

# FinNext 2020 EXHIBITOR SERVICE KIT

January 21, 2020

Dear FinNext Sponsors,

FinNext 2020 is rapidly approaching and will be here before you know it. With about two months to go, it will be important to read this manual and meet all the deadlines. Let's get started.

The FinNext Exhibitor Service Kit includes the information you need to plan your participation for FinNext 2020. It includes rules and regulations for participating in the conference, schedule of events, deadline calendar, Tech Lounge hours, how to order electric, catering, shipping and much more.

AFP and Freeman, the official General Service Contractor, will be working hard to help ensure FinNext 2020 is a successful event for you.

Should you have any questions or need further assistance, please email us at [exhibiting@afponline.org](mailto:exhibiting@afponline.org). We look forward to working with you in the upcoming months.

Sincerely,  
The AFP Exhibits Team

**[www.FinNext.org](http://www.FinNext.org)**

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**[www.FinNext.org](http://www.FinNext.org)**

# **FinNext 2020** **EXHIBITOR SERVICE KIT**



**FinNext 2020**  
**March 15-17, 2020**  
**New Orleans Marriott**  
**555 Canal Street**  
**New Orleans, Louisiana 70130**

## **EXHIBITOR MOVE-IN**

**Sunday, March 15, 2020**  
**10:00 AM – 4:00 PM**

## **TECH LOUNGE HOURS**

**Monday, March 16, 2020**  
**10:00 AM – 6:00 PM**

**Tuesday, March 17, 2020**  
**9:30 AM – 10:30 AM**

## **EXHIBITOR MOVE-OUT**

**Tuesday, March 17, 2020**  
**10:30 AM – 12:00 PM**

**[www.FinNext.org](http://www.FinNext.org)**

## CONFERENCE SCHEDULE AT A GLANCE

### Sunday, March 15

10:00 a.m. - 6:30 p.m.	Registration
10:00 a.m. - 3:00 p.m.	Pre-Conference Workshop – From Data to Reporting & Insights Through Power BI
1:30 - 3:00 p.m.	FP&A Roundtable: Implementing a Planning System <i>Sponsored by QueBIT</i>
3:30 - 5:00 p.m.	FP&A Symposium: Navigating Project Investment Decisions <i>Sponsored by Planful</i>
5:00 - 6:30 p.m.	Welcome Reception <i>Sponsored by Planful</i>

### Monday, March 16

7:30 a.m. - 5:00 p.m.	Registration
7:30 - 8:30 a.m.	Attendee Breakfast
8:30 - 10:00 a.m.	Opening Keynote – Daniel Pink
10:00 a.m. - 6:00 p.m.	Tech Lounge Open
10:00 - 11:00 a.m.	Tech Lounge Refreshment Break & Solution Showcase Solution Showcase – 10:15 – 10:25 a.m. – Adaptive Insights 10:35 – 10:45 a.m. – Planful
11:00 a.m. - 12:00 p.m.	Session Block #1
12:00 - 1:15 p.m.	Lunch & Tech Lounge Dessert Break
1:15 - 2:15 p.m.	Session Block #2
2:15 - 3:00 p.m.	Tech Lounge Refreshment Break & Solution Showcase Solution Showcase – 2:25 – 2:35 p.m. – Board International 2:45 – 2:55 p.m. – Unit 4
3:00 - 4:00 p.m.	Session Block #3
4:15 - 4:45 p.m.	Session Block #4
4:45 - 6:00 p.m.	Tech Lounge Reception

### Tuesday, March 17

7:30 - 10:00 a.m.	Registration
7:30 - 8:30 a.m.	Attendee Breakfast

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# FinNext 2020 EXHIBITOR SERVICE KIT



8:30 - 9:30 a.m.	Session Block #5
9:30 - 10:30 a.m.	Tech Lounge Open
9:30 - 10:30 a.m.	Tech Lounge Refreshment Break & Solution Showcase
	Solution Showcase –
	9:40 – 9:50 a.m. – Longview
	10:10 – 10:20 a.m. - OneStream
10:30 a.m. - 12:00 p.m.	Closing Keynote – Amy Vetter

