

DIGITAL FUTURE OF INSURANCE MAY 14-16, 2018 **HILTON AUSTIN** AUSTIN, TEXAS

#### SERVICE INFORMATION

#### **BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high white and berry back drape, 3' high white side dividers, one wastebasket, and a 7" x 44" identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

#### EXHIBIT HALL CARPET

The exhibit area is carpeted.

#### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by April 23, 2018.

#### SHOW SCHEDULE

#### **EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ.

Sunday Monday	May 13, 2018 May 14, 2018	4:00 PM - 8:00 AM -	6:00 PM 11:00 AM	
EXHIBIT HO	URS			
Monday	May 14, 2018	5:40 PM -	7:00 PM	<b>Networking Reception</b>
Tuesday	May 15, 2018	9:00 AM -	9:45 AM	Networking Breakfast
Tuesday	May 15, 2018	12:00 PM -	1:00 PM	Networking Lunch
Tuesday	May 15, 2018	1:00 PM -	1:30 PM	Dessert Break
Tuesday	May 15, 2018	5:10 PM -	6:30 PM	<b>Networking Reception</b>
Wednesday	May 16, 2018	9:00 AM -	9:45 AM	Networking Breakfast

#### **EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

Wednesday May 16, 2018 9:45 AM - 11:00 AM

We will begin returning empty containers at the close of the show.

#### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, May 16, 2018 at 11:00 AM.

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, May 16, 2018 at 10:15 AM.

#### POST SHOW PAPERWORK AND LABELS

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

#### SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freeman.com

#### FREEMAN EXHIBIT TRANSPORTATION

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

#### FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by April 23, 2018. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**DIGITAL FUTURE OF INSURANCE - 462418** 

C/O FREEMAN / AWD

RACEWAY CROSSING, BLDG. 1, 16310 BRATTON LANE, STE. 125 AUSTIN, TX 78728

Freeman will accept crated, boxed or skidded materials beginning Monday, April 16, 2018, at the above address. Material arriving after May 07, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (210) 554-2021

Please call Freeman for show site shipping information.

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Freeman will receive shipments at the exhibit facility beginning Sunday, May 13, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (210) 554-2021

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

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

#### LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

#### **ASSISTANCE**

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

WE APPRECIATE YOUR BUSINESS!

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#### FREEMAN GENERAL INFORMATION

#### TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman's Customer Support Center at (888) 508-5054.

**HELPFUL HINTS** 

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by April 23, 2018.

#### **AVOID DELAY**

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ.

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.

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# REDUCING YOUR FOOTPRINT

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

#### **Green Tips for Exhibitors**

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

#### Supplies and Ordering

- · Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- · Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure
  giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage
  drive with your content already loaded.

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

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







3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

INCLUDE THIS FORM WITH YOUR ORDER PLEASE USE BLACK INK

NAME OF SHOW COMPANY NAME		<u> </u>	NSURANCE -	10211071111	BOOTH #:			
ADDRESS:					BOOTH SIZE :	X		-
CITY/STATE/ZIP:								-
PHONE:			EXT.:	FAX #:				-
SIGNATURE:				PRINT NAME:				-
CONTACT'S E-MA	ΔII ·							-
E-MAIL FOR INVO					Check if you	ı are a new Fre	eman custome	– r
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COMPAN	IY CHECK			☐ BANK TR	ANSFER			
	neck payable to:			Bank transf	er to Bank of An	merica, N.A.; Da	allas, TX	
		drawn on a U.S Γ BE PRE-P		Wire Transf				
Canadian check						1252039192 Fr	reeman	
Please referer	nce (462418) o	n your remittan	ice.		I Wire Transfer			
CREDIT	DEBIT CARD			Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  ACH Direct Deposit				
For your conv	enience, we w	ill use this aut	thorization to		•	# 1252039192 <b>F</b>		
		account for y nounts incurred						
show site orde	ers placed by	your represent	tative. These				Main St, Dallas,	-
		eeman compar			erence Name o redit vour acco		h Number so w	e can
of Exhibitor,	including witho	ut limitation, a	aný shipping				y bank proces	sing fees
	•	nformation reque						
_	N EXPRESS	MASTER	R CARD   V	ISA We d	•		ormation via e	mail.
ACCOUNT NO.:					EXP. D	ATE:		-
CARDHOLDER N	IAME (PRINT):				SIGNATURE:			
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CARDHOLDER B	ILLING ADDRESS	S:						-
CITY/STATE/ZIP:								
			ENTER TO	TALS HER	F			•
FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES		INSTALLATION LABOR	DISMANTLE LABOR	
	l	<u> </u>						]
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS		•	GRAND TOTAL	•
						1		

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

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611

#### DIGITAL FUTURE OF INSURANCE - 462418 / MAY 14-16, 2018

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

#### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)		
EXHIBITOR SIGNATURE:		DATE <sup>:</sup>
EXHIBITING COMPAN	NY INFORMATION	
EXHIBITING COMPANY NAME:		BOOTH #:
EXHIBITING COMPANY ADDRESS:		
CITY/STATE/ZIP:		
PHONE:	EXT.	FAX:
CONTACT'S E-MAIL:		
Indicate which service	es are to be invoiced	to the Third Party:
☐ ALL FREEMAN☐ I&D LABOR/SU☐ MATERIAL HA		<ul> <li>□ FREEMAN EXHIBIT TRANSPORTATION</li> <li>□ RENTAL FURNITURE/CARPET/SIGNS</li> <li>□ BOOTH CLEANING</li> <li>□ OTHER</li> </ul>
THIRD PARTY COMPA	ANY INFORMATION	
THIRD PARTY COMPANY NAME:		
CONTACT NAME:		
THIRD PARTY BILLING ADDRESS:		
CITY/STATE/ZIP:		
PHONE:	EXT: FAX	<b>c</b> :
CONTACT'S E-MAIL:		
E-MAIL FOR INVOICE: Invoices will be sent by e-mail; pl	lease provide the e-mail address	s of the person who reconciles your invoices if different than contact's e-mail.
THIRD PARTY CREDI	T/DEBIT CARD AUTH	HORIZATION
AMERICAN EXPR	ESS MASTERCARD	☐ visa  We do not accept credit card information via emai
ACCOUNT NO:		EXP. DATE:
CARDHOLDER NAME (PLEASE PRIN	IT):	CARD TYPE:
AUTHORIZED SIGNATURE:		
CARDHOLDER BILLING ADDRESS:		
CITY/STATE/ZIP:		

## PAYMENT & LABOR

#### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

#### **DEFINITIONS**

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

#### **PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

#### **ELECTRICAL**

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

#### INDEMNIFICATION

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

#### **IMPORTANT**

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

# MATERIAL HANDLING

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

- 1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.
- 2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.
- 3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth 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 ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.
- 6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.
- 7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.
- 8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.
- a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

- b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.
- C. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES 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 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 JURISDICITON 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 Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.
- 13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.
- 14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCETOTHE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCKANDOR 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 BELONGINGTOYOUREMPLOYEROROTHERSARISINGFROMYOURACTIVITIESWHILEBEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZETHEHAZARDSANDAREAWAREOFALLTHERULESFORSAFEOPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# **AIR CARGO**

#### AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are 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 two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, 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 found 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 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 supervision or 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), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEED ELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

<u>5. REFUSED SHIPMENTS:</u> If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly 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 to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage that the storage of the shipment in public storage.

age at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPPING INSTRUCTION CONTRACT SHALL BE BEEDED AN AIR WAYSILL WITHIN THE

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole peculiarence.

#### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inequal notations no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents 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) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International. Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.
For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price estibilished on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES, FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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

# MOTOR CARGO

#### MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

- 1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are 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 Contact shall govern their respective rights and obligations regarding 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 found 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. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.
- 4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperty packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.
- 5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially entilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.
- 6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.
- (a) Freeman shall promptly 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) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.
- 7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.
- 8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEDING THE LOWER OF FAIR MARKET VALUE.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (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 AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD): (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercoins, tapestries and sculptures or prototypes; (b) Clocks, jewelly, including ostimue jewelly, five, and fur-trimmed 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. (e) For either unmarked, unlabeled, or includency ostimus properly packaged television monitors, the maximum liability is the lesses of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this dause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) WHENEVER OR WHEREVER THE CLAIMED LOSS or DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIDED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.

#### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current. (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expenses or destroyed without compensation. (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents 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) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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 export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

- 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 VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT 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 in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.
- 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 IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

#### The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

#### **Benefits:**

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

\*Services apply to destinations anywhere in the Continental U.S.



# RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

#### EXHIBIT TRANSPORTATION

# **EXHIBIT TRANSPORTATION SERVICES**

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

#### The Freeman Exhibit Transportation promise:

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

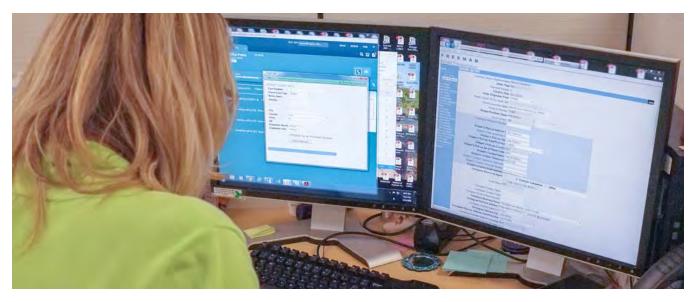
#### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **www.freeman.com** 

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.



(800) 995-3579 Toll Free US & Canada (817) 607-5183 Local & International

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

NAME OF SHOW: DIGITAL FUTURE OF INSURANCE -	- 462418 / MAY 14-16,	2018	
COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			
For Assistance, please call applicable number listed above to s	speak with one of our exper	ts.	
For fast, easy ordering,	go to www.freeman.com		
EXHIBIT TRA	ANSPORTATION		
TIPS FOR EASY ORDERING  Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.  International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:  (800) 995-3579 Toll Free US & Canada  (817) 607-5183 Local & International  COMPLETE THE FOLLOWING ITEMS  ON THIS FORM:  PICK UP INFORMATION  Requested Pick Up Date:  SHIPPER NAME  SHIPPER ADDRESS	SHIPPING INFOR Items to be shipped Number of Pieces  — Crates (wooden) — Cartons (cardboard — Cases/Trunks (fibed — Skids/Pallets — Carpet (color	d) r) (color)  d)) weighed and measured	
(City) (State) (Zip Code)  DESTINATION  I will be shipping to the WAREHOUSE	Agreement at show signature. So we ma Agreement and Is	schedule outbound se provide me with a v site for my shipping y print your Outbound abels, please complete from pick up add	Material Handling g instructions and Material Handling ete the following
FREEMAN / Exhibiting Company Name / Booth #	Ship to address:		
DIGITAL FUTURE OF INSURANCE - 462418  C/O: FREEMAN / AWD RACEWAY CROSSING, BLDG. 1, 16310 BRATTON AUSTIN, TX 78728  MUST BE DELIVERED BY MAY 07, 2018			
☐ I will be shipping to <b>SHOW SITE</b>	Number of Labels :		
FREEMAN / Exhibiting Company Name / Booth # DIGITAL FUTURE OF INSURANCE - 462418 C/O: FREEMAN HILTON AUSTIN DOWNTOWN 500 E 4TH ST AUSTIN, TX 78701 CANNOT BE DELIVERED BEFORE MAY 13, 2018		COMPLETED F E-mail: sportation@f	
TYPE OF SERVICE  Next Day Air: Delivery next business day by 5:00 PM  Second Day Air: Delivery second business day by 5:00 PM	Fax	or : (469) 621-5	310
3-5 Day Service: Delivery within 3 - 5 business days     Declared Value \$     Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.      Standard Ground: Dependent on distance	WILL ( RECEIPT	SPORTATION S CALL YOU TO ( OF SHIPMEN	CONFIRM T REQUEST
Expedited Ground: Tailored to specific requirements		D FINALIZE DE	
Specialized: Pad wrapped, uncrated, truck load	SI	HOW #	)
07/17			

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

#### HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts.
   Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

#### HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
   Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

# WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

#### HOW SHOULD I LABEL MY FREIGHT?

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

# HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

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

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

### FREIGHT SERVICES

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

# WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

# HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

# HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handing Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

#### WHERE DO I GET A FORKLIFT?

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

#### DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage.
   This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

#### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

3323 IH 35 North, Ste 120 San Antonio, Texas 78219 Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

37.00

48.00

55.50

55.50

18.50

24.00

27.75

27.75

IAME OF SHOW:	DIGITAL FUTURE	<u>OF INSURANCE</u>	- 462418 / MAY	<u>′ 14-16, 2018 </u>

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

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

#### MATERIAL HANDLING SERVICES

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

additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground

(See definitions on back) unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, al-

ternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express**,

UPS & DHL are included in this category due to their delivery procedures.

