SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high gray back drape, 3’ high gray side dividers, 1 - 6’ or 4’ gray draped table, 2 - black diamond arm chairs, 1 - wastebasket and a 7” x 44” one-line identification sign. Nightly cleaning, electrical and internet service will also be provided.

**Please refer to the table size selection form to indicate your table size preference. A 6’ table will be provided if the form is not submitted.

EXHIBIT HALL CARPET
The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates. Place your order by MARCH 02, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>March 21, 2015</td>
<td>3:00 p.m.</td>
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<td>5:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>March 22, 2015</td>
<td>8:00 a.m.</td>
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<td>2:00 p.m.</td>
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EXHIBITOR HOURS

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<tr>
<th>Day</th>
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<th>Time</th>
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<tr>
<td>Sunday</td>
<td>March 22, 2015</td>
<td>5:30 p.m.</td>
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<tr>
<td>Monday</td>
<td>March 23, 2015</td>
<td>10:00 a.m.</td>
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<tr>
<td>Tuesday</td>
<td>March 24, 2015</td>
<td>10:00 a.m.</td>
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<tr>
<td>Wednesday</td>
<td>March 25, 2015</td>
<td>10:00 a.m.</td>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

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<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>March 25, 2015</td>
<td>4:01 p.m.</td>
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</table>

DISMANTLE AND MOVE-OUT INFORMATION

• Freeman will begin returning empty containers at the close of the show.
• All exhibitor materials must be removed from the exhibit facility by Wednesday, March 25 at 8:00 p.m. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
• 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 25 at 6:00 p.m.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
3323 IH-35 North, Suite 120
San Antonio, TX 78219
Ph: (210) 554-2021 Fax: (469) 621-5611

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International
(469) 621-5810 Fax

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by MARCH 02, 2015 at 5:00 p.m.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

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

SHIPPING INFORMATION
Warehouse shipping address:
Exhibiting Company Name / Booth # ____________
SAGEEP 2015
C/O Freeman / Austin Warehousing Distribution
Raceway Crossing, Bldg 1, 16310 Bratton Lane, Ste 125
Austin, TX 78728

FREEMAN will accept crated, boxed or skidded materials beginning FEBRUARY 20, 2015 at the above address. Materials arriving after MARCH 18, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the ours of 8:00 a.m. - 3:30 p.m.

Please contact Freeman for show site shipping information.

FREEMAN will receive shipments at the exhibit facility beginning MARCH 21, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

LABOR INFORMATION
Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS.
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman San Antonio Exhibitor Services at (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by MARCH 02, 2015.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman’s Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facility for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal’s Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal’s Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:
   a. Display or storage of LPG
   b. Flammable or combustible liquids
   c. Flammable gas
   d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
   e. Welding or cutting equipment for demonstrations purposes
   f. Gas-fired appliances for demonstration purposes
   g. Salamander stoves
   h. Lit candles or lanterns for demonstration purposes
   i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
   j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.
   a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
   c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
   d. Ignition keys are to be removed and placed in a central location on site.
   e. The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.
   f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.
   g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:
   a. One 40 BC extinguisher is to be provided for every deep fat fryer.
   b. Deep fat fryers are to be thermostat controlled.
   c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
   d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
   e. Combustible materials will not be located near deep fat fryers.
   f. Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.
NAME OF SHOW: SAGEEP 2015 / MARCH 22-25, 2015

COMPANY NAME: 
BOOTH #: 

ADDRESS: 
BOOTH SIZE: 

CITY/STATE/ZIP: 

PHONE: 
EXT.: 
FAX #: 

SIGNATURE: 
PRINT NAME: 

CONTACT’S E-MAIL: 

E-MAIL FOR INVOICE: 

☐ Check if you are a new Freeman customer

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

METHOD OF PAYMENT

BY SUBMITTING THIS FORM 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 (411489) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: 

CARDHOLDER NAME (PRINT): 
SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

ENTER TOTALS HERE

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<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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MATERIAL HANDLING 
RIGGING INSTALLATION 
RIGGING DISMANTLE 
EXHIBIT TRANSPORTATION 
HANGING SIGNS 
GRAND TOTAL

☐ Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.

☐ Orders received without payment or after the discount price deadline date will be charged at the standard price.

☐ Copies of invoices may be picked up from the Service Desk prior to show closing.

