SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ booth will be set up with 8' high black back drape, 3' high black side dividers, (1) wastebasket, daily vacuuming, electrical and a 7” x 44” one-line identification sign.

BOOTH FURNITURE PACKAGE 1
• (1) 6’ or 4’ black draped table (Please refer to the enclosed Booth Package Form to indicate your table size preference. A 6’ table will be provided if the form is not submitted.)
• (2) black diamond arm chairs

BOOTH FURNITURE PACKAGE 2
• (1) black bistro table (42” x 36” diameter)
• (2) black diamond stools

*Please contact Micki Allen, mickiallen@marac.com, with your choice by Thursday, March 01, 2018.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by March 05, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ
Saturday March 24, 2018 3:00 PM - 5:00 PM
Sunday March 25, 2018 8:00 AM - 3:00 PM

EXHIBIT HOURS
Sunday March 25, 2018 5:30 PM - 7:30 PM
Monday March 26, 2018 10:00 AM - 5:00 PM
Tuesday March 27, 2018 10:00 AM - 4:00 PM
Wednesday March 28, 2018 10:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ
Wednesday March 28, 2018 3:01 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 28, 2018 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 28, 2018 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (615) 884-5785 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 fax (469) 621-5615
FreemanNashvilleES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by March 05, 2018. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: http://folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

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 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # _________

SAGEEP 2018
C/O FREEMAN
1701 LEBANON PIKE CIRCLE
NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Thursday, February 22, 2018, at the above address. Material arriving after March 19, 2018 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. If required, provide your carrier with this phone number: (615) 884-5785.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _________

SAGEEP 2018
C/O FREEMAN
NASHVILLE AIRPORT MARRIOTT
600 MARRIOTT DR
NASHVILLE, TN 37214

Freeman will receive shipments at the exhibit facility beginning Saturday, March 24, 2018. 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. If required, provide your carrier with this phone number: (615) 884-5785.

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.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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 Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

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 (615) 884-5785 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by March 05, 2018.

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
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman’s Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.
SAGEEP – Nashville 2018
Booth Package 1

Booth Package Includes:

1 – Black 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 by
Thursday, March 01, 2018 to:
Micki Allen
Marac Enterprises
mickiallen@marac.com
Phone:  905.474.9118
Fax:  905.474.1968
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 are smart and trendy, like a USB storage drive with your content already loaded.

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.
NAME OF SHOW:  SAGEEP 2018 / MARCH 25 - 28, 2018

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 e-mail.

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 (463672) 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  

ACCOUNT NO.:  

EXP. DATE:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

ENTER TOTALS HERE

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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.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

07/17  (463672)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

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

EXHIBITING COMPANY INFORMATION

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

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:
CONTACT NAME:
THIRD PARTY BILLING ADDRESS:
CITY/STATE/ZIP:
PHONE: EXT. FAX:
CONTACT'S E-MAIL:
E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA We do not accept credit card information via email.

ACCOUNT NO: EXP. DATE:
CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:
AUTHORIZED SIGNATURE:
CARDHOLDER BILLING ADDRESS:
CITY/STATE/ZIP:

01/17 (463672)
PAYMENT & LABOR

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; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- 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, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., 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. secure 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 charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled 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. Retail certificates are not valid unless EXHIBITOR is reselling 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 orders, there should 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. THESE 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

If FREEMAN provides electrical services, 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. Please note that electrical services are NOT automatically included in a show.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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 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.
1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

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, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. 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 crate or packaging for nonserviceable damage or for any materials 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 such labels must be removed or cancelled. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO 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. Freeman does not accept any crate or packaging for nonserviceable damage or for any materials 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 does not take the materials under the carrier under assumes 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 ARISES OUT OF IMPROPERLY LOADED OR LABELED 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 await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSSES RESULTING FROM SUCH REROUTING DESIGNATION.

