SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10'X10' booth will be set with 8' high brown and flax (Light Tan) back drape, 3' high brown side dividers and a 7"X44" one-line identification sign. The booth package will consist of one 6' or 4' flax draped table, two Black Diamond arm chairs and a wastebasket. Nightly cleaning, electrical and internet service will also be provided. Please refer to the table size selection form to indicate your table size preference. A 6' table will be provided if the form is not submitted.

EXHIBIT HALL CARPET
The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by February 26, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ
Saturday March 19, 2016 3:00 PM - 5:00 PM
Sunday March 20, 2016 8:00 AM - 2:00 PM

EXHIBITOR HOURS - PRELIMINARY
Sunday March 20, 2016 5:30 PM - 8:00 PM
Monday March 21, 2016 10:00 AM - 4:00 PM
Tuesday March 22, 2016 10:00 AM - 5:30 PM
Wednesday March 23, 2016 10:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ
Wednesday March 23, 2016 4:01 PM - 8:00 PM
We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, March 23, 2016 at 8:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, March 23, 2016 at 6:00 PM.

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

FREEMAN
4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +(512) 982-4187 Outside the US or +(817) 607-5183
International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 26, 2016. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
SAGEEP 2016
C/O FREEMAN
4493 FLORENCE ST
DENVER, CO 80238

Freeman will accept crated, boxed or skidded materials beginning Friday, February 19, 2016, at the above address. Material arriving after March 14, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:
Exhibiting Company Name / Booth # __________
SAGEEP 2016
C/O FREEMAN
DENVER MARRIOTT CITY CENTER
1701 CALIFORNIA ST
DENVER, CO 80202-3402

Freeman will receive shipments at the exhibit facility beginning Saturday, March 19, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.
LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (303) 320-5100.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (303) 320-5100 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by February 26, 2016.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman's Exhibitor Services department at (303) 320-5100 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.
SAGEEP – Denver 2016
Booth Package

Booth Package Includes:

1 – Flax (Light Tan) Draped Table (Please indicate table size)
2 – Black Diamond Arm Chairs
1 – Wastebasket
Nightly Cleaning

Table size choice: (Choose one)
4’ __________ or 6’ __________

If a table selection is not submitted, a 6’ table will be supplied!

Company Name: _______________________________
Contact:  ______________________________________
Phone #:  ______________________________________
Booth #:  ______________________________________
Email:  ________________________________________

Please return form to:
Micki Allen
Marac Enterprises
mickiallen@marac.com
Phone: 905.474.9118
Fax: 905.474.1968
Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

• Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
• Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
• Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
• Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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

COMPANY NAME: 

BOOTH #: 

ADDRESS: 

BOOTH SIZE: 

CITY/STATE/ZIP: 

PHONE: 

EXT.: 

FAX #: 

SIGNATURE: 

PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

Check if you are a new Freeman customer

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to: Freeman

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

Please reference (420607) 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.: 

EXP. DATE: 

CARDHOLDER NAME (PRINT): 

SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

ENTER TOTALS HERE

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<th>FURNISHINGS &amp; ACCESSORIES</th>
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<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store. We do not accept credit card information via email.

• 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/?420607

07/15 (420607)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR SIGNATURE: DATE:

EXHIBITOR NAME: (PLEASE PRINT)

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

FOR ACCURACY PURPOSES, COPIES OF ALL INVOICES WILL BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS
- MASTERCARD
- VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (420607)
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional fees. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is cancelled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs.

PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

Freeman REV 11.14
2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, commodities that aredeadline. freighted to Freeman by Exhibitor must be submitted to Freeman immediately at the show site and in any case not later than 8. Exhibitor must be rejected. In no event shall Freeman be liable for any suit or action brought against Freeman more than one (1) year after the date of shipment. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. Freeman ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels; and with or without labels. Freeman’s records and accounting procedures will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARE LEFT UNATTENDED IN EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to remain unpaid or unsatisfied.

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

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

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

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC shall be given to Exhibitor at the last address shown on Freeman’s records or to any other address as Freeman shall determine in its discretion. Freeman shall have a lien on Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC shall be given to Exhibitor at the last address shown on Freeman’s records or to any other address as Freeman shall determine in its discretion. Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC shall be given to Exhibitor at the last address shown on Freeman’s records or to any other address as Freeman shall determine in its discretion.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE AGREED TO RELEASE AND WAIVE ANY CLAIM AGAINST FREEMAN AND EVERY EMPLOYEE, OFFICER, DIRECTOR, AGENT, REPRESENTATIVE, ASSOCIATE COMPANY AND RELATED PARTIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
Double the convenience... zero surprises.

Package includes:
- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:
- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.
There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

Don’t forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.

Call our transportation experts at 800-995-3579. For fast, easy ordering, go to www.freemanco.com.
F R E E M A N
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International


TIPS FOR EASY ORDERING
**For fast, easy ordering, go to www.freemanco.com/store**

**EXHIBIT TRANSPORTATION**

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

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

<table>
<thead>
<tr>
<th>ITEMS TO BE SHIPPED</th>
<th>EST. WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color)</td>
<td></td>
</tr>
<tr>
<td>Other (</td>
<td></td>
</tr>
</tbody>
</table>

Total

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

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

**OUTBOUND SHIPPING**

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

Ship to address:

Number of Labels: ______________

**SHIPPING INFORMATION**

**NEXT DAY AIR**

- Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

**FAX THIS COMPLETED FORM VIA:**

e-mail: exhibit.transportation@freemanco.com

Fax: (469) 621-5810

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

SHOW # (420607)
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 set up.