☐ If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

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

http://feedback.freemanco.com/?411489

05/10 (411489)
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 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: 

EXHIBITING COMPANY ADDRESS: 

CITY/STATE/ZIP:

PHONE: 

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ I&D LABOR/SUPERVISION

☐ MATERIAL HANDLING/IN & OUT

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ BOOTH CLEANING

☐ OTHER

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: 

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO: 

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): 

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (411489)
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 FREEMAN.

DEFINITIONS
For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its 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, or representatives.

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

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR
 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. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event 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.

REV 11/13
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its officers, agents, affiliates, 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, materials that are not securely packed or labeled, or materials that are not securely packed or labeled in a container. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for errors in the above procedures; removal of containers with old empty labels, and will not be responsible for any loss sustained by Exhibitor or its representatives.

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 the actual pickup of materials from the carrier for loading onto a carrier and during such times, Exhibit 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 at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARE OUT OF PROPERLY 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 or to Freeman’s service desk. In no event shall Freeman be responsible or liable for the proper or improper use of Exhibitor’s materials. Freeman shall have no responsibility for banking, cleaning, or storage of Exhibitor’s materials. Freeman assumes no responsibility for loss, damage, or delay due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of God 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 God. 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. In no event shall Freeman assume any responsibility for error in the above procedures; removal of containers with old empty labels, and will not be responsible for any loss sustained by Exhibitor or its representatives.

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 God or 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 transport. Any alleged loss or damage not reported to Freeman within thirty (30) days after the date of loss or damage occurred shall not be refunded. Freeman reserves the right to inspect any loss or damage claim and to determine the amount of any loss or damage claim.

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 any alleged loss or damage claim. Freeman shall not be liable for actions taken in good faith, and 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 per pound per article with a maximum liability of $100.00 (USD) per article or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to computation of re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY PERSON, FIRM, CORPORATION, OR ENTITY, FOR ANY DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR 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 IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN 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/OR 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 will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Freeman’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 Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment of performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under UCC Sec. 9-502 shall be given to Exhibitor or its 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 Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE THAT ENTER AT YOUR OWN RISK. YOU HAVE AGREED TO HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ATTACHMENTS, APPURTENANCES AND RELATED PARTIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
NAME OF SHOW: SAGEEP 2015 / MARCH 22 - 25, 2015

COMPANY NAME: ____________________________  BOOTH #: ____________________________

CONTACT NAME: ____________________________  PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________

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

EXHIBIT TRANSPORTATION

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

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

INClude THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: ____________________________

SHIPPER NAME: ____________________________

SHIPPER ADDRESS: ____________________________

DESTINATION

☐ I will be shipping to the WAREHOUSE
  FREEMAN/Exhibiting Company Name- Booth #
  Hold for: SAGEEP 2015
  C/O Freeman/Austin Warehousing Distribution
  Raceway Crossing, Bldg 1, 16310 Bratton Lane, Ste 125
  Austin, TX 78728

☐ MUST BE DELIVERED BY MARCH 18, 2015

☐ I will be shipping to SHOW SITE
  FREEMAN/Exhibiting Company Name- Booth #
  SAGEEP 2015
  c/o FREEMAN
  SHERATON AUSTIN AT THE CAPITOL
  701 E. 11th St.
  Austin, TX 78701

☐ CANNOT BE DELIVERED BEFORE MARCH 21, 2015

TYPE OF SERVICE - Choose One

☐ 1 Day: Delivery next business day (before 5:00 p.m.)
☐ 2 Day: Delivery by 5:00 p.m. second business day
☐ Deferred: Delivery within 3-4 business days
☐ Declared Value ($20,000 maximum) $ __________

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 or truckload

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Weight</th>
</tr>
</thead>
</table>
| Crates (wooden)  | _______
| Cartons (cardboard) | _______
| Cases/Trunks (fiber)(color) | _______
| Skids/Pallets | _______
| Carpet (color) | _______
| Other | _______
| Total | _______

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

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

OUTBOUND SHIPPING

☐ I would like to schedule outbound Exhibit Transportation.

Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address: ____________________________

Number of Labels: __________

FAX THIS COMPLETED FORM TO: (469) 621-5810

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

SHOW # ______________________

FREEMAN exhibit transportation
In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, successors, permitted assigns, and any freight forwarder. "Shipper" is the consignor or consignee of the property, and includes their respective employees, representatives, attorneys, agents, successors, assigns, permitted assigns, and any freight forwarder. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered. Unless the context otherwise requires or indicates an intent to do so, any word, term, phrase, or expression, singular or plural, masculine or feminine, includes any other words, terms, phrases, or expressions of like or similar import.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, successors, permitted assigns, and any freight forwarder. "Shipper" is the consignor or consignee of the property, and includes their respective employees, representatives, attorneys, agents, successors, assigns, permitted assigns, and any freight forwarder. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered. Unless the context otherwise requires or indicates an intent to do so, any word, term, phrase, or expression, singular or plural, masculine or feminine, includes any other words, terms, phrases, or expressions of like or similar import.

