2015 Rural Health at the Crossroads: Telehealth Meets Practice Transformation

June 24-26
Grand Hyatt Hotel
San Antonio, TX
The 2015 Rural Health at the Crossroads Conference: Telehealth Meets Practice Transformation will bring together healthcare professionals and community leaders from across Texas and Louisiana to learn and to network. This year’s conference will feature expertise on topics relating to Telehealth and its role in Practice Transformation. Topics covered will include Legislative Updates, Innovative Programs, Health Technology, Remote Patient Monitoring, and a discussion of activities currently taking place in each state.

Who Attends the Crossroads Conference?

- Healthcare executives and management teams serving hospitals and clinics
- Community leaders
- State agency personnel who work with rural communities and rural health care
- Leaders from nonprofit organizations
- Businesses that serve rural populations
- Academic institutions involved in rural health care

Sponsorship Deadline

Artwork and payment due by **May 8, 2015** for maximum exposure.

Venue

Grand Hyatt Hotel
600 East Market Street
San Antonio, Texas  78205
**Phone:** (210) 224 –1234

For Room Reservations: Booking your reservation online will SAVE YOU $10/NIGHT!
Go to: [https://resweb.passkey.com/go/ttechhealthscience](https://resweb.passkey.com/go/ttechhealthscience)

Sponsorship Inquiries:

**Cappi Phillips**
cappi.phillips@ttuhsc.edu
**Phone 806.778.3243**

*The TexLa TRC project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number G22RH24748, the TexLa Telehealth Resource Center, with a total award of $1,299,991.00. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.*
Sponsorships

Platinum Sponsor - $5,000
- Sponsor of a lunch
- Complimentary exhibit table
- Conference signage throughout event
- Full-page ad in program
- Program listing
- Promotional item in giveaway bag

Gold Sponsor - $3,500
- Sponsor of a breakfast
- Complimentary exhibit table
- Conference signage during breakfast
- 1/2 page ad in program
- Program listing
- Promotional item in giveaway bag

Silver Sponsor - $2,000
- Sponsor of a refreshment break
- Complimentary exhibit table
- Conference signage during break
- 1/2 page ad in program
- Program listing
- Promotional item in giveaway bag

Standard Sponsor - $750
- Complimentary exhibit table
- 1/4 page ad in program
- Program listing
- Promotional item in giveaway bag

Non-Profit Sponsor - $500
- Complimentary exhibit table
- Program listing

Lubbock HIMSS Chapter Designation Add-On - $269
- HIMSS signage on table
- Designation in program
- Two complimentary Lubbock HIMSS memberships included

Exhibitor Policies

Complete the application (see Payment Policies below) and mail with required payment by May 8, 2015 to:

Texas Tech University Health Sciences Center
ATTN: TexLa Conference Sponsorship
3601 4th Street, STOP 7110
Lubbock, TX 79430

Space assignment is determined by TexLa TRC staff using sponsorship level and date of receipt of application/payment among other criteria. TexLa TRC reserves the right to relocate sponsor or modify the floor plan. Meals and refreshments are provided for up to two representatives. If more than two are planning to attend, please have them register.

Payment Policies

Payment in full of the total sponsorship cost is required upon submission of the application. Checks should be made payable to TTUHSC, unless sponsor is choosing the HIMSS Designation Add-On, in which case the check should be made payable to “Lubbock HIMSS Chapter”. No tables may be installed in the exhibit hall until payment in full has been received by TTUHSC. *To pay by credit card, go to https://secure.touchnet.net/C23499_ustores/web/store_main.jsp?STOREID=6.

Cancellation

All sponsor cancellations must be submitted to Cappi Phillips in writing. Cancellations received by TexLa TRC on or before June 5, 2015, will be assessed a fee of 25% of the total sponsorship cost. Cancellations received by TexLa TRC after June 5, 2015, will be assessed a fee of 50% of the total sponsorship cost. No refunds will be given on cancellations received after June 15, 2015.
Exhibitor Policies (cont.)

Subletting the Space
Exhibitors may not assign, sublet or apportion to other persons or firms the whole or any part of the space allocated, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business. However, a sponsor may use equipment or the product of another exhibitor on the table for the purpose of better product presentation of his own product, but may not give credit to the manufacturer.