*(Schedule as of 1/17/20)*

**[www.FinNext.org](http://www.FinNext.org)**

4520 East-West Highway | Suite 800 | Bethesda, MD 20814 | USA | T: +1 301.907.2862 | F: +1 301.907.2864 | [www.AFPonline.org](http://www.AFPonline.org)

## CONFERENCE CONTACT INFORMATION

### AFP Exhibiting Team

**Tina Carter, Events & Exhibits Specialist**

**Lubi Manova, Project Manager**

Email: [exhibiting@afponline.org](mailto:exhibiting@afponline.org)

### AFP Sales

Phone: 301.907.2862

Website: [www.AFPonline.org](http://www.AFPonline.org)

#### Kevin Boyle

Director of Access Sales

Phone: 301.961.8861

E-mail: [kboyle@AFPonline.org](mailto:kboyle@AFPonline.org)

#### Tim Momyer

Access Sales Executive

Phone: 301.961.8838

E-mail: [tmomyer@AFPonline.org](mailto:tmomyer@AFPonline.org)

#### David Pim

Access Sales Executive

Phone: 301.961.8891

E-mail: [dpim@AFPonline.org](mailto:dpim@AFPonline.org)

### Official General Service Contractor

#### Freeman

1000 Elmwood Park Blvd

New Orleans, LA 70123

Phone: 504.731.6137

Fax: 469.621.5612

E-mail: [FreemanNewOrleansES@freeman.com](mailto:FreemanNewOrleansES@freeman.com) Website: [www.freemanco.com](http://www.freemanco.com)

### Freeman Exhibit Transportation

Phone: 1.800.995.3579 (US & Canada)

1.817.607.5183 (International Shipping Services)

E-mail: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**[www.FinNext.org](http://www.FinNext.org)**

## EXHIBITOR RULES for FinNext 2020

(Effective November 2019)

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### 1. EXHIBIT LOCATION

All exhibits will take place in the “Tech Lounge” located in the Bissonet Room of the New Orleans Marriott, 555 Canal Street, New Orleans, LA 70130. (AFP reserves the right to alter the exhibit hall floor plan to ensure continuity of the display area.)

#### TECH LOUNGE HOURS (local time)

Monday, March 16, 2020	10:00 AM – 6:00 PM
Tuesday, March 17, 2020	9:30 AM – 10:30 AM

### 2. FUNCTIONS AND RECEPTIONS

Exhibitors shall not host events during official conference hours that are outside of the hotel licensed by AFP in connection with the conference, including hospitality suites and function space.

#### OFFICIAL CONFERENCE HOURS (local time)

Sunday, March 15, 2020	10:00 AM – 6:30 PM
Monday, March 16, 2020	8:00 AM – 6:00 PM
Tuesday, March 17, 2020	8:00 AM – 12:00 PM

*Note: Conference Hours are subject to change at the sole discretion of AFP.*

### 3. SHIPPING

Exhibitors utilizing the Freeman Warehouse should ship their booth materials to arrive by March 6, 2020 to avoid additional fees. Freeman will begin receiving shipments at the warehouse on February 17, 2020.

The New Orleans Marriott has a FedEx Business Center on-site. Shipments sent directly to the New Orleans Marriott will be charged additional hotel handling fees. Exhibitors shipping directly to/from the hotel will be responsible for any additional FedEx charges at the time of service paid directly to FedEx. AFP will not incur any additional costs.

**[www.FinNext.org](http://www.FinNext.org)**

#### 4. EXHIBIT HALL RULES

No one under the age of 21 is permitted to attend any conference function or is permitted in the exhibit hall at any time.