UNCRATED: CARPET OR PAD ONLY: STRAIGHT TIME: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points. Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved

into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment\$	78.00	156.00
Special Handling Shipment\$	101.50	203.00
Carpet and/or Pad Only Shipment\$	117.00	234.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment\$		148.00
Special Handling Shipment\$		192.50
Uncrated or Pad Wrapped Shipment\$	111.00	222.00
Carpet and/or Pad Only Shipment\$	111.00	222.00
Small Package - Maximum weight is 30 lbs per shipment*	40.00	
Per Shipment\$	40.00	
A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30	lbs that is	
eceived on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 05/07/2018\$	19.50	39.00
Show Site Shipment after 05/14/2018\$	18.50	37.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment\$	18.50	37.00
Special Handling Shipment\$		48.00
Uncrated or Pad Wrapped Shipment\$	27.75	55.50
Carpet and/or Pad Only Shipment	27.75	55.50
Overtime Charge - Outbound (in addition to above rates)		

#### LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours,

Description	Weight		CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
		÷ 100 =			
Surcharges		÷ 100 =			
	•			8.25% Tax	N/A
				Total	

Crated or Skidded Shipment.....\$

Special Handling Shipment.....\$

Uncrated or Pad Wrapped Shipment.....\$

Carpet and/or Pad Only Shipments.....\$

(462418) SA FY 18 H

#### SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

#### What is Ground Loading/Unloading?

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

#### What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

#### What is Designated Piece Loading/Unloading?

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

#### What are Stacked Shipments?

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

#### What is Shipment Integrity?

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

#### What is Alternate Delivery Location?

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

#### What are Mixed Shipments?

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

#### What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

#### What is the difference between Crated and Uncrated Shipments?

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

#### What about carpet only shipments?

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

FREEMAN	FREEMAN
RUSH	RUSH
DO NOT DELAY	DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 16, 2018	RECEIVING DATE BEGINS: APRIL 16, 2018
DEADLINE DATE IS: MAY 07, 2018	DEADLINE DATE IS: MAY 07, 2018
TO:	TO:
C/O: FREEMAN / AWD  RACEWAY CROSSING, BLDG. 1 16310 BRATTON LANE, STE. 125 AUSTIN, TX 78728	C/O: FREEMAN / AWD RACEWAY CROSSING, BLDG. 1 16310 BRATTON LANE, STE. 125 AUSTIN, TX 78728
WAREHOUSE	WAREHOUSE
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BOOTH NO: NO OF PCS	BOOTH NO: NO OF PCS

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Charges will appear on your Fre			rrier Phone:	
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Select Desired Number of Labo				
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07/17 (462418)

warehouse at exhibitor's expense.

# **FURNISH FORWARD**

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



# SUPERIOR SEATING

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

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | Page 10

Silverado Cocktail Table | 82014 | Page 18

Powered Locking Pedestal, 42" | 85063 | Page 27



# **SEATING**

#### **Naples**









LOVESEAT SELECT black vinyl 830120





SOFA SELECT black vinyl 830119

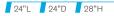


#### **Heathrow**



ARMLESS CHAIR SELECT

black vinyl 810116





CORNER CHAIR SELECT

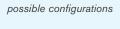
black vinyl 810117

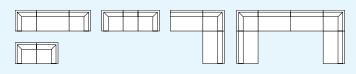




SOFA SELECT black vinyl 830116

48"L 24"D 28"H





See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

# SEATING

#### **South Beach**



SOFA SELECT platinum suede 8301

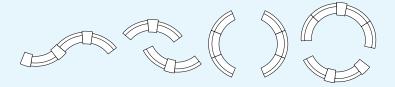
69"L 29"D 33"H



OTTOMAN SELECT platinum suede 8151

25"L 31"D 18"H

possible configurations



#### **Key Largo**



LOVESEAT SELECT black fabric 830950

57"L 35"D 34"H



SOFA SELECT black fabric 830951

79"L 35"D 34"H



CHAIR SELECT black fabric 810950

35"L 35"D 34"H

# **SEATING**

#### **Allegro**

CHAIR SELECT blue fabric 81019

36"L 34.5"D 30"H

SOFA SELECT

blue fabric 83015

73"L 34.5"D 30"H





#### **Fairfax**

CHAIR SELECT

white vinyl/brushed metal 810949

27"L 26"D 30"H

SOFA SELECT

white vinyl/brushed metal 830949

62"L 26"D 30"H





#### Hopi

CHAIR SELECT

gray linen 810140

21"L 25"D 34"H

LOVESEAT SELECT

gray linen 830150







#### **Tangiers**

CHAIR SELECT

beige fabric 810118

34"L 37"D 36"H

SOFA SELECT

beige fabric 830118

78"L 37"D 36"H





#### Roma

CHAIR SELECT white vinyl 81020

37"L 31"D 33"H

Powered options available

SOFA SELECT

white vinyl 83016

Powered options available

78"L 31"D 33"H







\*Electrical power must be ordered separately

# CASUAL SEATING

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

# **OTTOMANS**

# ENDLESS SQUARE OTTOMAN SELECT

white vinyl 815122 black vinyl 815123

34"L 34"D 15"H

ENDLESS

CURVE OTTOMAN SELECT white vinyl 815953

black vinyl 815952

60.5"L 37.5"D 15"H



#### BENCH OTTOMAN SELECT

white vinyl **815120** black vinyl **815121** 

60"L 20"D 18"H

HALF BENCH OTTOMAN SELECT

white vinyl **815119**39"L 23"D 18"H





#### **ITEMS PICTURED BELOW**

Roma Sofa, Powered | 83017 | **Page 5, 26** Swanson Swivel Chair | 810875 | **Page 10** 

Regis End Table | 82075 | **Page 21** 

Regis Bench/Table | 82074 | **Page 21**Work Desk | 820706 | **Page 25**Ice Side Chair | 810814 | **Page 9** 



# **OTTOMANS**

#### **VIBE CUBE** OTTOMAN SELECT

blue vinyl 81518 red vinyl 81519 orange vinyl 81525 pink vinyl 81520 yellow vinyl 81517 black vinyl 81530 white vinyl 81531

18"L 18"D 18"H



#### MARCHE SWIVEL OTTOMAN SELECT

gray fabric 815151 red fabric **815154** blue fabric 815159 linen fabric 815152 meadow green fabric 815157 pear yellow fabric 815158 plum fabric 815156 raspberry fabric 815153 rose quartz fabric 815155 white vinyl **815150** 

17"Round 18"H

**EDGE LED** CUBE OTTOMAN\* SELECT high-density plastic 81526





# **BANQUETTES**

# CENTER CONE SELECT

8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

#### QUARTER CURVE OTTOMAN SELECT 8507

53"L 22"D 18"H









72"Round 18"H

(4) quarter curve ottomans 72"Round 51"H

See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

# OCCASIONAL CHAIRS

**BLACK DIAMOND** SIDE CHAIR ESSENTIALS 71089

21"W 23"L 32"H

**BLACK DIAMOND** ARMCHAIR ESSENTIALS 71090

20"W 21"L 33"H

LAGUNA CHAIR SELECT maple/chrome 810861

18"L 19"D 34"H







LIMERICK® CHAIR BY HERMAN MILLER ESSENTIALS gray 210108

18"W 17.75"L 33"H

MADRID CHAIR SELECT black vinyl/chrome 8102 white vinyl/chrome 810816

30"L 30"D 31"H









# OCCASIONAL CHAIRS

MEETING CHAIR SELECT white vinyl 810948 espresso vinyl 810835 taupe microfiber 810836

25.5"L 23.5"D 34"H









KEY WEST CHAIR SELECT black fabric 8103

31"L 31"D 31"H

MADDEN CHAIR SELECT

light gray vinyl 810843

27"L 32"D 33"H





ICE SIDE CHAIR SELECT transparent 810814

17"L 20"D 32"H

MALBA CHAIR SELECT gray molded plastic 810131 green molded plastic 810130

20"L 20"D 32"H





# OCCASIONAL CHAIRS

CHRISTOPHER CHAIR SELECT

white vinyl/chrome 810846

17"L 19"D 35"H

ZENITH CHAIR SELECT

white/chrome **810851**19"L 22"D 32"H

RUSTIQUE CHAIR SELECT gunmetal 810841

20"L 18"D 31"H







RAZOR ARMLESS CHAIR SELECT white high-density plastic 810837

write flight-defisity plastic 8106

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR SELECT

white vinyl 810875

28"L 25"D 30"H





BERLIN STACK CHAIR SELECT
white & red plastic/chrome 810811
white & black plastic/chrome 810810

18"L 22"D 32"H

WENDY CHAIR SELECT clear acrylic 810847

15"L 20"D 36"H





# **CONFERENCE CHAIRS**

GRAY GASLIFT CHAIR ESSENTIALS

with arms 71046 without arms 71045

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR SELECT

charcoal gray fabric 810874

35"L 27"D 40"H

ALTURA GUEST CHAIR SELECT black fabric/black steel 81063

25"L 20"D 34"H







**LUXOR HIGH BACK** EXECUTIVE CHAIR SELECT

black vinyl 810807

27"L 28"D 47"H Adjustable

PRO EXECUTIVE HIGH BACK CHAIR SELECT

white vinyl 810844 black vinyl 810946

25"L 24"D 48"H Adjustable







PRO EXECUTIVE MID BACK CHAIR SELECT

white vinyl 810945 black vinyl 810944

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR SELECT black vinyl 810947

24"L 22"D 36"H







# BARS & BARSTOOLS

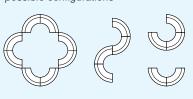
MARTINI BAR SELECT

gray metal rounded bar with frosted glass top and chrome legs 8501

67"L 22"D 45"H



possible configurations





BLACK DIAMOND STOOL ESSENTIALS 71088

22"W 18"L 46"H

GRAY GASLIFT STOOL ESSENTIALS

with arms **71048** without arms 71047



LAGUNA BARSTOOL SELECT

maple/chrome 810860

18"L 20"D 47"H









LIMERICK® STOOL BY HERMAN MILLER ESSENTIALS gray 210109





LIFT BARSTOOL SELECT gray vinyl/chrome 810872

red vinyl/chrome 810873 black vinyl/chrome 810871 white vinyl/chrome 810870

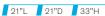
15" Round 23-33.5"H Adjustable





APEX BARSTOOL SELECT

black vinyl 810951 blue ultra suede 810952 red vinyl **810953** white vinyl 810954









# BARS & BARSTOOLS

BANANA BARSTOOL SELECT white vinyl/chrome 810103 black vinyl/chrome 810104

21"L 22"D 41"H

ZENITH BARSTOOL SELECT white/chrome 810850

19"L 20"D 44"H

ZOEY BARSTOOL SELECT white vinyl/chrome 810840 black vinyl/chrome 810834

15"L 16"D 26-30.5"H Adjustable











CHRISTOPHER BARSTOOL SELECT white **810848** 

19"L 15"D 41"H

ICE BARSTOOL SELECT transparent/chrome legs 810815

16"L 14"D 38"H

SHARK BARSTOOL SELECT

white plastic/chrome 810202

22"L 19"D 34-44"H Adjustable







RUSTIQUE BARSTOOL SELECT gunmetal 810839

13"L 13"D 30"H

GIN BARSTOOL SELECT maple wood/chrome 810505

16"L 16"D 33"H

OSLO BARSTOOL SELECT blue plastic/chrome 810200

white plastic/chrome 810201

17"L 20"D 45"H







# TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | Page 6

Geo End Table | 82035 | Page 19

30" Round Hydraulic Base Bar Table | 820230 | Page 17

Ice Barstool | 810815 | Page 13



# DRAPED OR UNDRAPED TABLES & COUNTERS





#### ESSENTIALS

<b>24"D</b> 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS				
<b>24"D</b> 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraned	125342	195449	125642	125842

TABLES*						
30"D	30"H	3'L	4'L	6'L	8'L	
Draped		130330	130430	130630	130830	
Draped on Fourth Side				12404630	12404830	

COUNTERS*						
<b>30"D</b> 42"H	3'L	4'L	6'L	8'L		
Draped	130342	130442	130642	130842		
Draped on Fourth Side			12404642	12404842		
Undraped	131342	131442	131642	131842		