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 four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constrained space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and / or unskidded machinery without proper lifting points.
  - Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- 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.
- 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. Your freight will still be received after the deadline date, but additional charges will be incurred.
- 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 on Freeman’s carrier choice or delivered back to the warehouse at the 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

CONTACT NAME
COMPANY NAME
E-MAIL ADDRESS

For Assistance, please call 303-320-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

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

UNCRATED:

CARPET AND/OR PAD ONLY: Shipment of loose carpet and/or padding only require additional labor and equipment to unload. Included in this category are: pick-up, passenger van, taxi and limousine.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

OVERTIME: (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>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$81.25</td>
<td>162.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$105.75</td>
<td>211.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$122.00</td>
<td>244.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$74.75</td>
<td>149.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$97.25</td>
<td>194.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$112.25</td>
<td>224.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$112.25</td>
<td>224.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Cart Service - Intended for &quot;privately owned vehicles&quot;*</td>
<td>$140.25</td>
<td></td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after Deadline</td>
<td>$20.50</td>
<td>41.00</td>
</tr>
<tr>
<td>Show Site Shipment after Deadline</td>
<td>$18.75</td>
<td>37.50</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$18.75</td>
<td>37.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$24.50</td>
<td>49.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$28.25</td>
<td>56.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$28.25</td>
<td>56.50</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.

* "Privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td></td>
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</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surcharge: 7.65% Tax

Total: N/A
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, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store
TO: ____________________________  EXHIBITOR NAME

C/O: FREEMAN

4493 FLORENCE ST

DENVER, CO 80238

WAREHOUSE

EVENT: SAGEEP 2016

BOOTH NO: ________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
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.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
<th>FREEMAN EXHIBIT TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day: Delivery next business day</td>
<td>☐</td>
</tr>
<tr>
<td>2 Day: Delivery by 5:00 P.M. second business day</td>
<td>☐</td>
</tr>
<tr>
<td>Expedited</td>
<td>☐</td>
</tr>
<tr>
<td>Deferred: Delivery within 3-4 business days</td>
<td>☐</td>
</tr>
<tr>
<td>Standard Ground</td>
<td>☐</td>
</tr>
<tr>
<td>Specialized: Pad wrapped, uncrated, or truckload</td>
<td>☐</td>
</tr>
<tr>
<td>OTHER COMMON CARRIER:</td>
<td>☐</td>
</tr>
<tr>
<td>OTHER VAN LINE</td>
<td>☐</td>
</tr>
<tr>
<td>OTHER AIR FREIGHT</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Next Day</td>
<td>☐ 2nd Day</td>
</tr>
</tbody>
</table>

CARRIER PHONE #: ____________

DESired NUMBER OF LABELS: ____________

For Assistance, please call (303) 320-5100 to speak with one of our experts.
This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will deteriorate caused by inherent vice, defects in the merchandise or transit times in excess of bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in might use for its property. Freeman shall not be responsible for damage to loose or uncrated 4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, marking, and identification. The packaging and crates shall be of a design and size that does not unreasonably increase the work or burden of handling or movement. Shipper's property shall not be lost, damaged or destroyed while in Freeman's possession, and shall be restored to its original condition, or in kind, at shipper's expense. Freeman's responsibility under the Contract is limited to basic care and reasonable dispatch. While in transit, Freeman will make every effort to prevent loss or damage to the goods, but it will not be responsible for any special care requested by the shipper. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will have no responsibility for any damage that may have occurred during transportation. If the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will discharge its responsibility. If the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will discharge its responsibility. If the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will discharge its responsibility. If the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will discharge its responsibility. If the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will discharge its responsibility. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of damage, Freeman will have no responsibility for any damage that may have occurred during transportation.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom Shipper is transporting, and includes their respective employees, officers, directors, agents, assignees, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman, or any agent of any type for the Shipper for transportation by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL AGREEMENT BETWEEN THE PARTIES: In exchange for Shipper’s payments and permitting the Agent of either is not regularly located, Freeman’s liability for the shipment shall terminate after or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or any other party claiming an interest in the shipment must notify Freeman that the property is being transported, and includes their respective employees, officers, directors, agents, assignees, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman, or any agent of any type for the Shipper for transportation by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods are to be delivered.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Wheel Shipping shall perform the ordinary services of loading, unloading, and proof of ownership.

4. PACKAGING AND CRATING: Property must be well packaged for safe and secure handling, transportation, and storage. Property must be properly marked and labeled in accordance with the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packaged to withstand spoilage for 72 hours from time of pickup. All shipments shall be labeled with the local language and the destination language. If a label is not in English or the local language, the label shall bear a statement in English notifying the consignee of the need to consult the accompanying invoice or packing list. Freeman reserves the right to refuse any shipment for which a label has not been provided.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee or Freeman, Freeman’s liability shall not exceed the value of the property and all matters related to payment for the shipment.