#### 5. PROHIBITED CONDUCT

- A. Sponsors (or any conference attendee) are prohibited to utilize area other than their assigned exhibit space, at any AFP conference site. Prohibited conduct includes, but is not limited to, marketing, sales, distribution of promotional materials or any other activities conducted outside of your assigned exhibit space. This includes selling in the aisles or at any other event relating to FinNext 2020.
- B. Except for official AFP activities, no exchange of monies consisting of, but not limited to, cash, credit cards, checks, or signing of purchase orders or contracts is allowed within the confines of the Tech Lounge during the conference.
- C. Booth substitutions are not accepted for exhibiting companies except when there has been a merger or acquisition.
- D. AFP does not permit exhibitors to use balloons anywhere in the Tech Lounge.
- E. No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Engineering at the hotel and AFP. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
- F. The logo for the Association for Financial Professionals is trademarked and cannot be used by any exhibitor in any manner (including on a booth or in promotional materials) for FinNext 2020 without the written permission of AFP.
- G. Except for signage within the approved limits of an exhibit space, signs are not allowed in any of the conference facilities unless approved in advance by FinNext 2020 management.
- H. Exhibitors are prohibited from dismantling their booth prior to the conclusion of the official exhibit hall hours.

**[www.FinNext.org](http://www.FinNext.org)**

## 6. EXHIBIT BOOTH EQUIPMENT

### A. Standard Booths

Standard booth spaces shall be draped in a black 8' high backdrop and 3' high black side rails. Exhibitor shall also receive a 7" x 44" exhibitor identification sign as part of a standard booth. AFP does not allow the drape color to be replaced with any other color.

### B. Carpet

The exhibit areas will use existing hotel carpet, unless the exhibitor has purchased and arranged for the installation of custom carpet or flooring within the booth. Freeman provides custom carpet options, but exhibitors do not need to order carpet, and may also choose to use a third-party vendor for custom carpeting if preferred.

### C. Hanging Signs

No hanging signs are allowed at this show.

## 7. EXHIBITOR APPROVED CONTRACTOR (EAC) FORM

Exhibitors must submit an EAC Form for any third-party vendors needing access to their booth. All EAC forms must be emailed to [Exhibiting@afponline.org](mailto:Exhibiting@afponline.org) by **March 2, 2020**. Outside contractors will be required to supply a Certificate of Insurance (COI). The form is included in this kit.

## 8. NON-FLAMMABLE MATERIALS

All materials used in the exhibit hall, ballrooms or any other room of the convention center, must be non-flammable and conform to the fire regulations of the convention center. Electrical wiring and equipment installation must conform to the applicable regulations of the convention center. Materials not conforming to such regulations shall be removed immediately at the exhibitor's expense. It is strictly against fire codes to block or lock any fire exits.

## 9. DISCARDED EXHIBIT MATERIALS

Any exhibitors who discard their displays or any type of "bulk" material not considered normal refuse must make arrangements for its removal at their own expense. If the hotel has to remove these materials, the exhibitor shall be charged directly.

## 10. EXHIBITOR CONFERENCE REGISTRATIONS

Exhibitors receive complimentary exhibitor conference registrations based on the level of sponsorship. Full registrations grant full access to the entire conference, including educational sessions, general sessions and networking events. Expo Hall passes grant access to the Tech Lounge only.

Please email your attendee information to [exhibiting@afponline.org](mailto:exhibiting@afponline.org) by February 14, 2020. Include the following:

First Name, Last Name, Title, Company, Mailing Address, Phone, Email

Sponsors can purchase additional conference registrations at a discounted rate. Please use the Sponsor Registration Form in this kit to register additional members of your team.

## 11. DEADLINES

Exhibitors are expected to adhere to all deadlines set forth by AFP. Failure to meet deadlines as outlined in this kit may result in exclusion from conference materials.

**[www.FinNext.org](http://www.FinNext.org)**

## PREFERRED VENDORS

To place an order, see the Appendix for order forms.

### CATERING SERVICE

#### Marriott New Orleans

Contact: Jennifer Vizcarra  
Phone: 504.553.5570  
Email: [Jennifer.vizcarra@marriott.com](mailto:Jennifer.vizcarra@marriott.com)  
Website: <https://www.marriott.com/hotels/travel/>

### LEAD RETRIEVAL

#### EXPO LOGIC

Phone: 484.751.5131  
Website: <http://ww2.expologic.com/full-service-lead-management>

### HOUSING

#### Marriott New Orleans

555 Canal Street  
New Orleans, LA 70130  
504.581.1000  
[FinNext Online Reservations](#)

### PHOTOGRAPHY

#### Chris Martinez Photography

Phone: 504.439.8718  
Email: [chris@chrismartinezphotography.net](mailto:chris@chrismartinezphotography.net)