\*Table and counter widths available in select cities



Undraped

# PEDESTAL TABLES

# **Soho Series**



**BLACK-TOP** CAFÉ ESSENTIALS

72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI ESSENTIALS

72066

18" Round 18"H



**BLACK-TOP** 

BISTRO ESSENTIALS

72070

24" Round 42"H

72068

36" Round 42"H

#### **Chelsea Series**



**BUTCHER BLOCK-TOP** CAFÉ ESSENTIALS

72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP** BISTRO ESSENTIALS

720163

30" Round 42"H

720164

36" Round 42"H



STANDARD BASE CAFÉ TABLE SELECT

liquid white 820232

30" Round 29"H



STANDARD BASE BAR TABLE SELECT

liquid white 820231

30" Round 42"H



**HYDRAULIC BASE** CAFÉ TABLE SELECT

maple **8201208** 

30" Round 29"H



**HYDRAULIC BASE** BAR TABLE SELECT

maple **8201207** 

30" Round 45"H



STANDARD BASE CAFÉ TABLE SELECT blue steel 8201203

30" Round 29"H



## FURNISHINGS

# PEDESTAL TABLES



**HYDRAULIC BASE** CAFÉ TABLE SELECT

graphite **8201209** 





**HYDRAULIC BASE** BAR TABLE SELECT

graphite **8201211** 

36" Round 45"H



**HYDRAULIC BASE** CAFÉ TABLE SELECT

maple **8201206** 

36" Round 29"H



**HYDRAULIC BASE** BAR TABLE SELECT

maple **8201205** 

36" Round 45"H



**HYDRAULIC BASE** CAFÉ TABLE SELECT

liquid white 820224

30" Round 29"H



BAR TABLE SELECT

liquid white 820230

30" Round 45"H



**HYDRAULIC BASE** CAFÉ TABLE SELECT

white laminate 820126

36" Round 29"H



**HYDRAULIC BASE** BAR TABLE SELECT

white laminate 820125

36" Round 45"H



MADISON HYDRAULIC BASE CAFÉ TABLE SELECT

gray acajou 820241

30" Round 29"H



MADISON HYDRAULIC BASE BAR TABLE SELECT

gray acajou 820240

30" Round 45"H



MADISON CAFÉ TABLE SELECT

gray acajou 820265

30" Round 29"H



MADISON BAR TABLE SELECT gray acajou 820264

30" Round 42"H

# OCCASIONAL, END & COCKTAIL TABLES

#### **Silverado**

END TABLE SELECT tempered glass/painted steel 82015

24" Round 22"H

COCKTAIL TABLE SELECT tempered glass/painted steel 82014

36" Round 17"H





MANHATTAN
TABLE SELECT
glass/brushed metal base 82033

42" Round 29"H



#### **Alondra**

END TABLE SELECT glass/chrome 820252

20"L 20"D 20"H

COCKTAIL TABLE SELECT glass/chrome 820250

47"L 24"D 16"H

END TABLE SELECT wood/chrome 820253

20"L 20"D 21"H

COCKTAIL TABLE SELECT wood/chrome 820251

47"L 24"D 17"H









## FURNISHINGS

# OCCASIONAL, END & COCKTAIL TABLES

#### Geo

END TABLE SELECT wood/black steel 82028

20"L 20"D 21"H

COCKTAIL TABLE SELECT wood/black steel 82027

47"L 24"D 17"H





END TABLE SELECT glass/chrome 82035

26"L 26"D 20"H





## **Sydney**

END TABLE SELECT

black laminate/brushed steel 82054 white laminate/brushed steel 82055

27"L 23"D 22"H



black laminate/brushed steel 82076 white laminate/brushed steel 82053

48"L 26"D 18"H

Powered options available





# OCCASIONAL, END & COCKTAIL TABLES

#### Oliver

END TABLE SELECT walnut finish 82088

22" Round 22"H

TABLE SELECT walnut finish 82087

47"L 27"D 19"H





## ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | Page 6

Silverado Table | 82014 | Page 18



TABLE

## FURNISHINGS

# OCCASIONAL, END & COCKTAIL TABLES

## **Regis**

END TABLE SELECT brushed metal 82075

16"L 15.5"D 16.5"H

BENCH/TABLE SELECT brushed metal 82074

47"L 15.5"D 16"H





ROUND TABLE SELECT

white metal 820844

15"Round 22"H

**EDGE LED** CUBE TABLE\* SELECT white plastic/clear acrylic top 82057

20"L 20"D 20"H





**GEO SQUARE-ROUND** TABLE SELECT

glass/black steel 82043 glass/chrome 82044

42"L 42"D 29"H







\*Electrical power must be ordered separately

# **CONFERENCE TABLES**

#### GEO CONFERENCE TABLE SELECT

glass/black steel 82041 glass/chrome 82051

60"L 36"D 29"H



#### MADISON CONFERENCE TABLE SELECT

gray acajou 820260

42"Round 29"H

42" ROUND WHITE CONFERENCE TABLE SELECT

white laminate 820708

42" Round 29"H





#### 6' OVAL CONFERENCE TABLE SELECT

granite nebula 820203

72"L 42"D 29"H

8' RECTANGULAR CONFERENCE TABLE SELECT granite **820115** 

96"L 44"D 29"H



## FURNISHINGS

# **CONFERENCE TABLES**





# OFFICE \_\_\_\_\_



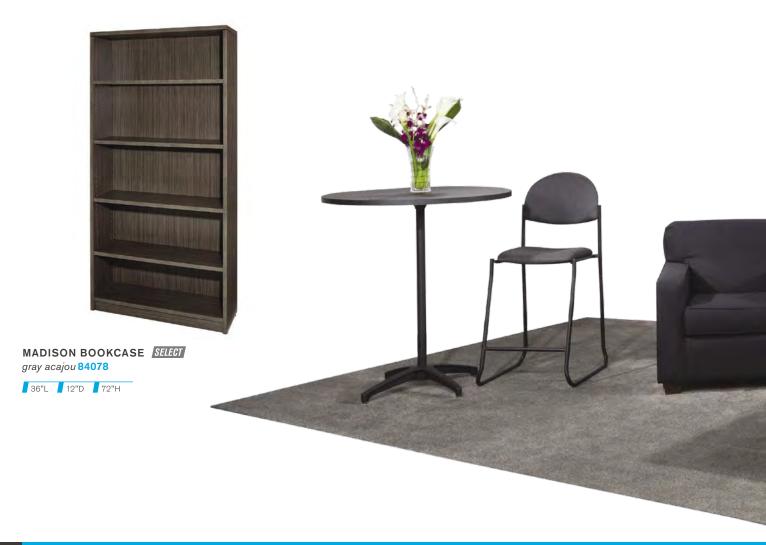
MADISON DESK SELECT gray acajou 84075

60"L 30"D 29"H



MADISON CREDENZA SELECT gray acajou 84077

60"L 20"D 29"H



## FURNISHINGS

# COMPUTER DESK / TABLE



WORK DESK SELECT white laminate 820706





MERLIN TABLE SELECT gray laminate 820707

46"L 29"D 30"H

ITEMS PICTURED BELOW Key Largo Sofa | 830951 | Page 4

Key Largo Chair | 810950 | Page 4

Sydney Table, Powered | 82076 | **Page 19, 27** 

Aura Round Table | 820844 | Page 21

Black Diamond Stool | 71088 | Page 12

Soho Black Top Bistro | 36" Round - 72068 | Page 16





Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

# POWERED SEATING



36"L 30"D 33"H



Power Panel Detail

NAPLES LOVESEAT, POWERED\* SELECT

black vinyl 830122

62"L 30"D 33"H



Power Panel Detail

NAPLES SOFA, POWERED\* SELECT

black vinyl 830121

87"L 30"D 33"H



Power Panel Detail

ROMA CHAIR, POWERED\* SELECT white vinyl 81021





Power Panel Detail

ROMA SOFA, POWERED\* SELECT white vinyl 83017









Power Panel Detail











## FURNISHINGS

# **POWERED TABLES**

G30 COCKTAIL TABLE, POWERED\* SELECT white top **82070** 

72"L 26"D 18"H

G30 CAFÉ TABLE, POWERED\* SELECT

white top **82071** 

72"L 26"D 30"H

G30 BAR TABLE, POWERED\* SELECT white top **82072** 

72"L 26"D 42"H



**TECH DESK WITH 3 DRAWER FILE** CABINET, POWERED\* SELECT

black metal 84083 desk only 84084

60"L 30"D 30"H

SYDNEY COCKTAIL TABLE. POWERED\* SELECT

black laminate/brushed steel 82076 white laminate/brushed steel 82073

48"L 26"D 18"H





**BANQUETTE** 

## POWERED PRODUCT PEDESTALS

**POWERED\* LOCKING** PEDESTAL, 36" SELECT

black **85060** white 85061

24"L 24"D 36"H

**POWERED\* LOCKING** PEDESTAL, 42" SELECT

black 85062 white 85063

24"L 24"D 42"H







\*Electrical power must be ordered separately

# STORAGE

3 DRAWER FILE CABINET ON CASTORS SELECT 84080

16"L 20"D 28"H



**FILE CABINET** WITH LOCK ESSENTIALS standard size

TWO-DRAWER 74082

**FOUR-DRAWER** 74081

15"W 29"L 28"H

15"W 29"L 50"H





# REFRIGERATOR



SMALL REFRIGERATOR\* ESSENTIALS 75057

19"W 19"L 34"H



REFRIGERATOR\* SELECT white - 14.0 cubic feet 8503001

28"L 28"D 64"H

LIGHTING



**MASON TABLE** LAMP\* SELECT white/brushed silver 850707

16" Round 26"H





MASON FLOOR LAMP\* SELECT white/brushed silver 850708

18" Round 55"H



\*Electrical power must be ordered separately

## FURNISHINGS

# DISPLAY

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



# **ACCESSORIES**

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

# TABLET STAND



black **850715** 

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



# TABLET STAND ACCESSORIES



black 850713







\*To be ordered with the tablet stand

## FURNISHINGS

# **ACCESSORIES**

**CHROME STANCHION WITH** 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

CHROME SIGN HOLDER ESSENTIALS 220118

Holds 22" x 28" sign

ROUND LITERATURE RACK ESSENTIALS 750135

17"W 17"L 57"H

Revolving black display holds printed materials for easy access from 20 pockets.







#### FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE ESSENTIALS 220109

**ALUMINIUM EASEL** 

**ESSENTIALS** 

220134

CHROME BAG RACK ESSENTIALS 220110

SPECIAL DRAPING (not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.







CORRUGATED WASTEBASKET ESSENTIALS 220106



WASTEBASKET ESSENTIALS wastebasket color may vary. 220107

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611

#### **ONLINE PRICE DISCOUNT PRICE DEADLINE DATE**

APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME	OF SHOW:	DIGITAL FUTURE OF I	NSURANCE - 462418	/ MAY 14-16, 2	018	
COMPA	ANY NAME:		В	OOTH #:	BOOTH SIZE:	X
CONTA	ACT NAME :		Р	HONE #:		
E-MAIL	ADDRESS	:				
For As	sistance, p	olease call (210) 554-2021 to sp	peak with one of our expert	S.		
			For fast, easy ordering, g	o to www.freema	n.com	
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
			SEATING			
Naples	Group - Blad	ck Vinyl				
	810119*	Chair	448.75	493.65	628.25	
	830120*	Loveseat	613.20	674.50	858.50	
	830119*	Sofa	679.00	746.90	950.60	
Heathro	 w Group -B	lack Vinyl				
		Armless Chair		374.60	476.75	
	810117*	Corner Chair	396.75	436.45	555.45	
	830116*	Sofa	585.60	644.15	819.85	
South E	— Beach Group	- Platinum Suede				
	8301*	Sofa	594.10	653.50	831.75	
	8151*	Ottoman	250.40	275.45	350.55	
Key Lar	go Group - I	Black Fabric				
	830950*	Loveseat	602.60	662.85	843.65	
	830951*	Sofa	666.25	732.90	932.75	
	810950*	Chair	475.30	522.85	665.40	
Allegro	 Group - Blu	e Fabric				
	81019*	Chair		399.10	507.90	
	83015*	Sofa	606.80	667.50	849.50	
Fairfax	Group - Whi	te Vinyl				
	810949*	Chair	401.05	441.15	561.45	
	830949*	Sofa	639.75	703.75	895.65	
Hopi Gr	 oup - Gray I	inen				
	810140*	Chair	206.00	226.60	288.40	
	830150*	Sofa	263.70	290.05	369.20	
Tangier	s Group - B	eige Fabric				
	810118*	Chair	398.90	438.80	558.45	
	— 830118*	Sofa	566.50	623.15	793.10	
Roma G	 Group - White	e Vinyl				
	81020*	Chair	412.65	453.90	577.70	
	83016*	Sofa	804.15	884.55	1,125.80	
			CASUAL SEATING	i		
Ottomai	ns					
		Endless Square - White Vinyl	292.85	322.15	410.00	
	815123*	Endless Square - Black Vinyl	292.85	322.15	410.00	
	815953*	Endless Curve - White Vinyl	496.50	546.15	695.10	
	815952*	Endless Curve - Black Vinyl	496.50	546.15	695.10	
	815120*	Bench - White Vinyl	352.20	387.40	493.10	
	815121*	Bench - Black Vinyl	352.20	387.40	493.10	
	815119*	Half-Bench - White Vinyl	327.55	360.30	458.55	