6. LIMITS ON SHIPPER’S RECOVERABLE DAMAGES: Freeman’s LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO DAMAGES ARISE FROM OR RELATED TO MISDELIVERY, COMPLETE OR INCOMPLETE NADUDE DELIVERY OF A SHIPMENT, OR PARTIAL DELIVERY OF A SHIPMENT, SHALL BE LIMITED TO THE HIGHER OF $100.00 (USD) PER SHIPMENT OR $0.50 PER POUND ($1.00 USD PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION TO THE CONTRARY IN WRITING. FREEMAN SHALL NEVER BE LIABLE OR RESPONSIBLE FOR DAMAGES IDENTIFIED BY THE TERMS (BY WAY OF EXAMPLE AND NOT LIMITATION) OF (a) ANY DEFECTS OR DAMAGE CAUSED BY THE SHIPPER’S NEGLIGENCE, WILLFUL MISCONDUCT, OR DELIBERATE ACT; SHIPPER’S VIOLATION OF FEDERAL, STATE, COUNTY OR LOCAL ORDINANCES; SHIPPER’S VIOLATION OF SHIPMENT AND/OR SECURITY REQUIREMENTS; OR SHIPPER’S VIOLATION OF ANY OTHER RULES OR REGULATIONS APPLICABLE TO THE SHIPMENT. FREEMAN SHALL NEVER BE LIABLE OR RESPONSIBLE FOR DAMAGES IDENTIFIED BY THE TERMS (BY WAY OF EXAMPLE AND NOT LIMITATION) OF (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, OR A BINARY CAUSE OR CAUSES BEYOND THE REASONABLE CONTROL OF FREEMAN.

7. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman that the property is being transported, and includes their respective employees, officers, directors, agents, assignees, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman, or any agent of any type for the Shipper for transportation by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and the Consignee’s sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claims comply with all requirements of this section and (b) for domestic shipments, if the claim commences action within one (1) year of the date of loss or damage. If the claim is for loss or damage involving international shipments, the claimant must commence the action within two (2) years from the date of acceptance of the shipment by the shipper unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of a written claim for the action of the shipper; and the action must be commenced within thirty (30) calendar days from the date of such receipt. If the claim is for loss or damage involving international shipments, the claimant must commence the action within two years from the date of acceptance of the shipment by the shipper unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of a written claim for the action of the shipper; and the action must be commenced within thirty (30) calendar days from the date of such receipt. The claimant must present the claim to the carrier, and the carrier shall notify the shipper of the claim within thirty (30) calendar days of receipt of the claim.

8. CONSENT TO ARBITRATION: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CONTROVERSY ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE RESOLVED EXCLUSIVELY UNDER THE UNADJUSTED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE TO THE COUNTRY OF DESTINATION AS AMENDED BY PROTOCOL NO. 4 OF 1975, OR $0.75 PER POUND ($2.00 PER KILOGRAM) FOR CARRIAGE WHERE THE HAGUE CONVENTION APPLIES, SUBJECT TO THE UNADJUSTED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE TO THE COUNTRY OF DESTINATION AS AMENDED BY PROTOCOL NO. 4 OF 1975, OR $0.75 PER POUND ($2.00 PER KILOGRAM) FOR CARRIAGE WHERE THE HAGUE CONVENTION APPLIES. ARBITRATION WILL BE CONDUCTED UNDER THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. IF BINDING ARBITRATION IS UNAVAILABLE TO THE PARTIES, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples

**chair**
Black Leather
36”L 30”D 28”H – 810119
 Powered options available

**sofa**
Black Leather
87”L 30”D 28”H – 830119
 Powered options available

powered options available

heathrow

possible configurations:

![Possible configurations of Heathrow furniture](image)

**armless chair**
Black Leather
24”L 24”D 28”H – 810116

**corner chair**
Black Leather
24”L 24”D 28”H – 810117

**sofa**
Black Leather
48”L 24”D 28”H – 830116

powered options available

See pages 15 and 16 for all Powered options.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
**south beach**

**sofa**  
Platinum Suede  
69”L 29”D 33”H – 8301

**ottoman**  
Platinum Suede  
25”L 31”D 18”H – 8151

**key largo**

**loveseat**  
Black Fabric  
57”L 35”D 34”H – 830950

**sofa**  
Black Fabric  
79”L 35”D 34”H – 830951

**chair**  
Black Fabric  
35”L 35”D 34”H – 810950

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
seating

**allegro**

**chair**
Blue Fabric
36”L 34.5”D 30”H – 81019

**sofa**
Blue Fabric
73”L 34.5”D 29.5”H – 83015

**fairfax**

**chair**
White Vinyl/Brushed Metal
27”L 26”D 30”H – 810949

**sofa**
White Vinyl/Brushed Metal
62”L 26”D 30”H – 830949

**tangiers**

**chair**
Beige Fabric
34”L 37”D 36”H – 810118

**sofa**
Beige Fabric
78”L 37”D 36”H – 830118

**roma**

**chair**
White Vinyl
37”L 31”D 33”H – 81020

**sofa**
White Vinyl
78”L 31”D 33”H – 83016

See pages 15 and 16 for all Powered options.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square
Black Leather – 815123
White Leather – 815122
34”L 34”D 15”H

endless curved ottoman
White Leather – 815953
Black Leather – 815952
60.5”L 37.5”D 15”H