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OR ANY OTHER LOSS OR DAMAGE RESULT OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER LEGAL THEORY. EXCEPT FOR DAMAGES DISCLOSED IN ADVANCE TO AND ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

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 shall not be liable for any loss or damage for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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 and from 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 costs of suit) at law or in equity, resulting from or contributed to by Exhibitor’s negligent action or omission, including but not limited to Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor’s 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 Exhibitor’s violation of the 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 of Freeman’s charges (the “Obligations”). Freeman reserves all the rights and remedies of a secured party under the Uniform Commercial Code, as amended from time to time (the “UCC”) and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by certified or registered mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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 OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSOCIATES, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Shipping Services, Inc., and its respective employees, officers, directors, agents, affiliates and agents, contractors and other entities, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes their respective employees, directors, agents, affiliates, and contractors, and companies appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Cargo” is used only where such application is appropriate.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions Contract), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations. Any terms designated in this Contract shall not be negotiable, and any additional or different terms shall be ineffective.

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. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant and/or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbances.

4. PACKAGING AND CRATES: Freeman’s property must be well packaged for safe and secure handling, and must be properly labeled to indicate that the shipment is subject to the TERMS stated herein. All packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian Customs regulations, all claims (including but not limited to, catastrophic damage, loss or damage of hazardous materials) will be limited to transportation charges as provided in the Guaranteed Service Terms.

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, Freeman’s liability shall then become that of a warehouseman.

6. LIMITATION ON SHIPPER’S RESPONSIBLE DAMAGES: Freeman’s LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE GREATER OF $0.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) FOR CARRIAGE OF CARGO TO OR FROM THE UNITED STATES, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE OF CARGO ARISING FROM OR RELATING TO GOODS OR PROPERTY IDENTIFIED BY THE TERMS (BY WAY OF EXAMPLE ONLY AND NOT IN LIMITATION OF THE BREATH OF THIS CLAUSE) SUCH AS THE FOLLOWING: CATASTROPHIC DAMAGE, LOSS OF USE DAMAGES, LOSS OF PROFITS DAMAGES, BUSINESS INTERRUPTION DAMAGES, SPECIAL DAMAGES, COLLATERAL DAMAGES, OR INDIRECT DAMAGES, DAMAGES FOR Failure OF PERFORMANCE, BREACH OF CONTRACT DAMAGES, FRAUD DAMAGES, OR ANY OTHER SORT OF LOSS OR DAMAGE TO CONTRACT. THIS LIMITATION SHALL bind the parties: (a) whenever or wherever the claimed loss or damage may occur; (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, fraud, breach of warranty, or any other legal theory or cause, and; (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Shipper acknowledges and agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

8. CLAIMS. Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five (5) business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when in damage was discovered. Receipt of the shipment by the Consignee or the Consignee’s agent without written notice on the delivery receipt and/or delivery manifest shall be deemed acknowledgment that the property is intact, and that no claims may be filed. Claims for loss or damage must be made in writing to Freeman within one hundred twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Claims for loss or damage must also be filed within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from loss or damage shall be limited to the transportation charges as provided in the Guaranteed Service Terms. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be brought against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. The claim for loss or damage arising in international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall have been commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14511, Lexington, KY 40512-4511.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING WITHOUT LIMITATION NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME, WILL BE ARBITRATED IN DALLAS, TEXAS, AND THE UNITED STATES OF AMERICA ARBITRATION WILL APPLY ANY BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY OR DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: 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 is irrevocably bound to the provisions of this Contract, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract or by an agreement with Shipper, and that Shipper has no right to cause the property to be delivered to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming or delivering the property to the addressee or to anyone else.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective empl oyees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes any person authorized to give instructions to the Con signor or Consignee. “Property” includes all goods, documents, instruments, and property received, and contracted for by the Shipper, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is directed, or to whom it is delivered after the completion of transportation. “Trailer” means a motor vehicle, and/or trailer, or any combination thereof, in which property is transported.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This Contract sets forth certain provisions that follow the effects of the terms to be paid by Shipper to Freeman for the space designated on the shipping instructions and pays the appropriate valuation charge. Even if Shipper has made a declaration of value, liability shall never exceed the declared original invoice value or the actual damages, whichever is less. Freeman will not be liable for damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper’s negligence, willful concealment, false or misleading statements or representations, and for assuming the risk of loss or damage to the property. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical deficiencies of vehicles or equipment, or from any shipper causing the shipment to be held for such a period of time as to prevent transport by any particular schedule, means, vehicle, or otherwise other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptance of packages or their packaging or procedure for Shirper that might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, palletized or shrink-wrapped materials, or materials that are not properly packed or labeled. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry freighters without environmental control or monitoring, and cannot be guaranteed to arrive in the condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered shall not be entertained.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is refused a return of property, including containers, for reasons other than the property’s liability that of a warehouser. (a) shippers hereby agree to provide notice, by telephonic or electronic or written communication as provided on the face of these shipping instructions, if so indicated, to the shipper or the party, if any, as designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempt to make contact.

