Agility Fairs & Events payment terms?
Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at www.agilitylogistics.com/fairseventsenquiry.**
How do I contact Agility Fairs & Events in my country?

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

Canada
GT Exhibitions Inc.
6553 Mississauga Road
Suite A
Mississauga, Toronto
L5N 1A6 Canada
Contact: Paula Wilkie
Tel: 905-821-6800
Fax: 905-821-9206
Email: paulawilkie@gtexhibitions.com

China
Agility Fairs & Events / Trans-Link Beijing
Room 1211, Prime Tower No. 22
Chaozui St., Chaoyang District,
Beijing 100020 China
Contact: Roaddy Lu
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: RLu@agilitylogistics.com

Denmark
Blue Water Shipping A/S
Trafikavnskaj 11
DK-6700 Esbjerg Denmark
Contact: Klaus Bindesboll
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
Email: kip@bws.dk

France
Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaries
Terrasse H, 75015 Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@agilitylogistics.com

Germany
Agility Fairs & Events GmbH
Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt/Main
Contact: Christian Frey
Tel: +49 69 976714 250
Fax: +49 69 976714 299
Email: cfrey@agilitylogistics.com

Hong Kong
Agility Fairs & Events
22/F. CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung
NT, Hong Kong SAR
Contact: June Mea
Tel: +852 2211 8207 / 8200
Fax: +852 2866 2421
Email: jmea@agilitylogistics.com

Italy
Agility Fairs & Events
Strada Vecchia Paulelle 5/A
Pantiglie, Milan 20090 Italy
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
Email: mdoneda@agilitylogistics.com

Japan
Agility Fairs & Events
Segi Building 4th Floor
7-1 Iwamotocho
1-Chome, Chiyoda-ku
Tokyo 101-0032 Japan
Contact: Tokiko Inaba
Tel: +81 (0) 5821 4617
Fax: +81 (0) 5821 4610
Email: exposition@agilitylogistics.com

Korea
Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul 100-760, Korea
Contact: Jim Lim
Tel: +82 2 2192 7426
Fax: +82 2 539 9420
Email: llim@agilitylogistics.com

Netherlands
Fairrex BV
De Trompet 1540
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: 31 251 2500 60
Fax: 31 251 2500 65
E-mail: paul.van-zijl@fairrex.nl

United Kingdom
Agility Fairs & Events Logistics Ltd.
7th Floor, 26 Elmfield Road
Bromley, Kent BR1 1WA
United Kingdom
Contact: Garcia Newell
Tel: +44 (0) 208 461 8756
Fax: +44 (0) 208 228 1172
Email: gnewell@agilitylogistics.com

Spain
Agility Logistics SA
C/ de la Mar Groga, 51-59
Zona Franca, ZAL
08040 Barcelona
Spain
Contact: Belina Flores
Tel: +34 93 297 0857
Fax: +34 93 297 0839
Email: belores@agilitylogistics.com

Sweden
On-Site Exhibitions AB
Box 6289
400 60 Gothenburg, Sweden
Contact: Anneli Rogbring
Tel: +46 31 707 3070
Fax: +46 31 707 3075
Email: anneli@onsitegroup.se

Switzerland
Agility Fairs & Events
Bleichestrasse 27
CH-4002 Basel
Switzerland
Contact: Christian Setz
Tel: +41 61 691 33 77
Fax: +41 61 691 70 36
Email: csetz@agilitylogistics.com

Taiwan
Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2, Taipei
Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: FLinYuKuei@agilitylogistics.com

Taiwan
Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul 100-760, Korea
Contact: Jim Lim
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: llim@agilitylogistics.com
Consign all international shipments and corresponding documents as follows:

Consignee: “Exhibiting Company Name”
c/o AAOS 2012
Booth No. _________
Moscone Center
747 Howard Street
San Francisco, CA 94103 USA
Notify: Agility Fairs & Events
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:
“Exhibiting Company Name”
c/o AAOS 2012
Booth No. _________
Moscone Center
San Francisco, CA USA
Made in (country of origin)

Arrival Deadlines:
Deadline for arrival of LCL sea freight to Oakland terminal January 8
Deadline for arrival of FCL sea freight to Oakland port January 16
Deadline for arrival of air freight to San Francisco (SFO) airport January 18
The above deadlines are based on delivery to the advance warehouse dock by January 27th.
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

SPECIAL IMPORT REQUIREMENTS FOR MEDICAL DEVICES

SPECIAL IMPORT RESTRICTIONS APPLY TO ALL MEDICAL DEVICES BEING SHIPPED INTO THE USA. SOME INFORMATION MAY HAVE CHANGED SINCE AAOS 2011. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

1) Medical devices for temporary import must be shipped to San Francisco under ATA Carnet. These items must be packed separately from other items, and arrive on a separate HAWB/L.