ottoman bench
Black Leather – 815121
White Leather – 815120
60”L 20”D 18”H

leather cube
Black Leather – 81512
White Leather – 81511
17”L 17”D 18”H

edge LED cube ottoman*
High Density Plastic
20”L 20”D 20”H – 81526

*Electrical power must be ordered separately.
ottomans

vibe cube
Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
18”L 18”D 18”H

occasional chairs

madrid chair
Black Leather/Chrome
30”L 30”D 31”H – 8102

madrid chair
White Leather/Chrome
30”L 30”D 31”H – 810816

meeting chair
White Vinyl – 810948
Espresso Bonded Leather – 810835
Taupe Microfiber – 810836
25.5”L 23.5”D 34”H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
occasional chairs

tub chair
Black Fabric
31”L 31”D 31”H – 8103

madden chair
Light Gray Vinyl
27”L 32”D 33”H – 810843

ICE side chair
Transparent
17.25”L 20”D 32”H – 810814

fusion chair (white/black)
White/Black High Density Plastic
19”L 21”D 32”H – 810838

christopher chair
White Vinyl/Chrome
17”L 19”D 35”H – 810846

rustique chair with arms
Gunmetal
20”L 18”D 31”H – 810841

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
occasional chairs

**razor armless chair**  
White High Density Plastic  
15.38”L 15.5”D 30.5”H – 810837

**new york chair**  
Onyx/Maple Wood/Chrome  
23”L 32”D 33”H – 81090

**swanson chair**  
White Vinyl  
28”L 25”D 18”H – 810875

**berlin stack chair**  
White & Red Plastic/Chrome – 810811  
White & Black Plastic/Chrome – 810810  
18”L 22”D 32”H

**wendy chair**  
Clear Acrylic  
15”L 19.7”D 35.8”H – 810847

conference chairs

**labrea chair**  
Charcoal Gray Fabric  
35”L 27”D 40”H – 810874

**altura junior executive chair**  
Black Fabric  
25”L 25”D 37”H  
Adjustable – 81073

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
conference chairs

**altura conference/guest chair**
Black Fabric/Black Steel  
25"L 20"D 34"H – 81063

**luxor executive chair**
Black Leather  
27"L 28"D 47"H  
Adjustable – 810807

**pro executive mid back chair**
White Vinyl  
24"L 22"D 40"H - 810945

**pro executive guest chair**
Black Vinyl  
24"L 22"D 36"H - 810947

**pro executive high back chair**
White Vinyl – 810844  
Black Vinyl – 810946  
25"L 24"D 48"H

---

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
bars & barstools

**martini bar**
Gray metal rounded bar with frosted glass top and chrome legs
67”L 50”D 47”H – Radius 76.5” – 8501

**possible configurations:**

![Possible configurations diagram]

**lift hydraulic barstool**
Gray Vinyl/Chrome – 810872
Red Vinyl/Chrome – 810873
Black Vinyl/Chrome – 810871
White Vinyl/Chrome – 810870
15” Round 23-33.5”H Adjustable

**apex barstool**
Black Vinyl – 33010
Blue Ultra Suede – 3309
Red Vinyl – 33042
White Vinyl – 33043
21”L 21”D 33”H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).
bars & barstools

**banana barstool**  
White Vinyl/Chrome – 810103  
Black Vinyl/Chrome – 810104  
21”L 22”D 30”H

**jetson barstool**  
Black Vinyl/Black Steel  
18”L 19”D 29”H – 810706

**zoey barstool**  
White Vinyl/Chrome – 810840  
Black Vinyl/Chrome – 810834  
15”L 17”D 31-35”H

**christopher barstool**  
White  
19”L 15”D 41”H – 810848

**ICE barstool**  
Transparent/Chrome Legs  
16.75”L 16”D 37.75”H – 810815

**shark swivel barstool**  
White Plastic/Chrome  
22”L 19”D 34-44”H  
Adjustable – 810202

**rustique barstool**  
Gunmetal  
13”L 13”D 30”H – 810839

**gin barstool**  
Maple Wood/Chrome  
16”L 16”D 29”H – 810505

**oslo barstool**  
Blue Plastic/Chrome – 810200  
White Plastic/Chrome – 810201  
17”L 20”D 30”H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).
Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

**occasional end & cocktail tables**

### inspiration

**end table**  
Tempered Glass/Painted Steel  
24”L 28”D 22”H – 82023

**table**  
Tempered Glass/Painted Steel  
42”L 28”D 18”H – 82022

### geo

**end table**  
Glass/Black Steel – 82025  
Glass/Chrome – 82035  
26”L 26”D 20”H

**table**  
Glass/Black Steel – 82024  
Glass/Chrome – 82034  
50”L 22”D 16”H

### silverado

**end table**  
Tempered Glass/Painted Steel  
24” Round 22”H – 82015

**table**  
Tempered Glass/Painted Steel  
36” Round 17”H – 82014

### sydney

**end table**  
Black Laminate/Brushed Steel – 82054  
White Laminate/Brushed Steel – 82055  
27”L 23”D 22”H

**table**  
Black Laminate/Brushed Steel – 82052  
White Laminate/Brushed Steel – 82053  
48”L 26”D 18”H

Powered options available

See pages 15 and 16 for all Powered options.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
### occasional end & cocktail tables

| **oliver** |  
| --- | --- |  
| **end table** |  
| Walnut Finish |  
| 22” Round 22”H – 82088 |  
| **table** |  
| Walnut Finish |  
| 47”L 27”D 19”H – 82087 |  