2. THIS CONTRACT: In exchange for Shipper’s payment and Freeman’s services, the parties have agreed on the following terms and conditions of transport for the Property described above. Shipper shall be responsible to the trustee of the property for the correct representation of the property to be shipped and Visco freight charges (if applicable). Shipper agrees that the Property is not in a condition to travel without spoilage (or damage) for 72 hours in transit or storage, and that it is not otherwise adversely affected by transit or storage. Shipper agrees that the Property is not in a condition to travel without spoilage (or damage) for 72 hours in transit or storage, and that it is not otherwise adversely affected by transit or storage. Shipper agrees that the Property is not in a condition to travel without spoilage (or damage) for 72 hours in transit or storage, and that it is not otherwise adversely affected by transit or storage.

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 the performance of individuals of firms who are not under the direct control of Freeman. 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, strikes, lockouts, work stoppage, or stoppage or bankruptcy, break of plant or machinery, casualty, flood, war, act of God, effect of natural causes, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the responsibility of Freeman under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported. Any references to “Freeman,” “Shipper,” “the Company,” or their respective employees, officers, directors, agents, affiliates, and contractors appointed by the Shipper, excluding only the Shipper, shall be deemed to include any contractor, sub-contractor, or any other company, person, or entity appointed by Freeman, Shipper, or any necessary assignee of the Company, to transport the property. “Consignee” is the party to whom Shipper has designated the property to be delivered.

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 the transportation of Shipper’s property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman, including any carrier, processor, installer, handler, guarantor, broker, or warehouse, unless such carrier is a carrier or processor acting on behalf of Freeman. Freeman shall not be responsible for any non-compliance by Shipper with respect to any requirement or regulation, including without limitation, original paintings, drawings, etchings, watercolors, tapestries or sculptures or prototypes; (b) upholstered furniture, jewelry, fun, and furnished clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling. Property shipped in crates must be properly stowed and secured in accordance with the applicable packaging systems and procedures as may be published by the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without refrigeration, unless otherwise agreed between the parties. Shipper is responsible for instructing Freeman to carry the goods in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. The carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature controls of the thermostatic controls of the equipment. Freeman shall not be responsible for damage to loose or uncrated materials, warped or shrunken stock, breakage, condensation, spoilage, or lengthy delays or otherwise due to the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise than with reasonable dispatch.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman discovers upon delivery that the property is not properly stowed or that the Consignee’s request for delivery is not a proper one, Freeman shall return such property to the shipper at Shipper’s expense.

7. NO PREJUDICE. For the purpose of determining whether a claim is based on the negligence of Freeman, Freeman’s liability shall then become that of a warehouseman.

(a) Freeman shall have no duty to attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Freeman shall make no attempt to further investigate the cause of a claim and shall not have any duty to seek redress for the claimant, unless otherwise agreed by the parties.

8. INVENTORY OF CONSIGNMENT. Shipper is not FREE FROM ALL LIABILITY. 또다른 문서의 내용을 조사하고, 그에 따른 결정을 내리는데 있어 사용될 수 있는 몇 가지 고려사항을 제시합니다.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION. Shipper shall at all times comply with the instructions of Freeman. Shipper shall indemnify and hold Freeman harmless from any and all actions, claims, or damages (including attorneys” fees and investigation costs) resulting from or in connection with the operation of the Shipper’s property by Freeman, including without limitation, injuries to the health or safety of Freeman’s persons, property, or the public welfare in general. Such goods may be warehoused at owner’s risk and expense or destroyed without compensation.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of perishable goods, within nine (9) months after the expiration of the product’s shelf life) and must be accompanied by a description of the damage and proof of ownership. The owner of the goods must demonstrate the existence of a dispute between Shipper and Freeman relative to any claim or other matter shall be submitted to arbitration in accordance with the arbitration rules or procedures of the American Arbitration Association or as otherwise applicable.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained herein, the property is released from all liability for the shipment and all claims and liabilities arising from such shipment shall be barred and forever time barred. Shipper shall be solely responsible for the correctness of all information furnished to Freeman and shall indemnify and hold Freeman harmless from any and all actions, claims, or damages resulting from the same.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged or destroyed while in Freeman’s possession, FREEMAN’S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS CONTRACT. The “FAR MARKET VALUE” EQUALS THE AS IS WHERE IT IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHIP TO WHICH PRICE A BUYING WILL AND A SELLING WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM’S LENGTH SALE OR $25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS CONTRACT.
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 relading to outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

What happens to my empty containers during the show?