07/17 (462418) 7942

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х	
CONTACT NAME :	PHONE #:			

E-MAIL ADDRESS:

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		•	SEATING (co	nt'd)		
	81518*	Vibe Cube - Blue Vinyl	133.70	147.05	187.20	
	– 81519*	Vibe Cube - Red Vinyl	133.70	147.05	187.20	
	– 81525*	Vibe Cube - Orange Vinyl	133.70	147.05	187.20	
	– 81520*	Vibe Cube - Pink Vinyl	133.70	147.05	187.20	
	– 81517*	Vibe Cube - Yellow Vinyl	133.70	147.05	187.20	
	81530*	Vibe Cube - Black Vinyl	115.35	126.90	161.50	
		Vibe Cube - White Vinyl	115.35	126.90	161.50	
	 815151*	Marche Swivel Ottoman - Gray Fabric	203.95	224.35	285.55	
	– 815154*	Marche Swivel Ottoman - Red Fabric	203.95	224.35	285.55	
	- 815159*	Marche Swivel Ottoman - Blue Fabric	203.95	224.35	285.55	
		Marche Swivel Ottoman - Linen Fabric	203.95	224.35	285.55	
	 815157*	Marche Swivel Ottoman - Meadow Green Fabric	203.95	224.35	285.55	
	815158*	Marche Swivel Ottoman - Pear Yellow Fabric	203.95	224.35	285.55	
	815156* 815156*	Marche Swivel Ottoman - Plum Fabric	203.95	224.35	285.55	
	815153*	Marche Swivel Ottoman - Raspberry Fabric	203.95	224.35	285.55	
	 815155*	Marche Swivel Ottoman - Rose Quartz Fabric	203.95	224.35	285.55	
	 815150*	Marche Swivel Ottoman - White Vinyl	203.95	224.35	285.55	
	81526*	Edge LED Cube - High Density Plastic	109.30	120.25	153.00	
nquett	es					
	8506*	Center Cone w/Electrical Charging Outlet	552.10	607.30	772.95	
	- 8507*	Quarter Curve Ottoman	364.60	401.05	510.45	
casion	- al Chairs					
	71089	Black Diamond Side Chair	111.95	123.15	156.75	
	- 71090	Black Diamond Arm Chair	152.75	168.05	213.85	
	- 810861*	Laguna Chair - Maple/Chrome	122.00	134.20	170.80	
	- 210108	Limerick® Chair by Herman Miller	60.45	66.50	84.65	
	- 8102*	Madrid Chair - Black Vinyl/Chrome	740.50	814.55	1,036.70	
	- 810816*	Madrid Chair - White Vinyl/Chrome	740.50	814.55	1,036.70	
	- 810948*	Meeting Chair - White Vinyl	328.90	361.80	460.45	
	- 810835*	Meeting Chair - Espresso Vinyl	201.55	221.70	282.15	
	- 810836*	Meeting Chair - Taupe Microfiber	263.10	289.40	368.35	
	8103*	Key West Tub Chair - Black Fabric	371.30	408.45	519.80	
	- 810843*	Madden Chair - Light Gray Vinyl	413.75	455.15	579.25	
	810814*	ICE Side Chair - Transparent/Chrome	195.20	214.70	273.30	
	810131*	Malba Chair - Gray Molded Plastic	90.65	99.70	126.90	
	810130*	Malba Chair - Green Molded Plastic	88.60	97.45	124.05	
	810846*	Christopher Chair - White Vinyl/Chrome	110.30	121.35	154.40	
	810851*	Zenith Chair - White/Chrome	142.15	156.35	199.00	
	810841*	Rustique Chair - Gunmetal	116.70	128.35	163.40	
	810837*	Razor Armless Chair - White High Density Plastic	55.15	60.65	77.20	
	810875*	Swanson Swivel Chair - White Vinyl	244.00	268.40	341.60	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome	101.85	112.05	142.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome	101.85	112.05	142.60	
	810847*	Wendy Chair - Clear Acrylic	110.30	121.35	154.40	

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

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For fast, easy ordering, go to www.freeman.com						
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
onferer	nce Chairs					
	71046	Gray Gaslift Chair With Arms	250.40	275.45	350.55	
	71045	Gray Gaslift Chair Without Arms	231.30	254.45	323.80	
	— 810874*	Labrea Chair - Charcoal Gray Fabric	287.50	316.25	402.50	
	 81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel	286.45	315.10	401.05	
	— 810807*	Luxor Executive Chair - Black Vinyl	394.65	434.10	552.50	
	— 810844*	Pro Executive High Back Chair - White Vinyl	263.10	289.40	368.35	
	— 810946*	Pro Executive High Back Chair - Black Vinyl	328.90	361.80	460.45	
	— 810945*	Pro Executive Mid Back Chair - White Vinyl	408.45	449.30	 571.85	
	_	Pro Executive Mid Back Chair - Black Vinyl	317.25	349.00	444.15	
		Pro Executive Guest Chair - Black Vinyl	427.55	470.30	598.55	
ars & B	arstools	The Executive Cases, end.	127.00			
	8501*	Martini Bar	1,300.70	1,430.75	1,821.00	
	— 71088	Black Diamond Stool	142.75	157.05	199.85	
	71048	Gray Gaslift Stool with Arms	266.80	293.50	373.50	
	71047	Gray Gaslift Stool without Arms	250.40	275.45	350.55	
	— 810860*	Laguna Barstool - Maple/Chrome	154.00	169.40	215.60	
		Limerick® Stool by Herman Miller	110.30	121.35	154.40	
	— 810872*	Lift Barstool - Gray VinylChrome	148.55	163.40	207.95	
	— 810873*	Lift Barstool - Red Vinyl/Chrome	148.55	163.40	207.95	
	— 810871*	Lift Barstool - Black Vinyl/Chrome	148.55	163.40	207.95	
	— 810870*	Lift Barstool - White Vinyl/Chrome	148.55	163.40	207.95	
	— 810951*	Apex Barstool - Black Vinyl	180.00	198.00	252.00	
	— 810952*	Apex Barstool - Blue Ultra Suede	180.00	198.00	252.00	
	— 810953*	Apex Barstool - Red Vinyl	180.00	198.00	252.00	
	— 810954*	Apex Barstool - White Vinyl	180.00	198.00	252.00	
	— 810103*	Banana Barstool - White Vinyl/Chrome	176.15	193.75	246.60	
	— 810104*	Banana Barstool - Black Vinyl/Chrome	176.15	193.75	246.60	
	810850*	Zenith Barstool - White/Chrome	142.15	156.35	199.00	
	810840*	Zoey Barstool - White Vinyl/Chrome	282.20	310.40	395.10	
	810834*	Zoey Barstool - Black Vinyl/Chrome	282.20	310.40	395.10	
	— 810848*	Christopher Barstool - White	244.00	268.40	341.60	
	— 810815*	ICE Barstool - Transparent/Chrome	200.50	220.55	280.70	
	810202*	Shark Swivel Barstool - White Plastic/Chrome	314.05	345.45	439.65	
	— 810839*	Rustique Barstool - Gunmetal	116.70	128.35	163.40	
	— 810505*	Gin Barstool - Maple Wood/Chrome	157.00	172.70	219.80	
	— 810200*	Oslo Barstool - Blue Plastic/Chrome	222.80	245.10	311.90	
	— 810201*	Oslo Barstool - White Plastic/Chrome	222.80	245.10	311.90	
raped T	 Tables & Co	ounters			_	
Draped	d Tables - Black	Tables are 30" wide				
	130330	Draped Table 3'L x 30"H	91.25	100.40	127.75	
	130430	Draped Table 4'L x 30"H	106.10	116.70	148.55	
	130630	Draped Table 6'L x 30"H	131.55	144.70	184.15	
	130830	Draped Table 8'L x 30"H	152.75	168.05	213.85	
	12404630	4th Side Drape 6'L x 30"H	27.60	30.35	38.65	
	40404890	4th Side Drape 8'L x 30"H	27.60	30.35	38.65	

07/17 (462418) 7942

NAME OF SHOW:	DIGITAL FUTURE OF INSURANCE	- 462418 / MAY 14-1	6, 2018
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COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Χ
CONTACT NAME :	PHONE #:		

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total	
edestal	Tables (co	nt'd)					
	8201203*	Standard Base Cafe Table - Blue Steel	220.40	242.45	308.55		
	8201204*	Standard Base Bar Table - Blue Steel	263.70	290.05	369.20		
	8201209*	Hydraulic Base Cafe Table - Graphite	342.00	376.20	478.80		
	8201211*	Hydraulic Base Bar Table - Graphite	352.00	387.20	492.80		
	8201206*	Hydraulic Base Cafe Table - Maple	332.00	365.20	464.80		
	8201205*	Hydraulic Base Bar Table - Maple	332.00	365.20	464.80		
	 820224*	Hydraulic Base Cafe Table - Liquid White	354.30	389.75	496.00		
	820230*	Hydraulic Base Bar Table - Liquid White	354.30	389.75	496.00		
		Hydraulic Base Cafe Table - White Laminate	332.00	365.20	464.80		
	— 820125*	Hydraulic Base Bar Table - White Laminate	332.00	365.20	464.80		
	_	Madison Hydraulic Base Cafe Table - Gray Acajou.	282.20	310.40	395.10		
	_	Madison Hydraulic Base Bar Table - Gray Acajou	282.20	310.40	395.10		
	_	Madison Cafe Table - Gray Acajou	222.50	244.75	311.50		
	_	Madison Bar Table - Gray Acajou	243.10	267.40	340.35		
	_		243.10	207.40			
ccasion	,	Cocktail Tables Silverado End Table - Tempered Glass/Painted					
	82015* —	Steel	230.20	253.20	322.30		
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel	246.10	270.70	344.55		
	— 82033*	Manhattan Table - Glass/Brushed Metal Base	286.45	315.10	401.05		
	— 820252*	Alondra End Table - Glass/Chrome	206.00	226.60	288.40		
	— 820250*	Alondra Cocktail Table - Glass/Chrome	286.35	315.00	400.90		
		Alondra End Table - Wood/Chrome	206.00	226.60	288.40		
	_	Alondra Cocktail Table - Wood/Chrome	286.35	315.00	400.90		
	82028*	Geo End Table - Wood/Black Steel	243.10	267.40	340.35		
	82027*	Geo Cocktail Table - Wood/Black Steel	249.25	274.20	348.95		
	- 82035*	Geo End Table - Glass/Chrome	206.90	227.60	289.65		
	_	Geo Cocktail Table - Glass/Chrome					
	82034* 82054*	Sydney End Table - Black Laminate/Brushed Steel	360.70	396.75 235.75	505.00 300.00		
	_	• •	214.30		300.00		
	82055* 	Sydney End Table - White Laminate/Brushed Steel  Sydney Cocktail Table - Black Laminate/Brushed	214.30	235.75	_		
	82052* —	Steel	257.80	283.60	360.90		
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel	257.80	283.60	360.90		
	— 82088*	Oliver End Table - Walnut Finish	216.30	237.95	302.80		
	82087*	Oliver Table - Walnut Finish	243.10	267.40	340.35		
	— 82075*	Regis End Table - Brushed Metal	279.05	306.95	390.65		
		Regis Bench Table - Brushed Metal	392.55	431.80	549.55		
	— 820844*	Aura Round Table - White Metal	92.30	101.55	129.20		
	— 82057*	Edge LED Cube Table-White Plastic/Clear Acrylic	109.30	120.25	153.00		
	82043*	Geo Square-Round Table - Glass/Black Steel	288.40	317.25	403.75		
	 82044*	Geo Square-Round Table - Glass/Chrome	288.40	317.25	403.75		
onferen	- nce Tables						
	82041*	Geo Conference Table - Glass/Black Steel	387.25	426.00	542.15		
	82051*	Geo Conference Table - Glass/Chrome	387.25	426.00	542.15		
	— 820260*	Madison Conference Table - Gray Acajou	381.10	419.20	533.55		
		42" Round Conference Table - White Laminate	373.45	410.80	522.85		
	_	6' Oval Conference Table - Graphite Nebula	510.90	562.00	715.25		
			2.2.30				