| **regis** |  
| --- | --- |  
| **end table** |  
| Brushed Metal |  
| 16”L 15.5”D 16.5”H – 82075 |  
| **bench/table** |  
| Brushed Metal |  
| 47”L 15.5”D 16”H – 82074 |  

| **geo square-round table** |  
| --- | --- |  
| Glass/Black Steel – 82043 |  
| Glass/Chrome – 82044 |  
| 42”L 42”D 29”H |  

| **candy table** |  
| --- | --- |  
| White Plastic/Black Laminated Top |  
| 18”L 18”D 18”H – 82056 |  

| **aura round table** |  
| --- | --- |  
| White Metal |  
| 15” Round 22”H – 820844 |  

| **edge LED cube table** |  
| --- | --- |  
| White Plastic/Clear Acrylic Top |  
| 20”L 20”D 20”H – 82057 |  

*Electrical power must be ordered separately.*
**conference tables**

**nova white oval table**  
White Laminate/Chrome  
71"L 35.5"D 29"H – 82060

**geo conference table**  
Glass/Black Steel – 82041  
Glass/Chrome – 82051  
60"L 36"D 29"H

**manhattan table**  
Glass/Black Steel  
42" Round 29"H – 82033

**communal table**  
(maple with grommets)  
Laminate/Metal  
72"L 26"D 30"H – 82058  
72"L 26"D 42"H – 82059

**communal table**  
(maple)  
Laminate/Metal  
72"L 26"D 30"H – 82067  
72"L 26"D 42"H – 82068

**communal table**  
(white)  
Laminate/Metal  
72"L 26"D 30"H – 82063  
72"L 26"D 42"H – 82066

**8’ rectangular conference table**  
Granite  
96"L 46"D 29"H – 820115

**6’ oval conference table**  
Graphite Nebula  
72"L 42"D 29"H – 820203

**42” round white conference table**  
White Laminate  
42” Round – 820708

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
office

**madison desk**
Gray Acajou
30”L 60”D 29”H – 84075

**madison bookcase**
Gray Acajou
12”L 36”D 72”H – 84078

**madison credenza**
Gray Acajou
20”L 60”D 29”H – 84077

computer desk / table

**work desk**
White Laminate
48”L 24”D 30”H – 820706

**merlin table**
Gray Laminate
46”L 29”D 30”H – 820707
powered seating

**naples chair, powered***
*Black Vinyl*
36”L 30”D 28”H – 810120

**naples loveseat, powered***
*Black Vinyl*
62”L 30”D 28”H – 830122

**naples sofa, powered***
*Black Vinyl*
87”L 30”D 28”H – 830121

**roma chair, powered***
*White Vinyl*
37”L 31”D 33”H – 81021

**roma sofa, powered***
*White Vinyl*
78”L 31”D 33”H – 83017

*Electrical power must be ordered separately.

All powered options will have an adapter included with rental. Additional adapters can be ordered separately.
powered tables

**G30 cocktail table, powered***
*White Top*
72"L 26"D 18"H – 82070

**G30 café table, powered***
*White Top*
72"L 26"D 30"H – 82071

**G30 bar table, powered***
*White Top*
72"L 26"D 42"H – 82072

**tech desk with 3 drawer file cabinet, powered***
*Black Metal - 84083*
*Desk Only - 84084*
60"L 30"D 30"H

**sydney cocktail table, powered***
*Black Laminate/Brushed Steel – 82076*
*White Laminate/Brushed Steel – 82073*
48"L 26"D 18"H

powered product pedestals

**powered locking pedestal, 36”**
*Black – 85060*
*White – 85061*
24”L 24”D 36”H

**powered locking pedestal, 42”**
*Black – 85062*
*White – 85063*
24”L 24”D 42”H

Adapters

**4-way charging adapter***
*Black – 850800*
*White – 850801*
36”L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

*Electrical power must be ordered separately.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
**storage**

3 drawer file cabinet on castors
16"L 20"D 28"H – 84080

locking door pedestal
Black Laminate
24"L 24"D 42"H – 85078
\*Powered options available

**product display**

etagere
Black – 850604
Pewter – 850605
30"L 16"D 70"H

**refrigerator**

refrigerator*
White
14.0 cubic feet
20"L 30"D 65"H – 8503001

**lighting**

mason table lamp*
White/Brushed Silver
16" Round 26"H – 850707

mason floor lamp*
White/Brushed Silver
18" Round 55"H – 850708

*Electrical power must be ordered separately.

\*See pages 15 and 16 for all Powered options.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75”x 9.375” but not larger than 8.5”x 12.5”, including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

**tablet stand accessories**

**brochure holder***
*Black – 850711
8.625”L 1.1”D 11.325”H

**wireless printer holder***
*Black – 850712
3.3”L 1.9”D 5.28”H

**charging shelf***
*Black – 850713
14.85”L 7.17”D 1”H

*To be ordered with the tablet stand.