- Crates, cartons, skids, trunks/cases and carpets will be unloaded at the dock with no additional handling required.
- Special Handling orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

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

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

**HOW ARE FREIGHT SERVICES?**

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

**What happens to my empty containers during the show?**

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

**How do I protect my materials after they are delivered to the show or before they are picked up after the show?**

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

**How do I ship my materials after the close of the show?**

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

**Where do I get a forklift?**

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

**Do I need insurance?**

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

**Other available services (may not be available in all locations)**

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
Tips to Save on Material Handling

• Consolidate shipments - when total weight is less than 200 lbs. For Example:
  
  3 Separate Shipments
  60 lbs. charged @ 200 lbs. $187.00
  52 lbs. charged @ 200 lbs. $187.00
  65 lbs. charged @ 200 lbs. $187.00 = $561.00

  1 Consolidated Shipment
  177 lbs. @ 200 lbs. = $187.00

  Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on ‘Estimate My Material Handling Costs’. From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

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

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

**What is the difference between Crated and Uncrated Shipments?**
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: SAGEEP 2015 / MARCH 22-25, 2015
COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: 
CONTACT NAME: 
PHONE #: 
EMAIL ADDRESS: 

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: 
BILLING ADDRESS: 
CITY: 
STATE/PROVINCE: 
ZIP/POSTAL CODE: 
SHIP TO: COMPANY NAME: 
DELIVERY ADDRESS: 
CITY: 
STATE/PROVINCE: 
ZIP/POSTAL CODE: 
PHONE#: 
ATTN: 
SPECIAL INSTRUCTIONS: 

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Expedited
☐ Deferred: Delivery within 3-4 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload
☐ OTHER COMMON CARRIER 
☐ OTHER VAN LINE 
☐ OTHER AIR FREIGHT 

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: 

DESIZED NUMBER OF LABELS: 

05/10 (411489)
SAGEEP – Austin 2015
Booth Package

Booth Package Includes:

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

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

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

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

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

We have a wide selection of superior, custom furniture pieces in eye-catching shapes and styles to suit any budget and design. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you’re getting the best furniture possible to make your show experience a total success. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. With multiple warehouse locations across the country, we always make sure you get exactly what you’re looking for.

- a. **black diamond armchair**
  20”W 21”L 33”H – N71090

- b. **black diamond side chair**
  21”W 23”L 32”H – N71089

- c. **black diamond stool**
  22”W 18”L 46”H – N71088

- d. **studio cocktail table**
  36”W 20”L 15”H – C115103

- e. **studio end table**
  17”W 17”L 18”H – C115104

- f. **display cylinders***
  Black
  low
  30”W 15”H – N75020
  medium
  18”W 20”H – N75021
  high
  24”W 36”H – N75022
  *Available in rectangular sizes.

- g. **orion computer kiosk**
  28”W 28”L 40.5”H – N75079
  (Computer not included.)

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com.
h. pedestal tables
A range of table-top sizes and materials with pedestals in various heights to fit any space.

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

chelsea series
Butcher Block-Top Café 30" Round 30'H N72063
Butcher Block-Top Bistro 30" Round 42'H N720163

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

j. limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

k. draped or undraped table counters
Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