(c) If Freeman does not receive instructions within 48 hours of the time of Freeman’s attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at the public auction and Freeman has the right to sell the property for a price to be determined by the costs incurred, plus freight and charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder. If the property is not sold, Shipper, to the extent permitted by law, may reclaim the property in good condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred. This provision is not to be voided or varied, except in writing, and then only by an authorized representative of Freeman.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost, stolen, damaged, delayed, or misdirected, Freeman’s maximum liability shall not exceed the amount of freight charges. Freeman’s maximum liability shall be the amount of freight charges.
With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

- **ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE**
- **ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES**
- **ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW**
- **RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION**

**questions?**

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freeman.com](http://www.freeman.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freeman.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
For fast, easy ordering, go to www.freeman.com

**TIPS FOR EASY ORDERING**

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

**SHIPPING INFORMATION**

- Items to be shipped
  - Number of Pieces
  - Est. Weight
  - Crates (wooden)
  - Cartons (cardboard)
  - Cases/Trunks (fiber) (color ___________)
  - Skids/Pallets
  - Carpet (color ___________)
  - Other (______________)
  - Total

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

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

**PICK UP INFORMATION**

- Requested Pick Up Date:
- Shipper Name:
- Shipper Address:

**DESTINATION**

- I will be shipping to the WAREHOUSE
- Freeman / Exhibiting Company Name / Booth #
- SAGEEP 2018
- C/O: Freeman
  1701 Lebanon Pike Circle
  Nashville, TN 37210
- **MUST BE DELIVERED BY MARCH 19, 2018**

- I will be shipping to SHOW SITE
- Freeman / Exhibiting Company Name / Booth #
- SAGEEP 2018
- C/O: Freeman
  Nashville Airport Marriott
  600 Marriott Dr
  Nashville, TN 37214
- **CANNOT BE DELIVERED BEFORE MARCH 24, 2018**

**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: _______________

**TYPE OF SERVICE**

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

- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

**FAX THIS COMPLETED FORM VIA:**

- E-mail: exhibit.transportation@freeman.com
- Fax: (469) 621-5810

**A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.**

**SHOW #** (463672)
WHAT ARE FREIGHT SERVICES?

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 the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- 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 the 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- 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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight 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 constricted 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.

• All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
• Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

• Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
• 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, or you may contact the Freeman Service Center at show site for your shipping documents.
• Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the 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, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES
(may not be available in all locations)

• Cranes
• Accessible storage at show site
• Exhibit transportation services (see enclosed brochure)
• Security storage at show site
• Short-term and long-term warehouse storage
• Local pick-up and delivery
• Priority empty return
MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered 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.

UNCRAVED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAREHOUSE SHIPMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$83.50</td>
<td>167.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$108.75</td>
<td>217.50</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$125.25</td>
<td>250.50</td>
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<tr>
<td><strong>SHOW SITE SHIPMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$76.50</td>
<td>153.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$99.50</td>
<td>199.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$114.75</td>
<td>229.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$114.75</td>
<td>229.50</td>
</tr>
<tr>
<td><strong>SMALL PACKAGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)
- Warehouse Shipment after Deadline: $21.00
- Show Site Shipment after Deadline: $19.25

Overtime Charge - Inbound (in addition to above rates)
- Crated or Skidded Shipment: $19.25
- Special Handling Shipment: $25.00
- Uncrated or Pad Wrapped Shipment: $28.75
- Carpet and/or Pad Only Shipment: $28.75

Overtime Charge - Outbound (in addition to above rates)
- Crated or Skidded Shipment: $19.25
- Special Handling Shipment: $25.00
- Uncrated or Pad Wrapped Shipment: $28.75
- Carpet and/or Pad Only Shipment: $28.75