### INTERNET/ELECTRICAL/TELEPHONE SERVICE

#### PSAV

Contact: Andrew Winston  
Phone: 504.613.1870  
Fax: 855.869.6651  
Email: [1796exhibits@psav.com](mailto:1796exhibits@psav.com)

### SHIPPING SERVICES

#### Freeman Exhibit Transportation

Phone: 1.800.995.3579  
E-Mail: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

#### FEDEX Office at New Orleans Marriott

Phone: 504.654.1057  
Email: [usa5038@fedex.com](mailto:usa5038@fedex.com)

**www.FinNext.org**

## IMPORTANT DATES & DEADLINES

### ASAP

- ☐ Make Housing Reservations (based on availability/last day for group rate is 2/24)).....ASAP

### FEBRUARY

#### AFP

- ☐ AV Requirements for Solution Showcase due (Gold & Silver) ..... February 7
- ☐ Exhibitor registrations and assignments due ..... February 14
- ☐ Purchase additional sponsor registrations deadline..... February 14
- ☐ Splash page for the mobile app due (Gold) ..... February 14
- ☐ Banner ad requirements due ( Gold & Silver)..... February 14
- ☐ Mobile app push notification requirements due (Silver) ..... February 14
- ☐ Last day for group housing rate (based on availability) ..... February 24
- ☐ Download conference app and review your information ..... February 25
- ☐ Digital signage requirements due (Silver & Bronze) ..... February 28

#### PREFERRED VENDORS

- ☐ Freeman will begin receiving shipments at warehouse ..... February 17
- ☐ Freeman early deadline for discounted rate ..... February 23
  - o Material handling
  - o Transportation Services
  - o Furnishings
  - o Booth Cleaning
  - o Exhibit Rentals/Booth Graphics
  - o Booth Installation and Dismantling
- ☐ Lead Retrieval (Expo Logic) – last day for early pricing..... February 14
- ☐ Photography Services (Chris Martinez Photography)..... February 28

### MARCH

#### AFP

- ☐ Exhibitor Appointed Contractor (EAC) form due ..... March 2
- ☐ Certificate of Insurance (COI) due ..... March 2

#### PREFERRED VENDORS

- ☐ Internet/Network/Telephone Service (PSAV) ..... March 4
- ☐ Last day for shipment to arrive at Freeman warehouse (additional fee after this date)..... March 6

**[www.FinNext.org](http://www.FinNext.org)**

## SPONSORSHIP LEVELS

### **GOLD –**

10x10 booth  
Solution Showcase – 10 minute timeslot  
4 full conference registrations  
2 Expo Hall registrations  
Sunday FP&A Symposium sponsor  
Welcome Reception sponsor  
Pre/post registration lists  
FP&A Quest  
Lanyards  
Splash page in the mobile app  
Banner ad in the mobile app  
Website recognition  
Mobile app inclusion  
Keynote recognition