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

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When it comes to basic seating needs, look no further than Freeman. Our well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

**black diamond stool**
22"W 18"D 46"H – N71088

**black diamond side chair**
21"W 23"D 32"H – N71089

**black diamond armchair**
20"W 21"D 33"H – N71090

**diva series**
Natural blonde wood and matte chrome finish highlight this sleek Italian design.

**diva counter stool**
17"W 16"D 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

**diva chair**
18"W 16"D 31"H – N71091
A natural complement to modern exhibit designs.

**gray gaslift stool**
24"W 20"D 46"H
With Arms – N71048
No Arms – N71047

**gray gaslift chair**
26"W 20"D 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.
limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

pedestal tables
A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series
Black-Top Mini 18" Round 18"H N72066
Black-Top Café 24" Round 30"H N72069
Black-Top Bistro 24" Round 42"H N72070
Black-Top Café 36" Round 30"H N72067
Black-Top Bistro 36" Round 42"H N72068

chelsea series
Butcher Block-Top Café 30" Round 30"H N72063
36" Round 30"H N72064
Butcher Block-Top Bistro 30" Round 42"H N720163
36" Round 42"H N720164
black end table
17"W 17"L 18"H – C115104

black cocktail table
36"W 20"L 15"H – C115103

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That’s why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

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Table-top risers are also available in a variety of sizes. See order form for details.
display cylinders
Black

low
30''W 15''H – N75020

medium
18''W 20''H – N75021

high
24''W 36''H – N75022

orion computer kiosk
Black
28''L 28''D 40.5''H – N75079
Pedestal for computer demo with keyboard tray and interior storage.
(Computer not included.)

display cubes
Black

12'' small
12''W 12''L 42''H – N75030

18'' medium
18''W 18''L 36''H – N75031

24'' large
24''W 24''L 42''H – N75032

display counter
Black
24''W 48''L 42''H – N72056

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That’s why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

a. chrome stanchion with 8' retractable belt
42"H – C220121

b. chrome sign holder
Holds 22"x 28" sign – C220118

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.
accessories

file cabinet with lock
Standard Size

two-drawer
15"W 29"D 28"H – N74082

four-drawer
15"W 29"D 50"H – N74081

floor-standing bulletin board
48"W 96"L 78"H – C10201484

table lamp*
Black
25"H – N75052

small refrigerator*
19"W 19"D 34"H – N75057

wastebasket
Wastebasket color may vary.
C220107

corrugated wastebasket
C220106

*Note: Electrical power must be ordered separately.
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</tr>
</tbody>
</table>
## FURNISHINGS

### DISPLAY FURNITURE (continued)

#### Draped Tables - Tables are 24" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C130330</td>
<td>Draped Table 3'L x 30'H</td>
<td>102.40</td>
<td>112.65</td>
<td>143.35</td>
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<tr>
<td></td>
<td>C130430</td>
<td>Draped Table 4'L x 30'H</td>
<td>117.15</td>
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<tr>
<td></td>
<td>C130630</td>
<td>Draped Table 6'L x 30'H</td>
<td>140.35</td>
<td>154.40</td>
<td>196.50</td>
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<tr>
<td></td>
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<td>Draped Table 8'L x 30'H</td>
<td>154.45</td>
<td>169.90</td>
<td>216.25</td>
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<tr>
<td></td>
<td>C1240463</td>
<td>4th Side Drape 6'L x 30'H</td>
<td>41.90</td>
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<tr>
<td></td>
<td>C1240483</td>
<td>4th Side Drape 8'L x 30'H</td>
<td>41.90</td>
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<td></td>
<td>C130342</td>
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<td>142.40</td>
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<tr>
<td></td>
<td>C130442</td>
<td>Draped Counter 4'L x 42'H</td>
<td>158.35</td>
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<td>221.70</td>
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<tr>
<td></td>
<td>C130642</td>
<td>Draped Counter 6'L x 42'H</td>
<td>190.25</td>
<td>209.30</td>
<td>266.35</td>
<td></td>
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<tr>
<td></td>
<td>C130842</td>
<td>Draped Counter 8'L x 42'H</td>
<td>223.25</td>
<td>245.60</td>
<td>312.55</td>
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</tr>
<tr>
<td></td>
<td>C1240464</td>
<td>4th Side Drape 6'L x 42'H</td>
<td>48.50</td>
<td>53.35</td>
<td>67.90</td>
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</tr>
<tr>
<td></td>
<td>C1240484</td>
<td>4th Side Drape 8'L x 42'H</td>
<td>48.50</td>
<td>53.35</td>
<td>67.90</td>
<td></td>
</tr>
</tbody>
</table>

#### Undraped Tables - Tables are 24" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C131330</td>
<td>Undraped Table 3'L x 30'H</td>
<td>41.90</td>
<td>46.10</td>
<td>58.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131430</td>
<td>Undraped Table 4'L x 30'H</td>
<td>54.80</td>
<td>60.30</td>
<td>76.70</td>
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<tr>
<td></td>
<td>C131630</td>
<td>Undraped Table 6'L x 30'H</td>
<td>62.35</td>
<td>68.60</td>
<td>87.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131830</td>
<td>Undraped Table 8'L x 30'H</td>
<td>71.70</td>
<td>78.85</td>
<td>100.40</td>
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<tr>
<td></td>
<td>C131342</td>
<td>Undraped Counter 3'L x 42&quot;H</td>
<td>71.70</td>
<td>78.85</td>
<td>100.40</td>
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<tr>
<td></td>
<td>C131442</td>
<td>Undraped Counter 4'L x 42&quot;H</td>
<td>78.65</td>
<td>86.50</td>
<td>110.10</td>
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<tr>
<td></td>
<td>C131642</td>
<td>Undraped Counter 6'L x 42&quot;H</td>
<td>87.60</td>
<td>96.35</td>
<td>122.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C131842</td>
<td>Undraped Counter 8'L x 42&quot;H</td>
<td>97.55</td>
<td>107.30</td>
<td>136.55</td>
<td></td>
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</table>