<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>
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<tr>
<td>Surcharges</td>
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<td>0.00% Tax</td>
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<tr>
<td></td>
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<td></td>
<td>Total</td>
</tr>
</tbody>
</table>
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.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

**SHIPPING INFORMATION**

**METHOD OF SHIPMENT**

**Select a Carrier:**
- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

**Select a Level of Service:**
- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days
- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated, or truckload

**Select Shipment Options (if applicable)**
- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack
- [ ] Lift gate required
- [ ] Air ride required
- [ ] Residential

**Select Desired Number of Labels:**

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
RECEIVING DATE BEGINS: FEBRUARY 22, 2018
DEADLINE DATE IS: MARCH 19, 2018

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE
NASHVILLE, TN 37210

WAREHOUSE

EVENT: SAGEEP 2018

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.
Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success. Renting furnishing from Freeman minimizes your shipping footprint.

BLACK DIAMOND ARMCHAIR  
71090  
20"W 21"L 33"H

BLACK DIAMOND SIDE CHAIR  
71089  
21"W 22"L 32"H

BLACK DIAMOND STOOL  
71088  
22"W 18"L 46"H

LIMERICK® CHAIR  
BY HERMAN MILLER  
gray 210108  
18"W 17.75"L 33"H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

LIMERICK® STOOL  
BY HERMAN MILLER  
gray 210109  
18"W 17.75"L 44"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
Soho Series

BLACK-TOP CAFÉ ESSENTIALS
72069
24" Round 30"H
72067
36" Round 30"H

BLACK-TOP BISTRO ESSENTIALS
72070
24" Round 42"H
72068
36" Round 42"H

BLACK-TOP MINI ESSENTIALS
72066
18" Round 18"H

Chelsea Series

BLACK-TOP CAFÉ ESSENTIALS
72063
30" Round 30"H
72064
36" Round 30"H

BUTCHER BLOCK-TOP CAFÉ ESSENTIALS
720163
30" Round 42"H
720164
36" Round 42"H

ORION COMPUTER KIOSK ESSENTIALS
black 75079
28"L 28"D 40.5"H
Computer not included.

DISPLAY CYLINDERS ESSENTIALS
black
low 75020
30"W 15"H
medium 75021
18"W 20"H
high 75022
24"W 36"H
Available in rectangular sizes.

BRUSHED ALUMINUM EASEL ESSENTIALS
220134
26" W 62"H
when open

CORRUGATED WASTEBASKET ESSENTIALS
220106

WASTEBASKET ESSENTIALS
220107
Wastebasket color may vary.
## DRAPE OR UNDRAPED TABLES & COUNTERS

### TABLES

<table>
<thead>
<tr>
<th>24&quot;D</th>
<th>30&quot;H</th>
<th>3'</th>
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### COUNTERS

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</tr>
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### COUNTERS*

<table>
<thead>
<tr>
<th>30&quot;D</th>
<th>42&quot;H</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
<th>130342</th>
<th>130442</th>
<th>130642</th>
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<tbody>
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<td>131842</td>
<td></td>
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</tr>
</tbody>
</table>

*Table and counter widths available in select cities

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

---

### Colours

- black
- blue
- brown
- green
- flax
- gold
- gray
- plum
- red
- white

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
## CHAIRS

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

<table>
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<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>200</td>
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<td>Café Table 30&quot;W x 30&quot;H</td>
<td>183.90</td>
<td>202.30</td>
<td>257.45</td>
<td>365.80</td>
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<td>200</td>
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<td>Café Table 36&quot;W x 30&quot;H</td>
<td>183.90</td>
<td>202.30</td>
<td>257.45</td>
<td>365.80</td>
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<td>Mini Table 18&quot;W x 18&quot;H</td>
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<td>149.00</td>
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<td>203.60</td>
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**Pedestal Tables - Soho Series - Black Top**

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**Miscellaneous**

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## DRAPED TABLES & COUNTERS

**Draped Tables & Counters - Tables are 24" wide**

<table>
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<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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<tbody>
<tr>
<td>200</td>
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<td>Special Drape 3'H (per ft.)</td>
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**Undraped Tables & Counters - Tables are 24" wide**