Over-the-Counter Sales Prohibited
Sponsors are encouraged to offer information that is educational, professional and instructional. Over-the-counter sales of goods for delivery on-site and the acceptance of any payment for orders are prohibited in the exhibit area. The prohibition includes the acceptance of credit cards by sponsors.

Non-Sponsoring Firms
Non-sponsoring suppliers are prohibited from attending the conference. This policy will be enforced.

Internet and Electricity Requirements
We will have a limited number of free Wi-Fi connections available throughout the event. If you require power outlets and/or electrical cords, or any other special needs you may have, please use the form in this packet for Freeman Electrical Services.

Shipments
For information regarding shipments, please refer to the “Shipping Instructions” form in this packet.

Exhibit Schedule

Thursday, June 25
♦ 6:00 a.m.-7:45 a.m. - Exhibitor move-in
♦ Breakfast
♦ 8:30 a.m.-4:30 p.m. - Conference
  *Includes refreshment breaks and lunch

Friday, June 26
♦ Breakfast
♦ 8:00 a.m.-12:00 p.m. - Conference
  *Includes refreshment breaks and lunch
♦ 12:00 p.m.-2:00 p.m. - Lunch and Exhibitor move-out

Hotel Accommodations
The GRAND HYATT HOTEL SAN ANTONIO is the headquarters for the 2015 Crossroads Conference. A limited number of rooms are available. The cut-off date for reservations is Wednesday, May 27, or earlier if the block sells out. Act early to ensure room and rate availability.

Grand Hyatt Hotel
600 East Market Street
San Antonio, Texas  78205
Phone: (210) 224 –1234
For Reservations: Booking your reservation online will SAVE YOU $10/NIGHT! Go to:

ONLINE Room Rates: $179 Single/Double
$194 Triple; $214 Quadruple + taxes
(Otherwise, $10 more per room, per night, if booked by calling hotel.)
Discover the distinctly diverse personality of the Alamo City in grand style. Set along the spectacular River Walk, Grand Hyatt San Antonio is steps from trendy downtown bars, hot clubs, Zagat-rated restaurants and all the sites and attractions that make San Antonio one of the most culturally rich cities in the country. Have an unforgettable experience enhanced by the exceptional touches and personalized services that define Grand Hyatt San Antonio.
Exhibit Hall Floor Plan

Pre-Function Space
(adjacent to Texas Ballroom ‘D’)

To Texas Ballroom “D”

To escalators/elevators
Sponsorship Application
2015 Rural Health at the Crossroads Conference

Company
*Company Name: ________________________________________________
*Address: _____________________________________________________
*City/State/ZIP Code: __________________________________________
*Telephone: ____________________________________________________
*Fax: __________________________________________________________
*Website URL: _________________________________________________

Contact Person
*Name: _________________________________________________________
(This person will be the point of contact and will receive all future correspondence.)
*Title: _________________________________________________________
*Email: _________________________________________________________
*Telephone: ____________________________________________________
*Fax: __________________________________________________________

Sponsorship Type
☐ Platinum Sponsor $5,000 ☐ Standard Sponsor $750
☐ Gold Sponsor $3,500 ☐ Non-Profit $500
☐ Silver Sponsor $2,000 ☐ HIMSS Add-On $269
☐ *I have read and understand the sponsorship prospectus and agree to the terms.

☐ **Check here if you would like to donate a prize for the Vendor Raffle. Attendees will have a ticket that will require each Exhibitor to sign. Attendees with a completed ticket may enter the raffle.
Exhibitor Liability Release

(Required for all Sponsors/Exhibitors)

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt (GRAND HYATT SAN ANTONIO), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt (GRAND HYATT SAN ANTONIO), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor’s use of the property. Exhibitors liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the Hotel or any part thereof.