#### Table Top Risers - Risers are 8" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C150401</td>
<td>Black 4'L x 7'H</td>
<td>29.25</td>
<td>32.20</td>
<td>40.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150410</td>
<td>White 4'L x 7'H</td>
<td>29.25</td>
<td>32.20</td>
<td>40.95</td>
<td></td>
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<tr>
<td></td>
<td>C150601</td>
<td>Black 6'L x 7'H</td>
<td>34.25</td>
<td>37.70</td>
<td>47.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150610</td>
<td>White 6'L x 7'H</td>
<td>34.25</td>
<td>37.70</td>
<td>47.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150810</td>
<td>Black 8'L x 7'H</td>
<td>39.50</td>
<td>43.45</td>
<td>55.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C150811</td>
<td>White 8'L x 7'H</td>
<td>39.50</td>
<td>43.45</td>
<td>55.30</td>
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</table>

### DISPLAY FURNITURE (continued)

#### Table Top Risers - Risers are 8" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>C1504200</td>
<td>Black 4'L x 14&quot;H</td>
<td>44.75</td>
<td>49.25</td>
<td>62.65</td>
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<tr>
<td></td>
<td>C1504201</td>
<td>White 4'L x 14&quot;H</td>
<td>44.75</td>
<td>49.25</td>
<td>62.65</td>
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<tr>
<td></td>
<td>C1506200</td>
<td>Black 6'L x 14&quot;H</td>
<td>54.75</td>
<td>60.25</td>
<td>76.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1506201</td>
<td>White 6'L x 14&quot;H</td>
<td>54.75</td>
<td>60.25</td>
<td>76.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1508200</td>
<td>Black 8'L x 14&quot;H</td>
<td>64.75</td>
<td>71.25</td>
<td>90.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1508201</td>
<td>White 8'L x 14&quot;H</td>
<td>64.75</td>
<td>71.25</td>
<td>90.65</td>
<td></td>
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</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C220112</td>
<td>Chrome Stand with belt</td>
<td>99.45</td>
<td>109.40</td>
<td>139.25</td>
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<tr>
<td></td>
<td>C220118</td>
<td>Chrome Sign Holder</td>
<td>88.50</td>
<td>97.35</td>
<td>123.90</td>
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<tr>
<td></td>
<td>N750135</td>
<td>Round Literature Rack</td>
<td>222.50</td>
<td>244.75</td>
<td>311.50</td>
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<tr>
<td></td>
<td>N750136</td>
<td>Flat Literature Rack</td>
<td>197.85</td>
<td>217.65</td>
<td>277.00</td>
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<tr>
<td></td>
<td>C220109</td>
<td>Chrome Coat Rack</td>
<td>59.05</td>
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<td>82.65</td>
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<tr>
<td></td>
<td>C220134</td>
<td>Chrome Easel</td>
<td>56.00</td>
<td>61.60</td>
<td>78.40</td>
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<tr>
<td></td>
<td>C220110</td>
<td>Chrome Bag Rack</td>
<td>74.10</td>
<td>81.50</td>
<td>103.75</td>
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<tr>
<td></td>
<td>10201484</td>
<td>Bulletin Board</td>
<td>158.95</td>
<td>174.85</td>
<td>222.55</td>
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</tbody>
</table>

### Special Drapes

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>19.60</td>
<td>21.55</td>
<td>27.45</td>
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<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>23.15</td>
<td>25.45</td>
<td>32.40</td>
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</table>

### TOTAL COST

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total: 7.65% Tax

Total Cost: 

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.
RENTAL exhibits

Package 1

Package 1 upgraded with graphics and cabinet

Package 2

Package 2 upgraded with graphics and cabinet

Package 3

Package 3 upgraded with graphics and cabinet
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10’ unit), power (500 watts) for lights ONLY and labor to hang arm lights.

**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.
Upgrade options available. Sample upgrades shown below.

Upgraded Color Options - Prestige Carpet

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz.

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

www.freemanco.com/customexhibits
### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package 1</th>
<th>10' x 10'</th>
<th>2,928.75</th>
<th>4,100.25</th>
<th>10' x 20'</th>
<th>2,629.10</th>
<th>3,680.75</th>
<th>3,298.40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 2</td>
<td>10' x 10'</td>
<td>1,821.45</td>
<td>2,550.05</td>
<td>10' x 20'</td>
<td>2,356.00</td>
<td>3,298.40</td>
<td>3,089.75</td>
</tr>
<tr>
<td>Package 3</td>
<td>10' x 10'</td>
<td>2,629.10</td>
<td>3,680.75</td>
<td>10' x 20'</td>
<td>2,356.00</td>
<td>3,298.40</td>
<td>3,089.75</td>
</tr>
<tr>
<td>Package 4</td>
<td>10' x 10'</td>
<td>2,356.00</td>
<td>3,298.40</td>
<td>10' x 20'</td>
<td>2,356.00</td>
<td>3,298.40</td>
<td>3,089.75</td>
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<tr>
<td>Package 5</td>
<td>10' x 10'</td>
<td>2,129.00</td>
<td>2,980.60</td>
<td>10' x 20'</td>
<td>2,129.00</td>
<td>2,980.60</td>
<td>2,940.70</td>
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<tr>
<td>Package 6</td>
<td>10' x 10'</td>
<td>2,266.95</td>
<td>3,089.75</td>
<td>10' x 20'</td>
<td>2,266.95</td>
<td>3,089.75</td>
<td>3,046.95</td>
</tr>
</tbody>
</table>