2) Medical devices & equipment for permanent import into the USA must satisfy FDA approval & registration requirements. Please contact Agility in Atlanta immediately with the product details. Medical items must be packed separately from other items, and arrive on a separate HAWB/L.

3) Shipments of display material must also be on separate proforma invoice, listed as a single line item ‘knocked down exhibition booth’. The display material must be cleared as permanent import and pay duty – estimate 4% FOB value – so please value accordingly. These items must be packed separately from other items, and arrive on a separate HAWB/L.

4) Shipments of printed matter, giveaways and other non-medical devices for permanent import must be packed separately from other items, and arrive on a separate HAWB/L.

5) Please send all documents for show shipments to Agility Fairs & Events USA in Atlanta before the items are shipped, so the docs can be reviewed and to avoid potential issues.

Get a free estimate of shipping and import charges at www.agilitylogistics.com/fairseventsenquiry.
The most important steps to take:

Preparation:
- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, it is imperative that you meet the deadlines above. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they’re issued. Only then can Agility Fairs & Events clear your shipment through U.S. Customs.

Details:
- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper’s expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

Get a free estimate of shipping & import charges at [www.agilitylogistics.com/fairseventsenquiry](http://www.agilitylogistics.com/fairseventsenquiry)
<table>
<thead>
<tr>
<th>Booth Number</th>
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### ALL PRICING IS FOR THE LENGTH OF SHOW

**X-Ray View Box**

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<tr>
<th>23&quot; Flat Panel Video and Data Monitor (16:9)</th>
<th>Wall Mount **</th>
<th>Tabletop</th>
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<tbody>
<tr>
<td>24&quot; Flat Panel Video and Data Monitor (16:9)</td>
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<tr>
<td>32&quot; Flat Panel Video and Data Monitor (16:9)</td>
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<tr>
<td>40&quot; Flat Panel Video and Data Monitor (16:9)</td>
<td>Wall Mount **</td>
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</tr>
<tr>
<td>46&quot; Flat Panel Video and Data Monitor (16:9)</td>
<td>Wall Mount **</td>
<td>Tabletop</td>
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<tr>
<td>46&quot; Seamless LCD Video Wall Display</td>
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**Plasma Monitors (Includes Speakers)**

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| 42" Plasma Video and Data Monitor (16:9) | Wall Mount ** | Tabletop |
| 50" Plasma Video and Data Monitor (16:9) | Wall Mount ** | Tabletop |
| 61" Plasma Video and Data Monitor (16:9) | Wall Mount ** | Tabletop |

**Computer ONLY Monitors (Speakers NOT included)**

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| 17" LCD Flat Panel Computer Monitor (4:3) | Wall Mount ** | Tabletop |
| 18" LCD Flat Panel Computer Monitor (4:3) | Wall Mount ** | Tabletop |
| 19" LCD Flat Panel Computer Monitor (4:3) | Wall Mount ** | Tabletop |
| 20" LCD Flat Panel Computer Monitor (4:3) | Wall Mount ** | Tabletop |

**Important Information**

What source will be used with the monitor(s)? Computer ______ ; DVD/VCR or other Video Device______; Multiple______; Other (specify)__________________

MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

**Computers - Windows (15" LCD Monitor included)**

- PIV 3.0GHz, 1G RAM, 120G HD, DVD/CD-RW Drive, Nvidia GeForce FX 5200 Ultra Video Card: $320.00
- PIV Core Duo D, 3.2 GHz, 2G RAM, 160G HD, DVD-RW, Nvidia GeForce 6 Series Video Card: $400.00
- PIV Core Duo D, 3.4 GHz, 2G RAM, 80G HD, DVD-RW, Integrated Intel Q965 Video Card: $500.00
- Laptop - PIV, Core 2 Duo, 2.0GHz, 2G RAM, 60G HD, Mobile Intel 945GM Express Video Card: $320.00