<table>
<thead>
<tr>
<th>tables (30&quot; height)</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
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<tbody>
<tr>
<td>Draped</td>
<td>C130330</td>
<td>C130430</td>
<td>C130630</td>
<td>C130830</td>
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<tr>
<td>Draped on fourth side</td>
<td>C131330</td>
<td>C131430</td>
<td>C12404630</td>
<td>C12404830</td>
</tr>
<tr>
<td>Undraped</td>
<td>C131342</td>
<td>C131442</td>
<td>C131642</td>
<td>C131842</td>
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<table>
<thead>
<tr>
<th>counters (42&quot; height)</th>
<th>30&quot;</th>
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<tbody>
<tr>
<td>Draped</td>
<td>C130342</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C130442</td>
</tr>
<tr>
<td>Undraped</td>
<td>C131342</td>
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<tr>
<td></td>
<td>N71088</td>
<td>Black Diamond Stool................</td>
<td>130.00</td>
<td>143.00</td>
<td>182.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>N71089</td>
<td>Black Diamond Side Chair..........</td>
<td>102.00</td>
<td>112.20</td>
<td>142.80</td>
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<td></td>
<td>N71090</td>
<td>Black Diamond Arm Chair...........</td>
<td>139.00</td>
<td>152.90</td>
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<td>Studio Black Cocktail Table.......</td>
<td>107.00</td>
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<td>149.80</td>
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<td>C11504</td>
<td>Studio Black End Table............</td>
<td>77.00</td>
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<td></td>
<td>N75079</td>
<td>Orion Computer Kiosk..............</td>
<td>349.00</td>
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<tr>
<td></td>
<td>C210108</td>
<td>Limerick® Chair..................</td>
<td>55.00</td>
<td>60.50</td>
<td>77.00</td>
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<tr>
<td></td>
<td>C210109</td>
<td>Limerick® Stool..................</td>
<td>100.00</td>
<td>110.00</td>
<td>140.00</td>
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### Pedestal Tables - SoHo Series

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<tr>
<td></td>
<td>N72066</td>
<td>Black-top Mini 18&quot;W x 18&quot;H......</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td></td>
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<tr>
<td></td>
<td>N72069</td>
<td>Black-top Café 24&quot;W x 30&quot;H......</td>
<td>166.00</td>
<td>182.60</td>
<td>232.40</td>
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<td></td>
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<tr>
<td></td>
<td>N72070</td>
<td>Black-top Bistro 24&quot;W x 42&quot;H....</td>
<td>168.00</td>
<td>184.80</td>
<td>235.20</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>N72067</td>
<td>Black-top Café Table 36&quot;x30&quot;...</td>
<td>170.00</td>
<td>187.00</td>
<td>238.00</td>
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<tr>
<td></td>
<td>N72068</td>
<td>Black-top Bistro Table 36&quot;x42&quot;.</td>
<td>180.00</td>
<td>198.00</td>
<td>252.00</td>
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### Pedestal Tables - Chelsea Series - Butcher Block Top

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<td>N72063</td>
<td>Café Table 30&quot;W x 30&quot;H...........</td>
<td>166.00</td>
<td>182.60</td>
<td>232.40</td>
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<td>N72064</td>
<td>Café Table 36&quot;W x 30&quot;H...........</td>
<td>166.00</td>
<td>182.60</td>
<td>232.40</td>
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<td></td>
<td>N720163</td>
<td>Bistro Table 30&quot;x42&quot;H...........</td>
<td>166.00</td>
<td>182.60</td>
<td>232.40</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>N720164</td>
<td>Bistro Table 36&quot;W x 42&quot;H........</td>
<td>166.00</td>
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<td>232.40</td>
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### Miscellaneous

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<tr>
<td></td>
<td>C220134</td>
<td>Chrome Easel.....................</td>
<td>43.00</td>
<td>47.30</td>
<td>60.20</td>
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<td>C220107</td>
<td>Wastebasket......................</td>
<td>19.00</td>
<td>20.90</td>
<td>26.60</td>
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<td>C220106</td>
<td>corrugated Wastebasket..........</td>
<td>N/A</td>
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### Special Drape

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<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)......</td>
<td>16.50</td>
<td>18.15</td>
<td>23.10</td>
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<tr>
<td></td>
<td>12106</td>
<td>Special Drape 8'H (per ft.).....</td>
<td>19.50</td>
<td>21.45</td>
<td>27.30</td>
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### TOTAL COST

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</tbody>
</table>

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.
Rent A L Exhibits

Package 1

Package 1 upgraded with graphics and cabinet

Package 2

Package 2 upgraded with graphics and cabinet

Package 3

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

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.
Upgrades available for under $500

- Slatwall & Shelves
- Black Metal
- Graphics & Custom Logo
- Cabinets & Counters
- Colored Panels

Questions?

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

To view additional custom designs

www.freemanco.com/customexhibits

*Colors available in both 28 oz. and 40 oz.*
All Exhibits Include: Installation & Dismantle of Exhibit, Material Handling of Exhibit, Classic Carpet with Nightly Vacuuming, 2 Arm Lights (per 10’ unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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>
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<td>Price</td>
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<tr>
<td>Package 1</td>
<td>$1,871.00</td>
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<tr>
<td>Package 2</td>
<td>$1,275.00</td>
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<td>Package 3</td>
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<td>Package 6</td>
<td>$1,825.00</td>
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<td>Package 3</td>
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<td>Package 4</td>
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<tr>
<td>Package 5</td>
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<tr>
<td>Package 6</td>
</tr>
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</table>

• Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
• Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice:
- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

You may 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: Electrical power and labor to install lights provided. Power consumption not to exceed 500 watts.