Exhibitor Organization

*Organization Name: _______________________________________

*Address: ________________________________________________

*City/State/ZIP Code: _______________________________________

Exhibitor Representative

*Name: ____________________________________________________

*Title: ____________________________________________________

*Email: ___________________________________________________

*Telephone: _______________________________________________

*Fax: _____________________________________________________

*Signature: ________________________________________________

*Date: ___________________________________________________
NAME OF SHOW: Rural Health at the Crossroads

COMPANY NAME: 

ADDRESS: 

CITY/STATE/ZIP: 

PHONE: 

EXT.: 

FAX #: 

SIGNATURE: PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

☐ Check if you are a new Freeman customer

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to: Freeman

Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“U.S. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)

Please reference 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 ☐ MASTER CARD ☐ VISA 

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: 

CARDHOLDER NAME (PRINT): 

SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES CARPET CLEANING/SHAMPOOING PORTER SERVICE RENTAL EXHIBITS & ACCESSORIES SIGNS INSTALLATION LABOR DISMANTLE LABOR 

MATERIAL HANDLING RIGGING INSTALLATION RIGGING DISMANTLE EXHIBIT TRANSPORTATION HANGING SIGNS UTILITIES GRAND TOTAL 

• Remember to order in advance to save time and money. You may place your order by phone, fax, mail.

• 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/?188318
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:**

**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:**

(000000)
**Electrical Services Usage Guide**

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),

5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanUtilities@freemanco.com with any additional questions.

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</td>
</tr>
<tr>
<td>Imprinter for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>Iron</td>
<td>700-1100</td>
</tr>
<tr>
<td>Juicer - Single</td>
<td>500</td>
</tr>
<tr>
<td>Juicer - Double</td>
<td>1000</td>
</tr>
<tr>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>Lights with Freeman Rental Booths</td>
<td>200 each</td>
</tr>
<tr>
<td>Meat Slicer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Microwave Oven</td>
<td>500-2000</td>
</tr>
<tr>
<td>Mixer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Photocopier (dependent upon size - may require 208 volt)</td>
<td>1000</td>
</tr>
<tr>
<td>Pizza Oven (small) 30amp/120 volt Special Connection</td>
<td>2000</td>
</tr>
<tr>
<td>Popcorn Maker</td>
<td>2000</td>
</tr>
<tr>
<td>Projector (dependent upon size)</td>
<td>1000</td>
</tr>
<tr>
<td>Refrigerator - Small</td>
<td>400</td>
</tr>
<tr>
<td>Refrigerator - Full Size</td>
<td>750</td>
</tr>
<tr>
<td>Sewing Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Stereo (amplifier)</td>
<td>100-500</td>
</tr>
<tr>
<td>Television</td>
<td>100-500</td>
</tr>
<tr>
<td>Toaster</td>
<td>1000</td>
</tr>
<tr>
<td>Toaster Oven</td>
<td>1500</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>VCR</td>
<td>100</td>
</tr>
<tr>
<td>Water Cooler - Cold Water</td>
<td>1000</td>
</tr>
<tr>
<td>Water Cooler - Hot/Cold Water</td>
<td>2000</td>
</tr>
</tbody>
</table>
For Assistance, please call 210-227-0341 to speak with one of our experts.

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

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:**
**LATE DATE**

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**
For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**
Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**
Separate outlets should be ordered for each piece of equipment and/or each power location.

**HANGING SIGNS**
Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**CANCELLATION**
A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**
If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

**TOTAL COST**

| Outlet(s) | $________ |
| Lighting | $________ |
| Tax 8.25% | $________ |
| GRAND TOTAL | $________ |

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### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

**208 VOLT THREE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 20 Amps | 341.00 | 511.50 | $ | $
| 30 Amps | 415.00 | 622.50 | $ | $
| 60 Amps | 686.00 | 1029.00 | $ | $
| 100 Amps | 955.00 | 1650.00 | $ | $
| 200 Amps | 1400.00 | 2100.00 | $ | $
| 400 Amps | 2100.00 | 3150.00 | $ | $

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

**SPECIAL LIGHTING (Price Includes Power & Labor for Installation)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| Single Light Stand | 99.00 | 148.50 | $ | $
| Double Light Stand | 105.00 | 157.50 | $ | $
| Arm Light | 117.00 | 175.50 | $ | $

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For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**SDockets**
Separate outlets should be ordered for each piece of equipment and/or each power location.

| Outlet(s) | $________ |
| Lighting | $________ |
| Tax 8.25% | $________ |
| GRAND TOTAL | $________ |

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For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

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For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

---

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

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For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.
HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

Inline and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)