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Conferer	nce Tables	(con't)				
	820261*	Madison 5' Conference Table - Gray Acajou	461.45	507.60	646.05	
	820262*	Madison 8' Conference Table - Gray Acajou	920.80	1,012.90	1,289.10	
	820263*	Madison 10' Conference Table - Gray Acajou	920.80	1,012.90	1,289.10	
	82058*	Communal Table 30"H (Maple with Grommets)	473.20	520.50	662.50	
	82059*	Communal Table 42"H (Maple with Grommets)	664.15	730.55	929.80	
	82067*	Communal Table 30"H - Maple	473.20	520.50	662.50	
	— 82068*	Communal Table 42"H - Maple	664.15	730.55	929.80	
	82063*	Communal Table 30"H - White	473.20	520.50	662.50	
	82066*	Communal Table 42"H - White	664.15	730.55	929.80	
Office					_	
	84075*	Madison Desk - Gray Acajou	698.10	767.90	977.35	
	84077*	Madison Credenza - Gray Acajou	581.40	639.55	813.95	
	84078*	Madison Bookcase - Gray Acajou	496.50	546.15	695.10	
Compute	— er Desk/Tab	les			_	
	820706*	Work Desk - White Laminate	321.45	353.60	450.05	
	— 820707*	Merlin Table - Gray Laminate	336.30	369.95	470.80	
		P	OWERED			
owered	Seating					
	810120*	Naples Chair, Powered - Black Vinyl	647.15	711.85	906.00	
	— 830122*	Naples Loveseat, Powered - Black Vinyl	869.95	956.95	 1,217.95	
	— 830121*	Naples Sofa, Powered - Black Vinyl	1,001.45	1,101.60	1,402.05	
	81021*	Roma Chair, Powered - White Vinyl	647.15	711.85	906.00	
	83017*	Roma Sofa, Powered - White Vinyl	1,001.45	1,101.60	1,402.05	
owered	d Tables					
	82070*	G30 Cocktail Table 18" H, Powered - White Top	639.75	703.75	895.65	
	82071*	G30 Cafe Table 30" H, Powered - White Top	884.75	973.25	1,238.65	
	82072*	G30 Bar Table 42" H, Powered - White Top	770.25	847.30	1,078.35	
	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal	721.40	793.55	1,009.95	
	84084*	Tech Desk, Powered - Black Metal	634.45	697.90	888.25	
	82076*	Sydney Cocktail Table, Powered Black	491.20	540.30	687.70	
	82073*	Sydney Cocktail Table, Powered White	491.20	540.30	687.70	
owered	d Product P	edestals				
	85060*	Powered Locking Pedestal 36" H, Black	473.20	520.50	662.50	
	85061*	Powered Locking Pedestal 36" H, White	473.20	520.50	662.50	
	85062*	Powered Locking Pedestal 42" H, Black	564.40	620.85	790.15	
	85063*	Powered Locking Pedestal 42" H, White	547.95	602.75	767.15	
		DISPLAY	& ACCESSO	RIES		
Product	Storage					
	84080*	3 Door File Cabinet on Castors - Black	220.70	242.75	309.00	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size	134.70	148.15	188.60	
	. 4002	I I I I I I I I I I I I I I I I I	.54.70	0.10		

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NAME OF SHOW:	DIGITAL FUTURE OF INSURANCE - 462418 / MAY 14-16, 2018					
COMPANY NAME:	BOOTH #: BOOTH SIZE:	Х				
CONTACT NAME :	PHONE #:					
E-MAIL ADDRESS						

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Refrigera	itor					
	75057	Small Refrigerator	432.85	476.15	606.00	
	8503001	Refrigerator - White	736.25	809.90	1,030.75	
Lighting						
	850707*	Mason Table Lamp - White/Brushed Silver	146.40	161.05	204.95	
	850708*	Mason Floor Lamp - White/Brushed Silver	218.55	240.40	305.95	
Display						
	75020	Display Cylinder - Black - Low	207.95	228.75	291.15	
	75021 —	Display Cylinder - Black - Medium	240.80	264.90	337.10	
	75022	Display Cylinder - Black - High	284.35	312.80	398.10	
	75030	Display Cube - Black - 12" Small	219.60	241.55	307.45	
	75031	Display Cube - Black - 18" Medium	237.60	261.35	332.65	
	75032	Display Cube - Black - 24" Large	276.90	304.60	387.65	
	75079	Orion Computer Kiosk - Black	383.00	421.30	536.20	
	72056	Display Counter - Black	356.90	392.60	499.65	
Tablet St	and					
	850714*	Mobile Tablet Stand - White	244.00	268.40	341.60	
	850715*	Mobile Tablet Stand - Black	244.00	268.40	341.60	
Tablet St	and Acces	sories				
	850711*	Brochure Holder - Black	27.60	30.35	38.65	
	850712*	Wireless Printer Holder - Black	27.60	30.35	38.65	
	850713*	Charging Shelf - Black	27.60	30.35	38.65	
Accesso	ries					
	220121	Chrome Stanchion w/8' Retractable Belt	109.30	120.25	153.00	
	220118	Chrome Sign Holder	87.00	95.70	121.80	
	750135	Round Literature Rack	204.75	225.25	286.65	
	750136	Flat Literature Rack	175.05	192.55	245.05	
	220109	Chrome Coat Tree	48.80	53.70	68.30	
	220134	Aluminum Easel	46.65	51.30	65.30	
	220110	Chrome Bag Rack	107.15	117.85	150.00	
	10201484	Floor Standing Bulletin Board	151.75	166.95	212.45	
	220106	Corrugated Wastebasket	11.10	12.20	15.55	
	220107	Wastebasket	N/A	N/A	N/A	
Special D	Orape					
Special  Black George	ack 🔲 Bl					
	12103	Special Drape 3'H (per ft.)	17.50	19.25	24.50	
	— 12108	Special Drape 8'H (per ft.)	20.70	22.75	29.00	

		TOTAL COST	
	+	=	
Sub-Total		8.25% Tax	Total Cost

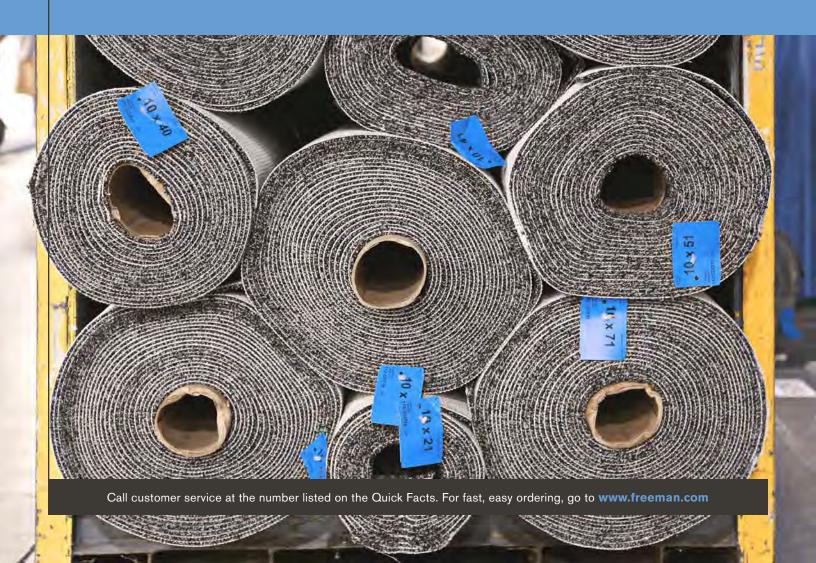
Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

FREEMAN CARPET

# FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup



FREEMAN CARPET

# PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

#### **Custom Options**

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



<sup>\*</sup>Colors available in both 28 oz. and 40 oz.

# **CLASSIC CARPET**

#### **Custom Cut**

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

#### **Standard Cut**

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



Actual colors may vary slightly

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611

#### ONLINE PRICE DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

COMPA	NY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTA	CT NAME :	PHONE #:		
	ADDRESS:			
For As	sistance, please call <b>(210) 554-2021</b> to speak	with one of our experts.		
• Orde	s received after the deadline or without pa	yment will be charged the Standar	d price.	
• All ut	ility lines must be installed before carpet in	nstallation. Utilities should be orde	ered in advance.	
• Pricir	g includes delivery, material handling, ins	tallation and removal.		
	rpets, padding and plastic covering con		cvclable.	
7	. pote, parating and places of terming of the		-,	
	For fast, easy orderin	g, go to <u>www.freeman.com</u>		
10' CLASS	IC CARPET , PADDING & PLASTIC			
	CHOOSE YOUR	CARPET COLOR:		
☐ Black	☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ I			)
Qty	Description		scount Standard Price Price	Tota
,	10' x 10' Classic Carpet	\$ 318.25 \$ 35	i0.10 \$ 445.55	
	10' x 20' Classic Carpet		0.20 \$ 891.15	
	10' x 30' Classic Carpet		50.30 \$ 1,336.70	
	10' x 40' Classic Carpet		00.40 \$ 1,782.35	
	10' x 10' Carpet Padding - Single Layer	•	6.70 \$ 148.55	
	10' x 20' Carpet Padding - Single Layer			
	10' x 30' Carpet Padding - Single Layer		60.10 \$ 445.55	
	10' x 40' Carpet Padding - Single Layer		66.80 \$ 594.10	
	10' x 10' Carpet Padding - Double Layer		33.40 \$ 297.10	
	10' x 20' Carpet Padding - Double Layer		66.80 \$ 594.10	
	10' x 30' Carpet Padding - Double Layer		0.20 \$ 891.15	
	10' x 40' Carpet Padding - Double Layer		33.55 \$ 1,188.20	
	Plastic Covering (price per sq. ft.)		1.05 \$ 1.35	
O' CLASSI	C CARPET , PADDING & PLASTIC	COVERING		
OLAGON	,	CARPET COLOR:		
☐ Black	☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ I	Midnight Blue ☐ Plum ☐ Red ☐		)
Qty	Description		scount Standard Price Price	Tota
Qty	•	11100		. 0
	9' x 10' Classic Carpet		8.05 \$ 213.85	
	9' x 20' Classic Carpet		66.10 \$ 427.75	
	9' x 30' Classic Carpet		04.15 \$ 641.60	
	9' x 40' Classic Carpet		'1.00 \$ 854.00	
	9' x 10' Carpet Padding - Single Layer		05.05 \$ 133.70 10.05 \$ 267.35	
	9' x 20' Carpet Padding - Single Layer			
	9' x 30' Carpet Padding - Single Layer		5.10 \$ 401.05	
	9' x 40' Carpet Padding - Single Layer		0.10 \$ 534.65 0.05 \$ 267.35	
	9' x 10' Carpet Padding - Double Layer			
	9' x 20' Carpet Padding - Double Layer 9' x 30' Carpet Padding - Double Layer		20.10 \$ 534.65 80.20 \$ 802.05	
	, , ,		0.25 \$ 1,069.40	
	9' x 40' Carpet Padding - Double Layer			
	Plastic Covering (price per sq. ft.)	\$ <b>.95</b> \$	1.05 \$ 1.35	