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<th>Qty</th>
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<tbody>
<tr>
<td>200</td>
<td>125330</td>
<td>Draped Table 3'L x 30&quot;H</td>
<td>98.50</td>
<td>108.35</td>
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<tr>
<td>200</td>
<td>124630</td>
<td>Draped Table 6'L x 30&quot;H</td>
<td>134.90</td>
<td>151.15</td>
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<td>192.35</td>
</tr>
<tr>
<td>200</td>
<td>124342</td>
<td>Draped Counter 3'L x 42&quot;H</td>
<td>145.90</td>
<td>160.50</td>
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<td>124442</td>
<td>Draped Counter 4'L x 42&quot;H</td>
<td>166.60</td>
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## TAXES:

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>9.25% Tax</th>
<th>Total Cost</th>
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<tr>
<td></td>
<td></td>
<td>9.25% Tax</td>
</tr>
</tbody>
</table>

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
FREEMAN

PACKAGE 2

PACKAGE 3

PACKAGE 4
RENTAL EXHIBITS

PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGES 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGES 6 UPGRADE OPTIONS
With Graphics and Cabinet
There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

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

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Nightly Vacuuming
- Power (500 watts) for LIGHTS only
- Exhibit Installation & Dismantle
- 2-arm lights per 10’ Booth
- Exhibit Material Handling
- (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
NAME OF SHOW: SAGEEP 2018 / MARCH 25 - 28, 2018

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

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

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

### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount</td>
<td>2,885.95</td>
<td>5,658.20</td>
</tr>
<tr>
<td>Price</td>
<td>4,040.35</td>
<td>7,921.50</td>
</tr>
<tr>
<td>Standard</td>
<td>4,040.35</td>
<td>7,921.50</td>
</tr>
<tr>
<td>Discount</td>
<td>3,140.85</td>
<td>4,397.20</td>
</tr>
<tr>
<td>Price</td>
<td>4,587.30</td>
<td>6,422.20</td>
</tr>
<tr>
<td>Standard</td>
<td>4,587.30</td>
<td>6,422.20</td>
</tr>
<tr>
<td>Discount</td>
<td>2,350.45</td>
<td>3,140.85</td>
</tr>
<tr>
<td>Price</td>
<td>3,360.15</td>
<td>4,272.15</td>
</tr>
<tr>
<td>Standard</td>
<td>3,583.30</td>
<td>4,938.40</td>
</tr>
<tr>
<td>Discount</td>
<td>2,155.75</td>
<td>3,140.85</td>
</tr>
<tr>
<td>Price</td>
<td>3,199.50</td>
<td>4,272.15</td>
</tr>
<tr>
<td>Standard</td>
<td>3,412.65</td>
<td>4,814.80</td>
</tr>
<tr>
<td>Discount</td>
<td>1,808.10</td>
<td>2,350.45</td>
</tr>
<tr>
<td>Price</td>
<td>2,531.35</td>
<td>3,360.15</td>
</tr>
<tr>
<td>Standard</td>
<td>2,723.60</td>
<td>3,583.30</td>
</tr>
<tr>
<td>Discount</td>
<td>1,873.00</td>
<td>2,350.45</td>
</tr>
<tr>
<td>Price</td>
<td>2,622.20</td>
<td>3,360.15</td>
</tr>
<tr>
<td>Standard</td>
<td>2,865.75</td>
<td>3,608.35</td>
</tr>
</tbody>
</table>

### CHOOSE YOUR PANEL

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perfboard

### CARPET

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

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

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

### LIGHTING

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

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

Additional power must be ordered separately.

### HEADER IDENTIFICATION SIGN

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

- Black
- Blue
- Brown
- Burgundy
- Green
- Latte
- Medium Blue
- Plum
- Red
- Red Pepper
- Tuxedo

Indicate exactly how you want your company name to appear:

### 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

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

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>9.25 % Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ACCESSORIES FOR RENTAL UNITS

### LIGHT FIXTURES
(electrical service & labor to install lights not included)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>65.05</td>
<td>91.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>312.90</td>
<td>438.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>101.10</td>
<td>141.55</td>
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### GONDOLAS