### **SILVER –**

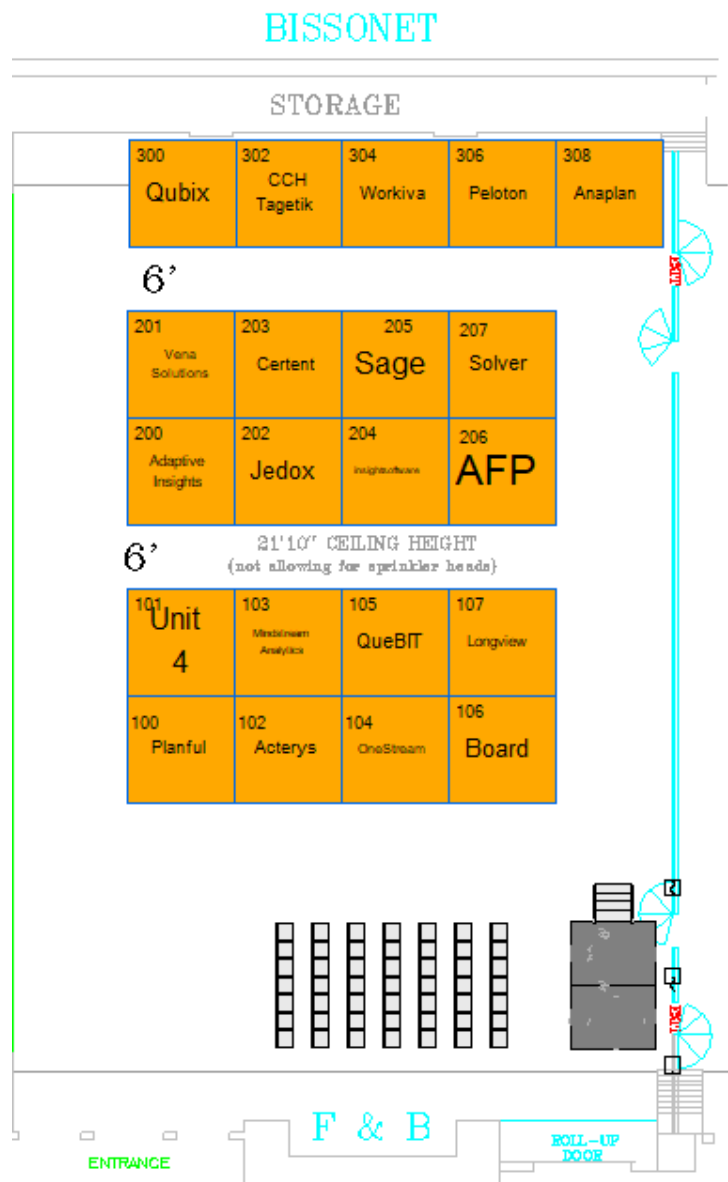
10x10 booth  
Solution Showcase – 10 minute timeslot  
2 full conference registrations  
2 Expo Hall registrations  
Pre/post registration lists  
FP&A Quest  
Banner ad in the mobile app  
Push notification in the mobile app (1)  
Digital signage  
Website recognition  
Mobile app inclusion  
Keynote recognition

### **BRONZE –**

10X10 booth  
2 full conference registrations  
Pre/post registration lists  
FP&A Quest  
Topic tables at Monday lunch  
Digital signage  
Website recognition  
Mobile app inclusion

**[www.FinNext.org](http://www.FinNext.org)**

## TECH LOUNGE FLOOR PLAN



[www.FinNext.org](http://www.FinNext.org)



Email EAC form to Tina Carter at  
[exhibiting@AFPonline.org](mailto:exhibiting@AFPonline.org)

NEW ORLEANS, LOUISIANA | MARCH 15-17, 2020 | MARRIOTT

**1 EXHIBITOR INFORMATION** Please type or print.

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST SUFFIX

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact Email \_\_\_\_\_ Booth Number \_\_\_\_\_

An Exhibitor Appointed Contractor (EAC) is any company other than FinNext 2020's official service contractor, Freeman. Exhibitors are responsible for informing specific appointed contractors of the below requirements and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

- A certificate showing adequate general liability and property damage coverage must be received by March 1, 2020. Important: Be sure the certificate of insurance indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed.
- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by AFP in the FinNext 2020 Exhibitor Service Kit.
- Exhibitor Appointed Contractors may operate only out of the confines of their client's booth.

**2 CONTRACTOR INFORMATION** PLEASE ATTACH REQUESTED CERTIFICATE OF INSURANCE.

Contractor Company Name \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact Email \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please complete and fax credit card payment to:** 301.907.2864  
**Or mail check payment to:**  
AFP, P.O. Box 64714, Baltimore, MD 21264

**NEW ORLEANS, LA | MARCH 15-17, 2020 | NEW ORLEANS MARRIOTT**

**1 REGISTRATION INFORMATION** Please type or print. Photocopy for each additional registrant.

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

**This form must be submitted by February 14, 2020.**

Full Name \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST SUFFIX

Title \_\_\_\_\_

Company \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Preferred first name for badge \_\_\_\_\_