### CARPET

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

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

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

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

### LIGHTING

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

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

### HEADER IDENTIFICATION SIGN

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

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

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

### ENHANCE YOUR EXHIBIT

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

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

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>7.65% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLORADO LABOR CONDITIONS
CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association for Exposition Management.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:
All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:
Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

Revised 3/06
When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

**Installation and Dismantling Services Available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum $45 fee.

**If You Supervise Yourself**

*Installation* – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

*Dismantling* – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

**Questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

COMPANY NAME: ____________________________ PHONE #: ____________________________

CONTACT NAME: ____________________________ PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________ Phone Number: ____________________________

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

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></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$89.00</td>
<td>$124.75</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$133.50</td>
<td>$187.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 12:00 Midnight Saturday and Sunday</td>
<td>$178.00</td>
<td>$249.25</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax 7.65% = $__________ (N/A)
Total Dismantle = $____________

INSTALLATION LABOR

☐ Freeman Supervised Labor - Please complete the reverse side of this form.
  • Installation of your exhibit will be completed at our discretion prior to show opening.
  • The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>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>
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</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
<td>_____________</td>
<td>__________</td>
<td>__________</td>
<td>@ $</td>
<td>$</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax 7.65% = $__________ (N/A)
Total Installation = $____________

DISMANTLE LABOR

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

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>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>
<td>_____________</td>
<td>__________</td>
<td>__________</td>
<td>@ $</td>
<td>$</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax 7.65% = $__________ (N/A)
Total Dismantle = $____________

COMPANY NAME: 

BOOTH#: 

CONTACT NAME: 

PHONE#: 

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.

**FREEMAN SUPERVISED LABOR**

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse __________ Show Site __________ Date Shipped ____________

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

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

Carpet: With Exhibit __________ Rented From Freeman __________ Color __________ Size __________

Electrical Placement: Drawing Attached Drawing With Exhibit Electrical Under Carpet __________

Comments: ________________________________________________________________

Graphics: With Exhibit __________ Shipped Separately __________

Comments: ________________________________________________________________

Special Tools/Hardware Required: ____________________________________________

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: ________________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

**METHOD OF SHIPMENT**

- [ ] Freeman Exhibit Transportation:
  - [ ] Common Carrier
  - [ ] Air Freight
  - [ ] Next Day
  - [ ] 2nd Day
  - [ ] Deferred
  - [ ] Expedited

- [ ] Other (list carrier name & phone number):
  - [ ] Other Common Carrier: __________________________________________
  - [ ] Other Air Freight: __________________________________________
  - [ ] Van Line: __________________________________________

**FREIGHT CHARGES**

- [ ] Prepaid
- [ ] Collect

Bill To: ________________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

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

- [ ] Reroute via Freeman's choice
- [ ] Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
Denver Marriott City Center Hotel

Exhibitor Order Form

All exhibitor requests must be received by the hotel Event Management Department 10 days prior to arrival, and should be accompanied by check or credit card.

## Audio-Visual

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Quantity</th>
<th>Rates needed</th>
<th>Rate Per Day</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>50&quot; Plasma Monitor</td>
<td></td>
<td></td>
<td>$600.69</td>
<td></td>
</tr>
<tr>
<td>42&quot; LCD Monitor</td>
<td></td>
<td></td>
<td>$467.20</td>
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</tr>
<tr>
<td>32&quot; LCD Monitor</td>
<td></td>
<td></td>
<td>$333.71</td>
<td></td>
</tr>
</tbody>
</table>

### OTHER EQUIPMENT

All prices are inclusive of 24% service charge and 7.65% tax.

A complete list of AV items is available upon request.

## Credit Card Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Master Account #………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Credit Card # …………………………………………</td>
</tr>
<tr>
<td>Date needed</td>
<td>Exp. Date …………………………………………</td>
</tr>
<tr>
<td>Booth #</td>
<td>Signature …………………………………………</td>
</tr>
<tr>
<td>Group Contact</td>
<td>Print name …………………………………………</td>
</tr>
<tr>
<td>Address</td>
<td>E-mail …………………………………………</td>
</tr>
<tr>
<td></td>
<td>Phone Number …………………………………………</td>
</tr>
</tbody>
</table>

### SPECIAL NOTICE!

Denver code requires that no electrical equipment or apparatus can be connected unless it conforms to Denver Electrical code. Flexible cords and cables less than #14 gauge wire shall not be permitted. The use of lamp cords or similar devices are not permitted. All cords must be three wire.

RETURN FORM WITH CHECK OR CREDIT CARD TO:

Denver Marriott City Center Hotel, 1701 California Street, Denver, CO 80202

Event Manager: Michelle Louvado
E-mail: michelle.louvado@marriott.com
Fax: 303-293-3736