Sub- Total

8.25% Tax

Total Cost

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611

**ONLINE PRICE DISCOUNT PRICE** DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SH	OW: DIGITAL FUTURE OF INSUR	ANCE - 462418 /	MAY 14	-16, 20	18		
COMPANY N	AME:	BOOT	H #:		BOO	TH SIZE:	X
CONTACT NA	AME :	PHON	Ξ#:				
E-MAIL ADDF	RESS:						
For Assistar	nce, please call <b>(210) 554-2021</b> to speak	with one of our expert	S.				
<ul><li>Orders red</li><li>Prestige a</li><li>All utility I</li></ul>	d new, high-quality carpet. eived after the deadline or without pay nd Custom Cut Classic Carpet are sub, ines must be installed before carpet in s, padding and plastic covering contain	ject to a 100% cance stallation. Utilities sl	llation cl hould be	narge. ordered	in adva	•	t to availabili
		dering, go to <u>www.f</u>		•			
CUSTOM C	UT CLASSIC CARPET - includes				andling	, installatio	n and remova
Order Custo	om Cut Classic Carpeting by the sq. t	ft. if your size is no	t listed o	n the st	andard	size order	form.
Sample:	Booth Size: 10 x 25	= <u>250</u> sq. ft. @	\$	3.35			
	CHOOSE YOUR CAP	RPET COLOR - 16	oz. Carp	et:			
☐ Black ☐	] Blue ☐ Gray ☐ Green ☐ Latte [	☐ Midnight Blue ☐ F	lum 🗌	Red 🗌	Red Pe	epper 🗌 Tu	ixedo
6 oz. Carpet R	ental - Price per sq. ft (100 sq. ft. minim	um)	Onlin		Discount		Total
Per sq. ft.	Booth Size: X =	sq. ft. @	\$ 3.3		Price 3.70	Price \$ 4.70	i Otal
			• • • • • • • • • • • • • • • • • • • •	•		,	
<b>₩</b> PRESTIGE	CARPET - includes plastic coverin	g, delivery, material	handling	ı, installa	ation an	d removal	
oz. Carpet Rei	☐ Cardinal ☐ Charcoal ☐ Cream    Cardinal ☐ Charcoal ☐ Cream	n)	Online Price	e D	iscount Price	Standard Price	∟ White Total
700 sq. ft.	Booth Size: X =	sq. ft. @	\$ 3.9	5 \$	4.35	\$ 5.55	
ver 700 sq. ft.	Booth Size: x =	sq. ft. @	\$ 3.3	5 \$	3.70	\$ 4.70	
oz. Carpet Rer - 700 sq. ft.				Navy e D	et:  Siscount Price 5.15	Standard Price	Total
ver 700 sq. ft.	Booth Size: X =	sq. ft. @	\$ 4.2	5 \$	4.70	\$ 5.95	
<b>CARPET</b>	PADDING - includes delivery, mate	rial handling, install	ation and	remova	I		
<ul> <li>Order Car</li> </ul>	pet Padding by the sq. ft. if your size	is not listed on the	standa	rd size o	order fo	orm.	
Sample:	Booth Size: 10 x 25	= <u>250</u> sq. ft.	@ \$	1.20			
Qty	<b>Description</b> Price per sq. ft. (90 sq. ft. n		Online Price	Discour Price		andard Price	Total
Ca	rpet Padding -1/2" (90 - 700 sq. ft.)	\$	1.20	1.	30 \$	1.70	
Ca	rpet Padding-1/2" (Over 700 sq. ft.)	\$	1.05	1.	15 \$	1.45	
Do	uble Carpet Padding - 1/2" (90 - 700 sq. f	t.) \$	2.35		60 \$	3.30	
Do	uble Carpet Padding -1/2" (Over 700 sq.	ft.) \$	N/A	S N	/A \$	N/A	

Sub- Total

**TOTAL COST** 

8.25% Tax

**Total Cost** 

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

		TAL FUTURE OF INSURANCE - 462418 / MAY 14-16	, 2018		
OMPANY NAME:		BOOTH #:		BOOTH SIZE:	X
CONTACT NAME :		PHONE #:			
-MAIL ADDRESS :					
or Assistance, plea	ase c	all (210) 554-2021 to speak with one of our experts.		•	
		For fast, easy ordering, go to www.freeman.c	<u>com</u>		
Prices are base	d on	CLEANING SERVICES total square footage of booth regardless of area to be cle	anod		
100 sq. ft. minir			aneu.		
•		ng contract for this show will not permit other service cont	tractors inc	ludina evhihitoi	
		s to provide this service.	iraciors, iric	idding exhibitor	
		ill apply to all cleaning orders placed at show site.			
		er sq. ft 100 sq. ft. minimum)	Advance	Show Site	<b>T</b>
Qty (sq. ft.) P	art #	Description	Price	Price	Total
Includes emptyi	ng of	your booth's wastebasket(s) at the time of vacuuming.			
6101	00	Booth Vacuuming - One Time	.45	.65	
6102		Booth Vacuuming - 2 Days	.80		
6103	00	Booth Vacuuming - 3 Days	1.30	1.80	
6104	-00	Booth Vacuuming - 4 Days	N/A	N/A	
SHAMPOOING	G (	per sq ft - 100 sq ft minimum)			
Qty (sq. ft.) Par	rt #	Description	Advance Price	Show Site Price	Total
6301	00	Shampoo Carpet - One Time	1.10	1.55	
6302		Shampoo Carpet - 2 Days	N/A	N/A	
	100	Shampoo Carpet - 3 Days	N/A	N/A	
6303	,00				
PORTER SER		E (per day)		Show Site	

8.25 %Tax

**Total Cost** 

Sub-Total

# FIT TO PRINT

SmartFabric<sup>®</sup> is a triple-layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.



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

## SMARTFABRIC® RENTAL EXHIBITS





#### **RENTAL EXHIBITS INCLUDE:**

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selctions on page 3)
- · Exhibit Installation & Dismantle
- · Exhibit Material Handling
- · Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

## FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric® Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric® Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



## **RENTAL EXHIBITS INCLUDE:**

- · Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selctions on page 3)
- Exhibit Installation & Dismantle



- · Exhibit Material Handling
- · Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

#### SMARTFABRIC® RENTAL EXHIBITS

## **CLASSIC CARPET**

9'x10' or 9'x20' (16 oz.) - Color Options Included with Rental Package Options



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

# PRESTIGE CARPET

(28 oz.) - Available Upgrade Color Options



<sup>\*</sup>Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

## **ACCESSORIES**

SmartFabric® Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.



#### **CUSTOM GRAPHICS**

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.



# "CLEAN FOOTPRINT" BOOTH PACKAGE

When you select the "Clean Footprint" package your booth will use only materials that can be reused or recycled. All flooring,

lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

07/17 | 56322

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 **DISCOUNT PRICE** DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:	DIGITAL FUTURE OF INSURANCE - 46241	8 / MAY	′ 14-16, 2	018		
COMPANY NAME:	ВО	OTH #:		BOOTH S	IZE: X	
CONTACT NAME :	PH	ONE #:				
E-MAIL ADDRESS :						
For Assistance, ple	ase call (210) 554-2021 to speak with one of our experts.					
	For fast, easy ordering, go to <u>www.fr</u> SMARTFABRIC EXHIB		<u>om</u>			
SmartFabric Exhib re-use on future ev Your Marketing Message Here	its provide a custom printed fabric graphic to keep and rents.  Your Marketing Message Here	<ul> <li>116.5"</li> <li>Carryir</li> <li>Classic</li> <li>Installa</li> <li>Materi</li> <li>Nightly</li> <li>2-Arm</li> <li>2 Shel</li> <li>Power</li> </ul> Classic	X 92.5" Custong Case for Good Carpet 9' X ation & Dismalal Handling of Vacuuming Lights (per 10 tyes (36" x 12", s (500 watts) for ic Carpet:	Exhibit  ft.) supports up to 15 LIGHTS only (a Black   Blue	hic (Purchase) he purchased delect color bel lbs.) nd Labor to ha	fabric graphic) low)
Qty	Description		Discount	Standard	Total	 
	10' x 10' SmartFabric Exhibit	\$				
-	10' x 20' SmartFabric Exhibit		•			
-	CUSTOM GRAPHICS	¥	0,000.00	· 0,110100		
ensure a successfu	Il graphic print.  FRAME ONLY UNIT  frame only unit is for exhibitors who have previously	/ Frame	Only Unit In	cludes:		
for re-use. If you	Tabric exhibit (above) and have the fabric graphic read- need a new graphic made, please select the SmartFabric ove). No fabric graphics will be printed without the renta	c graphic ready • Classic Carpet 9' X 10' or 9' X 20' (Select cold the SmartFabric • Installation & Dismantle of Exhibit			lbs.)	,
			=		· ·	☐ Green ☐ Latte
Qty	Description		Discount	Standard	Total	I
	10' x 10' Frame Only Unit	\$	1,195.00	\$ 1,673.00		
_	10' x 20' Frame Only Unit			\$ 2,793.00		
	ACCESSORIES			-		
Qty	Description		Discount	Standard	Tota	ı
	SmartFabric Arm Light	\$	65.00		1010	•
	SmartFabric Acrylic Shelf (supports up to 15 lbs)		150.00	-		
	SmartFabric Carrying Case (purchase)		20.00	-		
	QUICK TIPS					
Orders received aft	er the deadline or without payment will be charged the Stand	ard price a	and are subje	ct to availabili	y. All grap	hics
	6 cancellation charge once production begins. The dealth of the dealth o	0% recyclat	ole according	to manufacture	's specificat	ions.

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

		TOTAL COST	
	+	=	
Sub-Total	-	8.25 % Tax	Total Cost

# RENTAL EXHIBITS THAT IMPRESS

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

#### PACKAGE 1





10 X 10

## PACKAGE 1 UPGRADE OPTIONS With Graphics and Cabinet

10 X 10



#### PACKAGE 2





#### PACKAGE 3





#### PACKAGE 4





## RENTAL EXHIBITS

#### PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



#### PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



#### PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



#### PACKAGE 5





#### PACKAGE 6





## RENTAL EXHIBITS

#### PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet



10 X 10

#### PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet



10 X 10

Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



SLATWALL



SHELVES



**COLORED PANELS** 



**BLACK METAL** 



**CABINETS** 

### RENTAL EXHIBITS

#### Booth Panel Options - Color Options Included with Rental Package



#### Classic Carpet (16 oz.) - Color Options Included with Rental Package Options Above



<sup>9&#</sup>x27; carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

#### Prestige Carpet (28 oz.) - Available Upgrade Color Options



<sup>\*</sup>Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

#### **Rental Exhibits Include:**

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

#### questions?

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



#### "CLEAN FOOTPRINT" BOOTH PACKAGE

When you select the "Clean Footprint" package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

01/17 | 55775

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: DIG COMPANY NAME:	ITAL FUTURE O	FINSURANC	SE - 462418 / IVI	BOOTH #:		OTH SIZE:	X
CONTACT NAME :				PHONE #:			
E-MAIL ADDRESS :							
For Assistance, please	call <b>(210) 554-2021</b>	to speak with o	ne of our experts.				
		For fast, eas	sy ordering, go to	www.freeman.c	om.		
All Exhibits Include:	installation & disma					arpet with nigh	ntly vacuuming
	2 arm lights (per 10						
To place your order,	please check the a	ppropriate box	and complete th	e remaining sel	ections at the bot	tom of the for	rm.
RENTAL EXHIE	BITS						
		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ 10' x 10'	1,994.60	2,792.45	10' x 20'	3,900.60		
Package 2	☐ 10' x 10'	1,359.60	1,903.45	10' x 20'	2,578.10	3,609.35	
Package 3	☐ 10' x 10'	1,981.70	2,774.40	10' x 20'	3,822.35	5,351.30	
Package 4	☐ 10' x 10'	1,712.90	2,398.05	10' x 20'	3,284.65	4,598.50	
Package 5	☐ 10' x 10'	1,866.35	2,612.90	] 10' x 20'	3,594.70		
Package 6	☐ 10' x 10'	1,945.65	2,723.90	10' x 20'	3,786.30	5,300.80	
CHOOSE YOUR	PANEL						
☐ Black Fabric	□Blue	Fabric	☐ Gray Fabr	ric 🔲 '	White Hardwall	White	Perfboard
CARPET							
Our Classic Carpet ar	d nightly vacuuming	are included in	the price of your R	ental Exhibit. Th	e following colors a	are available:	
Check color choice							
Black	□Blue		Gray		∐ Green	_	Latte
	☐ Plum	vour cornet to c	Red	nor colore in our	Red Pepper		Tuxedo
and <b>40 oz.</b> weight. Re					FRESTIGE Carpet	illie. Now avai	11 26 02
LIGHTING							
Each Rental Exhibit Note: Power and labor Watts. Additional power method to the control of the c	or to hang the lights a	are included in our arately.		exhibit package	price. Power con	sumption not t	to exceed 500
Indicate which color			wide variety of star	ndard colors avai	ilable:		
☐ Black	□Blue	Brown	□Bui	rgundy [	PMS Color		
Red	☐Teal	□White	Gre	een [	Font Type		
Indicate exactly how	you want your comp	any name to ap	pear:		*Unless font type is i	ndicated, Helveti	ca will be used
-	·						
<b>ENHANCE YOU</b>	R EXHIBIT						
Enhance your exhib	t and have an Exhib	itor Sales Speci	alist contact you fo	r pricing by chec	king any of the follo	owing boxes:	
☐Slatwall & Shelv	<u> </u>	abinets & Cou		Specialty Colo		,	le Graphics
☐ Colored Panels	□Cr	eating a Custo	om Exhibit	Graphics & Cu	stom Logo 🔑		o-Board
The product offered					TOTAL C	OST	
attributes and is 100 specifications.	% recyclable accordi	ng to manutactu	ırer's	Out Tatal	+ - +	= <del></del>	tal Cart
•				Sub-Total	8.25 % Tax	х Го	tal Cost

# FLEXING TO FIT YOUR NEEDS

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.