**2 REGISTRATION** This form must be submitted by February 14, 2020.

Registration (FN20)	Price
Tech Lounge Only (limit 2)	<input type="checkbox"/> \$500
Full Conference Registration (limit 3)	<input type="checkbox"/> \$895
Sub-Total Amount Due =	\$ _____

**3 METHOD OF PAYMENT**

**Total Amount Due \$ \_\_\_\_\_**

☐ Check Enclosed  
☐ American Express ☐ MasterCard ☐ Visa ☐ Discover Card

Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

*All payments must be made in U.S. Dollars drawn on a US Bank. Federal Tax ID 58-1424769 To avoid duplicate credit card charges, do not mail previously faxed registrations to the AFP P.O. Box.*

**You must complete both pages of this registration form.**

**4 GENERAL INFORMATION**

**1. Your relationship to finance (Check one)**

- ☐ I perform/manage finance functions.
- ☐ I sell to finance/treasury departments, or I perform consulting.
- ☐ I teach finance full-time.

**2. Please indicate your job level (Check one)**

- ☐ Non-Financial Executive Level - CEO, CIO, COO, President, Chair, Chief
- ☐ Financial Executive Level - CFO, Financial Controller, Treasurer
- ☐ Senior Management - Assistant Treasurer, Assistant Controller
- ☐ Management Level - Director of Finance, Treasury, Risk, Other
- ☐ Staff Level - Analyst, Manager, Accountant, Cash Manager
- ☐ VP Level - VP of Treasury, Finance, Risk, Other

**3. Organization's industry (Check one)**

- ☐ Banking
- ☐ Business Svcs./ Consulting/Legal
- ☐ Comm./Media/ Info. Provider
- ☐ Education
- ☐ Energy/Utility/ Petroleum
- ☐ Financial Services
- ☐ Government
- ☐ Health Services
- ☐ Hospitality/Travel/ Transportation
- ☐ Information Technology
- ☐ Insurance
- ☐ Manufacturing
- ☐ Non-profit
- ☐ Other
- ☐ Retail/Wholesale/ Distribution

**4. Your organization's annual revenue (Check one)**

- ☐ Under \$10 million
- ☐ \$10-99.9 million
- ☐ \$100-249.9 million
- ☐ \$250-499.9 million
- ☐ \$500-999.9 million
- ☐ \$1-4.9 Billion
- ☐ \$5-9.9 Billion
- ☐ \$10-20 Billion
- ☐ Over \$20 Billion

**5. Your gender:** ☐ Male ☐ Female

**6. Date of Birth:** \_\_\_\_\_

## SPONSOR REGISTRATION FORM

Additional Passes (Page 2 of 2)



Please complete and fax credit card  
payment to: 301.907.2864

Or mail check payment to:  
AFP, P.O. Box 64714, Baltimore, MD 21264

**You must complete both pages of this registration form.**

Full Name \_\_\_\_\_ Company \_\_\_\_\_

### 5 FINNEXT REGISTRATION POLICIES


**Registration Policies** AFP cannot process your registration without FULL PAYMENT. AFP accepts payment in the form of American Express, MasterCard, Visa, Discover Card, check or money order, in U.S. dollars drawn on a U.S. bank. Registrations may be accepted on site if space is available. AFP will confirm your registration within 10 days of receiving it.

**Cancellations** AFP accepts only written cancellations. Cancellations for registrations postmarked by February 14, 2020 will receive a 100 percent refund, less a \$50 processing fee. There are no refunds for cancellations postmarked after February 14, 2020. Membership dues are individual, non-refundable and non-transferable. Applicants are responsible for cancelling their own hotel accommodations.

**Substitutions** If you cannot attend the forum, someone else from your company of eligible status may attend. All requests for substitutions must be made in writing with a completed registration form accompanied by a \$50 processing fee. Additional substitution fees may apply based on the replacement's membership status. Please send a completed registration form and letter of substitution to AFP Customer Service department by February 14, 2020. On site substitutions will be accepted if eligible.

**Accommodations** The deadline for making hotel reservations is February 24, 2020. To make your reservation, please contact the New Orleans Marriott at 504.581.1000 and reference AFP FinNext to get the conference rate.