<table>
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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1M x 4' High</td>
<td>354.70</td>
<td>496.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174542</td>
<td>Double Sided 1M x 4' High</td>
<td>470.15</td>
<td>658.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174581</td>
<td>Single Sided 1M x 8' High</td>
<td>524.25</td>
<td>733.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174582</td>
<td>Double Sided 1M x 8' High</td>
<td>691.15</td>
<td>967.60</td>
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</tr>
</tbody>
</table>

### SHELVES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17305</td>
<td>1M x ½M x 36&quot; High</td>
<td>408.75</td>
<td>572.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1M x ½M x 42&quot; High</td>
<td>408.75</td>
<td>572.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17308</td>
<td>2M x ½M x 36&quot; High</td>
<td>609.90</td>
<td>853.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2M x ½M x 42&quot; High</td>
<td>609.90</td>
<td>853.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173010</td>
<td>1M Radius x ½M x 36&quot; High</td>
<td>521.90</td>
<td>730.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173011</td>
<td>1M Radius x ½M x 42&quot; High</td>
<td>521.90</td>
<td>730.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Radius Cabinets do not have doors)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>7.80</td>
<td>10.90</td>
<td></td>
</tr>
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</table>

**CABINETS & LOCKS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17201</td>
<td>1M Straight (37&quot; x12&quot;)</td>
<td>93.90</td>
<td>131.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1M Angled (37&quot; x 12&quot;)</td>
<td>93.90</td>
<td>131.45</td>
<td></td>
</tr>
</tbody>
</table>

### LITERATURE POCKETS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>30.20</td>
<td>42.30</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL COST

\[ \text{Sub-Total} + 9.25\% \text{ Tax} = \text{Total Cost} \]

---

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

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

**EXHIBIT INSTALLATION AND DISMANTLING:**

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

**MATERIAL HANDLING:**

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

**GRATUITIES:**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

**SAFETY:**

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

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it’s shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: SAGEEP 2018 / MARCH 25 - 28, 2018

COMPANY NAME: _______________________________________________________________________________________

CONTACT NAME: ______________________________________________________ PHONE #: _________________________

E-MAIL ADDRESS: _______________________________________________________________________________________

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Site</th>
<th>Advance</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$98.00</td>
<td>$137.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$147.00</td>
<td>$206.00</td>
</tr>
<tr>
<td></td>
<td>8:00 A.M. to 5:00 P.M. Saturday and Sunday</td>
<td>$196.00</td>
<td>$274.50</td>
</tr>
</tbody>
</table>

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

**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 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>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $ __________________________
Tax 9.25% = $ __________________________
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 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>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>@ $</td>
<td>= $</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $ __________________________
Tax = $ __________________________
Total Dismantle = $ __________________________
**NAME OF SHOW:**  SAGEEP 2018 / MARCH 25 - 28, 2018  
**COMPANY NAME:**  
**CONTACT NAME:**  
**BOOTH#:**  
**PHONE#:**  

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
</table>

Total No. of:  
Crate:  
Carton:  
Fiber Cases: 

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

Carpet:  
Rented From Freeman:  
Color:  
Size:  

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

Comments:  

Graphics:  
Shipped Separately:  

Comments:  

Special Tools/Hardware Required:  

### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**  

Select a Carrier:
- [ ] Freeman Exhibit Transportation:  
  No need to schedule your outbound shipment.
  Charges will appear on your Freeman invoice.
  Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
  Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

- [ ] Other Carrier:  
  Carrier Name:  
  Carrier Phone:  

Select Level of Service:
- [ ] 1 Day: Delivery next business day  
- [ ] 2 Day: Delivery by 5:00 PM second business day  
- [ ] Deferred: Delivery within 3-5 business days  
- [ ] Standard Ground  
- [ ] Specialized: Pad wrapped, uncrated or truckload  

Freight Charges:
- [ ] Same as ship to  
- [ ] Bill To:  

Select Shipment Options (if applicable):
- [ ] Have loading dock  
- [ ] Lift gate required  
- [ ] Inside delivery  
- [ ] Air ride required  
- [ ] Pad wrap required  
- [ ] Residential  
- [ ] Do not stack  

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
- [ ] Re-route via Freeman’s choice  
- [ ] Deliver back to the warehouse at exhibitor’s expense  

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