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

## **TOTALFLEX**®

The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.\*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

\*Graphic design elements are priced separately and not included with TotalFlex® order.



# FLOOR UNITS 10'w x 8'h Floor Standing Unit 20'w x 8'h Floor Standing Unit 8'w x 40"h Table Top Unit

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**RENTAL UNITS TOTAL COST** 

8.25% Tax

Sub-Total

Total Cost

OMPANY NA	AME:				ВС	OTH #:	ВС	OTH SIZE	X	
ONTACT NA					PH	ONE #:				
-MAIL ADDR	ESS:									
or Assistan	ce, please call	I (210) 554-20	21 to spe	eak with one	of our experts					
					g, go to <u>www.</u>		<u>n</u>			
					ETOP UNIT					
			_		Rental Units Draped Table Classic Carpe Installation & I Material Hand Nightly Vacuu 1-200 Watt Ha to hang lights	(select color be t 9' X 10 '(select Dismantle of Ex ling of Exhibit ming llogen Light (P	ct color below) khibit	1-Case One Time	E Units Incluing Installation &	a Dismantle
DENTAL			OTV	TOTAL	Header Identific	ation Sign - (whit	e with black text	Indicate cop	y below:	
RENTAL	DiagountDrice	Standard Drice	QTY	TOTAL						
<u>Size</u> 40"H x 6'W	955.90	Standard Price 1,338.25								
40 11 X 8 W	1,109.70	1,553.60			Fahric Panel	Colors for All	Units:	Black	☐ Gray [	□ Diuo
PURCHASE		1,333.00				Other Colors	_	-	_	_ blue
Size		Standard Price				Classic Carp				☐ Gray
40"H x 6'W	1,161.70	1,626.40				Midnight Blue				_
40"H x 8'W	1,314.45	1,840.25			Table Drape:	g 2.40			PPO L	
*Shipping Not I	ncluded	,		-	☐ Black	]Blue □ Ⅰ ]Gray □ F	_	Green Red	☐ Flax ☐ White	
				FLO	OR UNIT					
<b>RENTAL</b> <u>Size</u> 8'H x 8'W 8'H x 10'W	Discount Price 1,555.30 1,851.25	Standard Price 2,177.40 2,591.75	QTY	TOTAL	Installation & I Material Hand Nightly Vacuu 1-Podium - 8'h 2-200 Watt Ha to hang lights	ling of Exhibit ming I X 10'W unit o llogen Lights (I	only Power (500 wa	One Time 1-Podium atts) for LIG		unit only
PURCHASE*	• -				Fabria Banal	Calara for All	Illeito. 🗆	7 D		7 Di
Size	Discount Price					Colors for All Other Colors	_		0.4, _	Blue
8'H x 8'W	2,636.35	3,690.90			_ 🛮					П О-
8'H x 10'W	3,098.90	4,338.45			- 1	Classic Carpo Midnight Blue				☐ Gray
*Shipping Not Ir						windingill blue	□ FIUIII □	.veu □ K	en Lehhei [	_ ruxeu0
• All C	Classic carpet	contain recy	cled cor	itent and ar	e recyclable.					
			CUST	OM GRAP	PHIC / PHOT	O PANELS				
Р					matically enhar				e exhibit.	
	ACCESSO				NTAL			PURCH		
Part #	<u>Description</u>		Qty [	Discount Price	Standard Price	<u>Total</u>	Qty Dis	scount Price	Standard Price	<u>ce Tot</u>
715800	2-200 Watt Halog	gen Light Kit	F	178.25	249.55	0101	<del></del>	264.15	369.80	
715801	1-200 Watt Halog	_		91.25	127.75			192.05	268.85	
715802	Straight Shelf	-		67.90	95.05			131.55	184.15	
715803	Angled Shelf	_		67.90	95.05			131.55	184.15	
					UICK TIPS					
	literature or p	products, mate e time, money		dling rates wi		eceived after	the deadling	ne da	ate or	ate or without pa

charged the Standard Price.

Sub-Total

**PURCHASE UNITS TOTAL COST** 

Total Cost

8.25% Tax

# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide highresolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman's extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



## **EVENT GRAPHICS**

## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

# SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## **DEPTH OF RESOURCES**

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

# REPRODUCTION AND INSTALLATION

- Suspended banners
- Logo reproduction

- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing



Page 1 of 2

## FREEMAN

07/17 (462418)

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: DIGITAL FUTURE OF INSURANCE	- 462418 / MAY	14-16, 2018			
COMPANY NAME:	BOOTH #:		BOOTH SIZE	: х	
CONTACT NAME :	PHONE #:				
E-MAIL ADDRESS :					
For Assistance, please call (210) 554-2021 to speak with one of					<del></del>
For fast, easy ordering, GRAPI		in.com			
		an oony or ol	ootronio fi	ilo	
To order your graphics, complete this order form an Please see artwork guidelines for electronic files on			ectronic n	ile.	
Note: All graphics are subject to a 100% Cancellation					
DIGITAL GRAPHICS	STANDARD	SIZES			
Freeman has the capabilities to provide you with the	CHOOSE YOU		Discount	Standard	TOTAL
finest digital graphic reproduction available.  Capabilities include four-color, photo-quality, high-	<b>-</b> " 44"	QTY.	<u>Price</u>	<u>Price</u>	TOTAL
esolution digital printing virtually any size for banners,	7" x 11"	@	44.55	66.85 =	
signage, exhibit graphics and more.	7" x 22" -	@	50.95	76.45 =	
L XW = sq.ft.	7" x 44" -	@	54.15	81.25 =	
\$ 21,20 per sq. ft. discount price	9" x 44"	@	68.95	103.45 =	
sq. ft x or = \$	11" x 14"	@	60.45	90.70 =	
\$ 31.80 per sq. ft. standard price	14" x 22"	@	65.75	98.65 =	
Minimum order per graphic 9 sq. ft. (1296 sq. in.)	14" x 44"	@	75.35	113.05 =	
Double sq. ft. for double-sided graphics     Round sq. ft. to next whole increment	22" x 28"	@	112.50	168.75 =	
File conversion, retouching, cloning or color	28" x 44"	@	166.55	249.85 =	
correcting may incur additional labor charges. (See reverse side for graphic guidelines.)	20" x 60"	@	202.65	304.00 =	
ARGE DIGITAL GRAPHICS	(white only)				
Please call an Exhibitor Sales Specialist for		nversion, retou			
price quotes on graphics over 80 sq. ft.		dditional labor phic guidelines		ee reverse si	ae
File Information:	INDICATE Y	_		RE:	
Electronic File Name	* Please feel free to a	attach additional sign	copy on separa	te page.	
Application					
PMS Colors					
acking Material:					
Freeman Foam Masonite					
─ (Foamcore)     ─ Freeman PVC     ☐ Plexi					
(PVC) Freeman Honeycomb	Vertical	Horizontal	Use Y	our Judgment	
Freeman HD Foam (Eco-Board)	vertical	ПОПДОПІАІ		Sign Layout	
─ (Gatorioam)  ☐ Freeman Polyfoam ☐ Other					
Ultra Board)					
The product offered has recycled content or has ecoriendly attributes and is 100% recyclable according to					
he manufacturer's specifications.	Background Co	lor:			
Vertical Horizontal Use Your Judgment					
For Sign Layout	Lettering Color:				
Special Instructions		TOTA	L COST		
	- Colt. T. ( )	_ +	=	T-1-1 0	
	Sub-Total	8.25 %	Б Гах	Total Cost	

#### **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)
- Al 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.

Page 2 of 2

3323 I H 35 North, Ste 120 San Antonio, TX 78219 (210) 554-2021 Fax: (469) 621-5611 DISCOUNT PRICE DEADLINE DATE APRIL 23, 2018

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COMPANY NAME:		BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :		PHONE #:		
E-MAIL ADDRESS :				
For Assistance nl	ease call (210) 554-2021 to speak with one	of our experts		

For fast, easy ordering, go to <a href="https://www.freeman.com">www.freeman.com</a>
ACCESSORIES FOR RENTAL UNITS LIGHTS (use only on rentals) **CABINETS** SHELVES (use only on rentals) **RADIUS CABINET** LITERATURE POCKETS **GONDOLAS** (does not have doors)

Qty Part # Description Price Price Total	Discount Standard Qty Part # Description Price Price Total
LIGHT FIXTURES (electrical service & labor to install lights not included)	GONDOLAS Gondolas
172512 Arm Light 65.90 92.25	☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC
172514 4' Tracklight (3 lights) 266.75 373.45	174541 Single Sided 1м х 4' High 414.05 579.65
17252 Halogen Light N/A N/A	174542 Double Sided 1м x 4' High 551.05 771.45
CABINETS & LOCKS	174581 Single Sided 1м x 8' High 414.05 579.65
Cabinets	174582 Double Sided 1 <sub>M</sub> x 8' High 551.05 771.45
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC	SHELVES
17305 1м х ½м х 36" High 512.45 717.45	17201 1м Straight (37" х12") 70.05 98.05
17306 1м х ½м х 42" High 512.45 717.45	17206 1 <sub>M</sub> Angled (37" x 12") 81.70 114.40
17308 2м х ½м х 36" High 620.65 868.90	
17309 2м х ½м х 42" High 620.65 868.90	LITERATURE POCKETS
173010 1м Radius x ½м x 36" High. 660.95 925.35	174015 For 8½ x 11 Literature 28.85 40.40
173011 1м Radius x ½м x 42" High 660.95 925.35	
(Radius Cabinets do not have doors)	
17301 Cabinet Lock 8.50 11.90	
Inside Shelves Available Quoted on Request	
	TOTAL COST
on't see what you need? Please call Exhibitor Sales at (210) 554-2021.	Sub-Total + 8.25% Tax = Total Cost

<sup>\*</sup> Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.

### 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.

# LET US DO THE HEAVY LIFTING

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



## INSTALLATION + DISMANTLE

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

# **ON-SITE SUPERVISION**

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

#### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.