IN-LINE BOOTHs / PENINSULA

BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at www.freemanco.com to print as a basic layout.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$ 84.00</td>
<td>$ 109.20</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$ 168.00</td>
<td>$ 218.40</td>
</tr>
<tr>
<td>Condor w/crew - ST</td>
<td>$ 437.00</td>
<td>$ 568.10</td>
</tr>
<tr>
<td>Condor w/crew - OT</td>
<td>$ 475.00</td>
<td>$ 617.50</td>
</tr>
<tr>
<td>Forklift w/operator - ST</td>
<td>$ 117.00</td>
<td>$ 152.10</td>
</tr>
<tr>
<td>Forklift w/operator - OT</td>
<td>$ 157.00</td>
<td>$ 204.10</td>
</tr>
<tr>
<td>Man Cage</td>
<td>$ 46.00</td>
<td>$ 46.00</td>
</tr>
</tbody>
</table>

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

* Show site price applies to all labor orders placed at show site.
* Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.
ELECTRICAL INSTRUCTIONS

1. 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.

2. 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.

3. 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.

4. Labor charges will include the time for electricians 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.

5. Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

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.
In-bound Shipping Instructions

Utilize the correct addressing option from the methods listed below to eliminate any package routing delays. All packages received by FedEx Office require a release signature before being released from the custody of FedEx Office. Release signatures are captured at the time of package pickup from the FedEx Office Business Center or during delivery of package(s) to the recipient. In-bound receiving and applicable delivery fees will be applied to all packages. Fees applied are in addition to standard shipping rates.

For the guest name field below, only use the individual who will be onsite to sign for the package(s). Please do not address your packages to a hotel employee or Show Manager as this could cause the package to be delayed. Packages are available for pick-up at the FedEx Office Business Center. Delivery of packages can be scheduled after arriving at the hotel by calling 210.212.8460 or ext. 6181 from a house phone.

To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event.

<table>
<thead>
<tr>
<th>Shipments for meetings:</th>
<th>Shipments for individual guests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Hyatt San Antonio</td>
<td>Grand Hyatt San Antonio</td>
</tr>
<tr>
<td>(Event Name) (Arrival Date)</td>
<td>Hold for Guest (Guest Name) (Guest Cell Number)</td>
</tr>
<tr>
<td>Hold for Guest (Guest Name) (Guest Cell Number)</td>
<td>(Guest Company Name) (Booth Number)</td>
</tr>
<tr>
<td>(Guest Company Name) (Booth Number)</td>
<td>600 East Market Street</td>
</tr>
<tr>
<td>(Meeting Room)</td>
<td>(Guest Cell Number)</td>
</tr>
<tr>
<td>San Antonio, TX 78205</td>
<td>San Antonio, TX 78205</td>
</tr>
</tbody>
</table>

Out-bound Shipping Instructions

To expedite the process for out-bound shipments, please affix a completed carrier airbill to each package. Boxes and FedEx shipping supplies are available through the onsite FedEx Office Business Center. Outbound Handling Fees will be applied to each package. Fees applied are in addition to standard shipping rates.

Handling Fees

Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card.

<table>
<thead>
<tr>
<th>Weight</th>
<th>In-bound Receiving Fee*</th>
<th>In-bound Receiving with Delivery Fee**</th>
<th>Out-bound Handling Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 - 1.0 lbs</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1.1 - 10.0 lbs</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>10.1 - 20.0 lbs</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>20.1 - 30.0 lbs</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>30.1 - 40.0 lbs</td>
<td>$25.00</td>
<td>$40.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>40.1 - 50.0 lbs</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>50.1 - 60.0 lbs</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>60.1 + lbs</td>
<td>$25.00</td>
<td>$70.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Crate / Pallet</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Storage Fees

Fees apply to each package received more than 5 calendar days before delivery to Recipient.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>$ / Day per Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 7 Days</td>
<td>$25.00</td>
</tr>
<tr>
<td>7+ Days</td>
<td>$50.00</td>
</tr>
<tr>
<td>Oversized**</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

* These fees apply per package or per pallet/crate
** Delivery fees are applied when packages are delivered beyond the FedEx Office location
*** For inbound pallets or crates, receiving and delivery charges are consolidated into a single $150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single $150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.
## Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional $25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Hyatt nor FedEx Office provide such insurance. Neither Hyatt, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of $100 or the liability of the carrier indicated above. By sending your packages to the Hotel, you agree to be bound by any additional terms and conditions that Hyatt or FedEx Office may establish from time to time for receiving and delivering your packages.

Revised 042911