Additional power may be ordered using the order form in the service manual.

HEADER IDENTIFICATION SIGN

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

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

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

ENHANCE YOUR EXHIBIT

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

- Slatwall & Shelves
- Specialty Colored Metal
- Graphics & Custom Logo
- Cabinet & Counters
- Colored Panels
- Custom Design
- Cabinets & Counters
- Recyclable Graphics
- White Eco-Board

TOTAL COST

Sub-Total + Tax (8.25%) = TOTAL
**NAME OF SHOW:** SAGEEP 2015 / MARCH 22-25, 2015

**COMPANY NAME:**

**CONTACT NAME :**

**E-MAIL ADDRESS :**

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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**DIGITAL GRAPHICS**

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

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

**DIGITAL GRAPHICS**

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

**SATURDAY, MARCH 21, 2015**

**INDICATE YOUR SIGN COPY HERE:**

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

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**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
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</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot; @ 41.00 61.50 =</td>
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<tr>
<td>7&quot; x 22&quot; @ 46.00 69.00 =</td>
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<tr>
<td>7&quot; x 44&quot; @ 49.00 73.50 =</td>
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<tr>
<td>9&quot; x 44&quot; @ 63.00 94.50 =</td>
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<tr>
<td>11&quot; x 14&quot; @ 55.00 82.50 =</td>
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<tr>
<td>14&quot; x 22&quot; @ 60.00 90.00 =</td>
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<tr>
<td>14&quot; x 44&quot; @ 69.00 103.50 =</td>
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<tr>
<td>22&quot; x 28&quot; @ 102.00 153.00 =</td>
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<tr>
<td>28&quot; x 44&quot; @ 152.00 228.00 =</td>
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<tr>
<td>20&quot; x 60&quot; @ 185.00 277.50 =</td>
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</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.75% Tax = Total Cost

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For fast, easy ordering, go to www.freemanco.com/store
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
Always provide the following:
- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

01/15 (411489) 5579 FREEMAN
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
**NAME OF SHOW:** SAGEEP 2015 / MARCH 22 - 25, 2015

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call 210-554-2021 to speak with one of our experts.

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### 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:**

- **Exhibitor Supervised Labor**
  - Supervisor will be:
  - Phone Number:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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  - Freeman Supervision (30%/45.00) = $
  - Tax = $ (N/A)
  - Total Installation = $

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### 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:**

- **Exhibitor Supervised Labor**
  - Supervisor will be:
  - Phone Number:

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  - Freeman Supervision (30%/45.00) = $
  - Tax = $ (N/A)
  - Total Dismantle = $

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**DESCRIPTION**

- **Advance Show Site**
  - Price:
    - Straight Time:
      - 8:00 A.M. to 5:00 P.M. Monday through Friday: $79.00
      - Overtime:
        - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday: $118.50

- **ALL DAY SATURDAY, SUNDAY & HOLIDAYS**
  - Price:
    - $166.00

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

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For assistance, please call 210-554-2021 to speak with one of our experts.
NAME OF SHOW: SAGEEP 2015 / MARCH 22 - 25, 2015
COMPANY NAME:
CONTACT NAME:
E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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
PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _______________ Carrier: _______________
Total No. of: Crates ___________________ Cartons ___________________ Fiber Cases ___________________
Setup Plan/Photo: Attached _______________ To Be Sent With Exhibit _______________ In Crate No. _______________
Carpet: With Exhibit _______________ Rented From Freeman _______________ Color _______________ Size _______________
Electrical Placement/Order: Drawing Attached (required) ______ Drawing With Exhibit ______ Electrical Under Carpet ______
Comment: ______________________________________________________________________________________

Graphics: With Exhibit _______________ Shipped Separately _______________
Comment: _______________________________________________________________________________________

Special Tools/Hardware/Equipment Required: __________________________________________________________________________________________

OUTBOUND SHIPPING INFORMATION
PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _______________________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
☐ Common Carrier
☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):
☐ Other Common Carrier: _______________________________________________________________________
☐ Other Air Freight: __________________________________________________________________________
☐ Van Line: __________________________________________________________________________________

FREIGHT CHARGES
☐ Prepaid ☐ Collect
Bill To: ______________________________________________________________________________________

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

☐ Reroute via Freeman’s choice
☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

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