3323 IH 35 North, Ste 120 San Antonio, Texas 78219 Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday	ONTACT NAI	ME:				<u> </u>		
ANIL ADDRESS:  r Assistance, please call 210-554-2021 to speak with one of our experts.  For fast, easy ordering, go to www.freeman.com  DISPLAY LABOR (One Hour Minimum per Worker)  Description Advance Price Price  1	MAIL ADDRI				BOOT	H #:		
Present Supervised Labor - Please completed the reverse side of this form.    Installation of your exhibit will be completed at our discretion prior to show opening					PHON	E #:		
Price   Show Sir   Price   Show Sir   Show	or Assistano							
DISPLAY LABOR (One Hour Minimum per Worker)  Description  Description  Advance Price		ce, please o		•	·			
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## ALL DAY SATURDAY, SUNDAY & HOLIDAYS				Description		F		
ALL DAY SATURDAY, SUNDAY & HOLIDAYS	-			, ,	,		85.50	\$ 119.75
Show Site prices will apply to all labor orders placed at show site.  Price is per person/per hour.  Start time guaranteed only at start of working day 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 or  INSTALLATION LABOR  Freeman Supervised Labor - Please complete the reverse side of this form.  Installation of your exhibit will be completed at our discretion prior to show opening.  The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00  Emergency contact:  Phone Number:  Phone Start No. of People Approx. Hrs. Total Hrs. Hourly Rate Estimated Total Cost  Time  Time  No. of People Approx. Hrs. Total Hrs. Hourly Rate  Freeman Supervision (30%/\$45.00) = \$  Freeman Supervision (30%/\$45.00) = \$  Tax = \$  (N/A)	vertime-						§ 128.25	\$ 179.75
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 or INSTALLATION LABOR  Freeman Supervised Labor - Please complete the reverse side of this form. Installation of your exhibit will be completed at our discretion prior to show opening The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00  Emergency contact:  Phone Number:  Date Start No. of People Approx. Hrs. Total Hrs. Hourly Rate Estimated Total Cost  Time  Person  Total Hrs. Hourly Rate  Estimated Total Cost  Total Cost  Total Cost  Total Cost  Total Cost  Tax = \$  INA)		v Site prid	ces will apply to					
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Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor  The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00  Emergency contact:  Phone Number:  Phone Number:  Date Start No. of People Approx. Hrs. Total Hrs. Hourly Rate Estimated Total Cost  Time Person  X = @ \$ = \$   X = @ \$ = \$	Emergence Exhibit Supervisor Date	Start Time		per Person  x=  x=	e @	\$ \$	_ = \$ _ = \$	Estimated Total Cost
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Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor  The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00  Emergency contact:  Phone Number:  Phone Number:  Date Start No. of People Approx. Hrs. Total Hrs. Hourly Rate per Person  X = @ \$ = \$   X = @ \$ = \$   Freeman Supervision (30%/\$45.00) = \$	Emergence Exhibit Supervisor Date	Start Time		x= x=	=@ =@ =@	\$ \$ \$ (30%/\$45.00)	_ = \$ _ = \$ _ = \$ = \$	Estimated Total Cost

NAME OF SHOW:	DIGITAL FUTURE OF INSURANCE - 462418 / MAY 14-16, 2018
COMPANY NAME:	BOOTH#:
CONTACT NAME:	PHONE#:

#### FREEMAN SUPERVISED LABOR

<u>IN ORDER TO BETTER SERVE YOU</u> - 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 SH	HIPPING & S	ET UP INFORI	MATION	
Freight w	ill be shipped to Wa				ed	
Total No.	of:	Crates		Cartons _		Fiber Cases
Setup Pla	an/Photo: Attached	7	Го Be Sent With Ex	hibit	In Crate No	
Carpet:	With Exhibit	Rented	From Freeman	Color	Size	
Electrical	Placement:	Dr	awing AttachedDra	wing With ExhibitEle	ctrical Under Carpet	
Con	mments:					
	: With Exhibit					
Special To	ools/Hardware Req	uired:				
		OUTBOL	JND SHIPPIN	IG INFORMAT	ION	
SHIP TO:						
METHOD	OF SHIPMENT					
Free	eman Exhibit Trans	sportation:				
	Common Carrier					
	Air Freight	■ Next Day	☐ 2nd Day	■ Deferred	■ Expedited	
Othe	er (list carrier nam Other Common Ca	-				
	Van Line:					
FREIGHT	Γ CHARGES					
	Prepaid Bill To:	□ Collect				
	event your sele	cted carrier fa	ils to show on	final move-out	day, please selec	t one of the
	Reroute via F	eeman's choic	e			
	Deliver back t	o Freeman wa	rehouse at Exl	nibitor's expens	se.	

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



A representative must be in your booth to sign for delivery of equipment.

The equipment requested in this order is being rented for

the specified period of time only.

Any equipment rented is for use in the exhibit booth only.

Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear

and tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control

	Exhibit Booth Info	Please compli	ete trie requested irii	ormation below				
PRESENTATION SERVICES	Convention/ Program Name:							
Hilton Austin								
500 East 4th Street	Set up Date:	Set up Time:				Booth #		
Austin, TX 78701					_			
PSAV Office: (512) 320-0560	End Date:	End Time:			_			
E-Mail: HiltonAustinExhibits@PSAV.com			Pre-Event	On-Site Rate	Qty	Days	тот	AL
COMPANY INFORMATION	Computer Disp	olay Equipment	Rate					
	24" LCD Monitor - Includes Por	ver *	\$303.00	\$379.00	X		=	
	32" LCD Monitor w/ Table Stan	d _Includes Power*	\$323.00	\$404.00	X		=	
EXHIBITOR COMPANY NAME	46" LCD Monitor w/ Floor Stand	d - Includes Power *	\$608.00	\$760.00	x		=	
	55" LCD Monitor w/ Floor Stand	d - Includes Power*	\$813.00	\$1,016.00	x		=	
ON-SITE CONTACT NAME	PC Laptop Computer with Micr	osoft Office	\$230.00	\$288.00	x		=	
E-mail Address	Additional	Equipment	Pre-Event	On-Site	Qty	Days	тоти	AL
	LCD Projector 2600-4000 Lume	ns (w/ support pkg)	\$425.00	\$531.00	Х		=	
Address	LED Uplight (Price Per Light)		\$75.00	\$94.00	x		=	
	Small PA with speaker, mixer a	nd wired mic	\$516.00	\$645.00	x		=	
City, State, Zip	Post-It ® Flip Chart Pkg (w/ ma	rkers, 1 pad & easel)	\$80.00	\$100.00	x		=	
( )	Laptop Speakers		\$45.00	\$75.00	x		=	
Telephone Number	*On-site requests may ta	ke up to 5 hours to fulfill,		'				
	based upon	,						
( )	Power S	<u>Services</u>	Pre-Event	On-Site	Qty	Days	TOTA	AL
Fax Number	5 amp/120v Outlet (includes po	werstrip)	\$98.00	\$123.00	x		=	
Payment Terms & Conditions	10 amp/120v Outlet (includes p	owerstrip)	\$120.00	\$150.00	x		=	
Tall and a second distribution and a second distribution and a	20 amp/120v Outlet (includes p	owerstrip)	\$180.00	\$225.00	x		=	
Full payment, including sales tax, is due in advance.  Purchase orders are not accepted. Cancellations less han 24 hours prior to exhibit load-in will be charged a one-day rate.								

For rigging requests, please visit: http://www.psav.com/RiggingForm/. A representative will reach out to you with pricing upon completion of the form.

For specialty equipment not listed, including special lighting, please call 512-320-0560 for quote.

Order Forms with payment arrangements made less than 15 days before exhibit set-up will be charged on-site rates.

Payment	Please complete the requested information below:
Acceptance	Signature:
Printed	
Name:	
For you	r security and to adhere to PCI Security Standards,
PS.	AV will contact you directly to finalize payment
	arrangements with a Credit Card.
**On-site	rates apply for payment arrangements made less than 15 days
	prior to the start of exhibit set-up.**
Names of au	thorized on-site contacts for additions:
Oncita Cont	act Mobile Phone #:
Onsite Cont	act Mobile Priorie #:

PAGE 1 TOTAL COST	
Equipment Total	\$
On-site support / delivery ADD 23%	\$
SUBTOTAL*	\$
*8.25% Sales Tax will be added to every order	
PAGE 1 TOTAL	\$
PSAV Exhibit Services Hi	ilton Austin

TION DATE				COMPANY NAM	E			
				-				
TION LOCATION				_ EMA	IL .			
ENTION GROUP				ВООТН	#			
TE CONTACT				- PH. N	<b>)</b> .			
	SE	T-UP		BREA	KDOWN			
<b>PSAV</b>	DATE			DATE			_	
e: 512-320-0560	TIME			TIME				
				T TO: HiltonAustinl				
	R ORDER MUST BE RECEIVED ATES: MONDAY - FRIDAY 8AM							
			1	ECTRICAL				
		# DAYS	Quantity	ADVANCE ORDER	# DAYS	Quantity	FLOOR ORDER	TOTAL PRIC
120 VOLT/SINGLE PHASE SER	VICES:			Per Day Cost			Per Day Cost	
Single Outlet Service (5 amps) NOT I	DEDICATED			\$ 78.00			\$ 103.00	
Single Outlet Service (20 amps) DED	ICATED			\$ 160.00	_		\$ 205.00	
Power Strip		-		\$ 20.00	_		\$ 22.00	
25' - 50' Extension Cord 100' Extension Cord				\$ 20.00 \$ 50.00	_		\$ 22.00 \$ 55.00	
100 Extension Cord				\$ 50.00			\$ 55.00	
		ADDITIO	NAI EI	ECTRICAL SERVIO	FS		_	
		# DAYS	Quantity	ADVANCE	# DAYS	Quantity	FLOOR ORDER	
SERVICES AVAILABLE:		" 5/11.0	Quantity	ORDER	" 51110	quantity	12001 010211	TOTAL PRIC
30 AMPS EACH				\$ 330.00			\$ 363.50	
				\$ 735.00			\$ 810.50	
100 AMPS EACH				\$ 735.00		1		
100 AMPS EACH 200 AMPS EACH				\$ 1,485.00			\$ 1,625.50	
	ower to one point and one contaff will furnish a quote. PSA\	nnection. Motors / and/or Hilton res	of one-half serves the r	\$ 1,485.00 \$ 2,960.00 not to be used. Charges for housepower or more must ight to refuse connections	e equipped w	th a safety sv	\$ 3,211.00  not include repair of outsid vitch. If 24-hour service is r	equired, please
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# National Plant & Floral, Inc.

AUSTIN, TX

CREDIT CARD BILLING ADDRESS:

STATE: \_\_\_\_\_ZIP CODE # \_\_\_\_\_

CITY: \_\_\_\_\_

Name of S	how:		
Dates:			
Location:_			

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION	/ COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT			65.00		
TROPICAL FLORAL ARRANGEMENT			75.00		
FLORAL ARRANGEMENT			100.00		
HEIGHT: WIDTH:			or 175.00		
FLORAL ARRANGEMENT					
HEIGHT: WIDTH:					
TROPICAL PLANT AND BLOOMING FOLIAG		<u> </u>			
MUM PLANTS: Yellow White Lavender		30.00			
AZALEAS: Pink Red		35.00			
BROMELIAD		35.00			
SMALL Ivy Pothos		30.00			
LARGE BOSTON FERN		40.00			
3 FOOT TROPICAL PLANT		49.50			
4 FOOT TROPICAL PLANT		59.50			
5 FOOT TROPICAL PLANT		69.50			
CUSTOM TROPICAL PLANTS					
5 FOOT TROPICAL / TOP DRESSED - SMALL IV		125.00			
6 FOOT FICUS TREE / TOP DRESSED - SMALL IV		169.50			
6 FOOT PALM / TOP DRESSED - SMALL IVY AN		169.50			
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request			
CONTAINERS:			SUB-TOTAL		
WHITE BLACK DELIVERY, PICK UP 8			% MAINTENANCE 10%		
			(	GRAND TOTAL	
	<u>REEN MATERIA</u>				T7
ALL ORDERS MUST B	E PAID IN FULL accept Checks, VISA, Mas			E OF THE SHOW	W.
Have National Plant & Flor				:	
	AMEX □ CHECK				
CREDIT CARD#:	COMPANY NAME:BOOTH CONTACT:				
EXP DATE: SECURITY CODE:	PHONE#: ()				
CARDHOLDER NAME:		EMAIL:			
AUTHORIZED SIGNATURE:		☐ EMAIL CONFIR	RMATION (	COPY DEMAIL S	TATEMENT CO

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

NPF LV 10.13 Booth # \_\_\_\_\_



#### **EXHIBITOR SERVICES REQUEST FORM** Event Name: Set-Up Date/Time: Location: Company Name: Booth Number: Company Contact: Office Phone: E-mail: Office Fax: On-Site Contact: On-Site Phone: INTERNET COST TOTAL Standard Wireless Internet (Per Connection, Per Day) \$ 50.00 \$ Standard Wired Internet (Per User, Per Day) \$ 250.00 \$ 35 Mbps Circuit (Per Connection, Per Day) \$ 500.00 \$ Χ Number of Days Needed: Internet connections indicated above are valid on meeting room floors only. No outside network equipment is allowed unless approved by the Hilton Austin IT department including, but not limited to, wireless access points, switches, hubs and routers. Exhibitor services orders received within 10 business days of the program's start date are subject to a 10% surcharge and potential menu selection limitations. Estimated Subtotal: \$ 10% Surcharge \$ Pre-payment is required to be submitted prior to the event date. Please (circle one) apply all charges to my guest room under confirmation (If Applicable): \_or contact me at (\_\_\_)\_\_\_\_ to collect a method of payment. 8.25% Sales Tax: Estimated Total: Please fax back the completed order form to 512-682-2789. Additional arrangements or special requirements not indicated above may be coordinated with the program's Event Manager by contacting 512-682-2700.

Signature:

Date: \_\_\_

# AUSTIN FIRE REGULATIONS AUSTIN, TEXAS

#### FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES

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 preplanning 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 Facilty 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.
  - 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 <u>not</u> 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.