**Computers - Macintosh**

- MAC Mini Core Duo, 1.66GHz, 1.25G RAM, 80G HD, Intel GMA 950 Video Card (Monitor NOT included): $224.00
- 20" IMAC Core Duo, 2GHz, 1G RAM, 250G HD, ATI Radeon X1600 Video Card: $476.00

**Computer Accessories & Printers**

- HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network): $140.00
- Keyboard and Mouse - Wired: $32.00
- Keyboard and Mouse - Wireless: $40.00
- Computer Speakers w/ Subwoofer: $36.00

**Miscellaneous**

<table>
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| 54" Rolling Cart w/ Black Skirt |                |            | $40.00 | $50.00 |
| DVD Player (US compatible, Region 1/NTSC) |                |            | $116.00 | $145.00 |
| DVD Player (Multi-Format, Region Free, NTSC/PAL) |                |            | $204.00 | $255.00 |
| Blu-Ray Disc Player |                |            | $300.00 | $375.00 |
| VGA Distribution Amplifier |                |            | $52.00 | $65.00 |
| Video Distribution Amplifier |                |            | $52.00 | $65.00 |

**Page Total** $1,636.00

PSAV reserves the right to modify this form at any time.

Rev 5/10 AVC3
## American Academy of Orthopaedic Surgeons

**AAOS 2012 Annual Meeting**

**February 7-11, 2012**

**Moscone Center**

**San Francisco, California**

---

### The following Complimentary Computer Package will be delivered to each booth:

- Pentium IV 3.4 Ghz, 2G Ram, CD/DVD Desktop Computer w/20” LCD Flat Screen

To order additional items, including a Complimentary X-Ray View Box, see below.

---

### Official Contractor

**Scientific Exhibits**

---

**SHOW ID# 120203**

### Scientific Exhibit Number

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Page One</th>
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</thead>
</table>

### Audio

<table>
<thead>
<tr>
<th>Please Circle One</th>
<th>QTY 20% Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Microphone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handheld</td>
<td>$52.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Microphone</td>
<td></td>
<td></td>
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<tr>
<td>Handheld</td>
<td>$240.00</td>
<td>$300.00</td>
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<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Microphone - Headset</td>
<td></td>
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</tr>
<tr>
<td>Handheld</td>
<td>$376.00</td>
<td>$470.00</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Self Powered Speaker with stand (up to 10 people)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handheld</td>
<td>$72.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Exhibit Sound System with (2) speakers and (2) stands (up to 50 people)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handheld</td>
<td>$176.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Exhibit Sound System with (2) speakers, (2) stands and mixer (up to 100 people)</td>
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</tr>
<tr>
<td>Handheld</td>
<td>$212.00</td>
<td>$265.00</td>
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<tr>
<td>Lavalier</td>
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</tr>
<tr>
<td>Custom Exhibit Sound Package</td>
<td>Please Call for Quote</td>
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</tr>
<tr>
<td>Audio Distribution Amplifier (splitter)</td>
<td>$72.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>4 Channel Audio Mixer</td>
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<td>$75.00</td>
</tr>
</tbody>
</table>

### Additional Equipment

*Please call Exhibit Services at (800) 966-4498 for specialty equipment and services not listed.*

### Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card will be charged approximately 10 days prior to show start date.
- PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. ($75 minimum charge.)
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer’s credit card is charged will be applied.

### IMPORTANT: PSAV Cancellation Policy

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

**Wall Mounting**

| San Francisco Rates | OT Hours (1.5X) $171.00 | Monday - Friday 5pm to 12am; Saturday after 8 hours |
| Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5’ from the floor, additional labor will be applied. Call for a quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation. |

### Tax Exempt Status

If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

### Damage Waiver

If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV’s Equipment Loss and Damage Acknowledgment.

### CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>Name on Card</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Billing Address</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>City</td>
</tr>
<tr>
<td>Security Code</td>
<td>State/Zip</td>
</tr>
<tr>
<td>Card Holder Signature</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

### Paying by Check

*Please allow PSAV to confirm total PRIOR to sending check.*

925 Freeport Parkway, Suite 100, Coppell, TX 75019  
Tel: 800.966.4498  
Fax: 866.312.4404 (credit card orders only)

**Wire Transfer:** Call for instructions  
*International orders can take up to one week to receive, please plan accordingly.*

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