**Photography Disclosure** Upon registering for this event, you are providing AFP the irrevocable right to use your likeness for AFP advertising and promotion.

 **Special Assistance:** If you have a disability and require special assistance and/or have medical or religious dietary restrictions, please specify your needs to customerservice@AFPonline.org at least one week before the event so that we may accommodate your needs.

**Questions:** Please call: +1.301.907.2862 and ask for the Customer Service department during the hours of 8:30 a.m.-5:00 p.m. ET, Monday thru Friday or email customerservice@AFPonline.org.

## 2019 EXHIBITOR ORDER FORM



Advanced Rate Ends 10 days prior to delivery date



## Video Equipment

## DAILY RATE

Qty Advanced\* Standard\*\* Days Total

## Customer Information

Delivery Date: (MM/DD/YY)

Pickup Date: (MM/DD/YY)

Show/Convention Name:

Booth/Company Name:

Billing Company (if different from above):

Billing Address:

City/State/Zip:

## Computers and Accessories

## DAILY RATE

Qty Advanced\* Standard\*\* Days Total

Ordered By:

Phone:

Fax:

Email:

## Internet

## DAILY RATE

Qty Advanced\* Standard\*\* Days Total

Basic Wireless Internet per Device

\$170.00 \$270.00

Basic Wired Internet per Device

\$610.00 \$815.00

Dedicated Bandwidth

CALL CALL

Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call for availability and pricing.

## Delivery Information

Booth #:

Onsite Contact:

Special Instructions:

## Electrical Equipment

## SHOW RATE

Qty Advanced\* Standard\*\* Days Total

10 Amp Single Phase Power

\$185.00 \$260.00

20 Amp Single Phase Power

\$240.00 \$345.00

Power Strip

\$32.00 \$43.00

25' extension cord

\$32.00 \$43.00

PLEASE CALL AT LEAST 10 DAYS PRIOR TO SHOW

IF ADDITIONAL POWER IS NEEDED

Additional labor may apply to under carpet or complex booth sets.

## Ordering Instructions

⇒ This form serves as your quote. Orders are not confirmed unless a confirmation number is received (via email or fax).

⇒ To guarantee availability, orders should be faxed or emailed no less than 10 days prior to show start date.

⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to PSAV and submit no less than 10 days prior to setup. Please confirm order total with PSAV representative prior to submitting a check.

## Rental Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL

LABOR FEE (25% of total with an \$90.00 minimum)

SUBTOTAL

SALES TAX ON SERVICE CHARGE AND EQUIPMENT (12.25% of E45 AND E47)

TOTAL DUE

⇒ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for approval.

⇒ Labor fee is 25% of the order with an \$90 minimum

⇒ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum

⇒ Call if you do not receive an email confirmation from PSAV!

⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

\*Advanced pricing if received by PSAV 10 days or more prior to installation.

\*\*Pricing if received by PSAV less than 10 days prior to installation.

## Method of Payment

Name on Card: \_\_\_\_\_

Type of Card: \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ AMEX \_\_\_\_ Discover

Card Number: We will call you for the card number

Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## Return for Processing

PSAV Marriott New Orleans

555 Canal Street

New Orleans, LA 70130

Phone: 504-613-1870

Fax: 855-869-6651

Int'l Fax: 847-879-7600

[1796exhibits@psav.com](mailto:1796exhibits@psav.com)

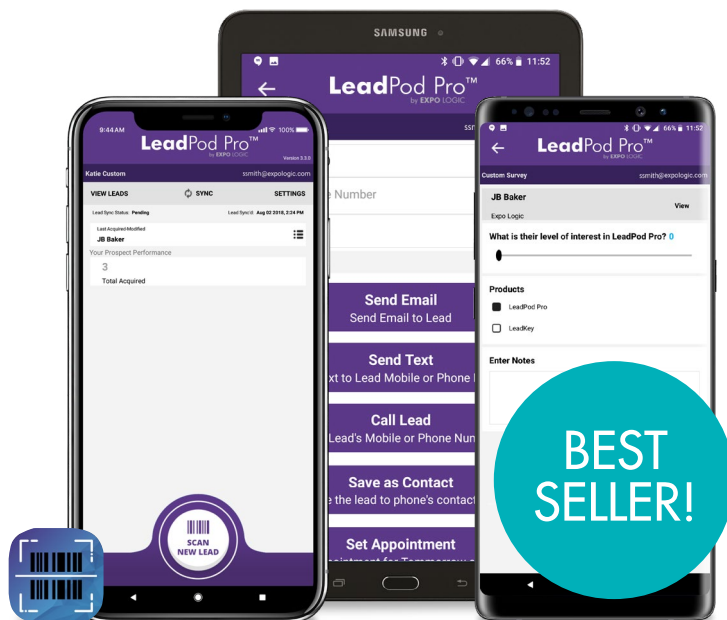
# Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

## LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)

## LeadKey

The LeadKey® is a small, pocket-sized and battery-powered device. LeadKey has no screen and is good for gathering many leads quickly and efficiently; allowing you to focus on your booth and quality conversation.

[LEARN MORE](#)



To order online, go to [myexpoleads.expologic.com](http://myexpoleads.expologic.com) and use show code: **AFPFIN20**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

## LeadKey

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.



## LeadPod Pro

Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability.

*\*Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras\**



### Device Selection

	Initial Price	Starting 2/15/20	Starting 3/9/20	QTY	TOTAL
<b>LeadKey</b> Quick and easy, battery-powered lead capture device.	\$305/1st Unit \$205/Addl.	\$355/1st Unit \$255/Addl.	\$405/1st Unit \$305/Addl.	____ ____	\$____ \$____
<b>LeadPod Pro</b> Capture leads, take notes and more with this app.	\$235/1st Unit \$85/Addl.	\$285/1st Unit \$135/Addl.	\$335/1st Unit \$185/Addl.	____ ____	\$____ \$____

### Additional Services

Insurance quantities must equal device quantities.	<b>COST</b>	<b>QTY</b>	<b>TOTAL</b>
<b>LeadKey Insurance</b>	\$45 /each	____	\$____
Custom Qualifiers	\$95	____	\$____
Delivery	\$75	____	\$____
Custom Surveys	\$95	____	\$____

**PROCESSING FEE \$ 7.95**

(for mailed, faxed, emailed or phoned in orders)

**GRAND TOTAL \$**\_\_\_\_\_

## Your Contact and Payment Information

Company <input style="width: 90%;" type="text"/>		Billing Contact <input style="width: 90%;" type="text"/>	
Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 95%;" type="text"/>			
City <input style="width: 90%;" type="text"/>		State <input style="width: 10%;" type="text"/>	Zip <input style="width: 20%;" type="text"/>
Phone <input style="width: 90%;" type="text"/>		Fax <input style="width: 90%;" type="text"/>	
Email Address <input style="width: 95%;" type="text"/>			
Cell Phone Number (for on-site contact) <input style="width: 90%;" type="text"/>		Booth Number <input style="width: 20%;" type="text"/>	
Email Address (for on-site contact) <input style="width: 95%;" type="text"/>			
First Name (for on-site contact) <input style="width: 50%;" type="text"/>		Last Name (for on-site contact) <input style="width: 50%;" type="text"/>	

Credit Card (circle one if paying by credit card) <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>AMEX</span> <span>VISA</span> <span>MasterCard</span> <span>Discover</span> </div>		Check Number <input style="width: 90%;" type="text"/>	Total Amount Due <input style="width: 90%;" type="text"/>
Credit Card Number <input style="width: 90%;" type="text"/>		CVV <input style="width: 10%;" type="text"/>	Expires <input style="width: 20%;" type="text"/>
Name as it appears on card <input style="width: 90%;" type="text"/>		Signature <input style="width: 90%;" type="text"/>	

**TERMS & CONDITIONS:** It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey® is \$495.00/device. Replacement fee for lost, stolen, damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

**CANCELLATION POLICY:** You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.  
 \*LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: FEBRUARY 17, 2020**

**DEADLINE DATE IS: MARCH 06, 2020**

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
905 SAMS AVE**

**NEW ORLEANS, LA 70123**

**WAREHOUSE**

**EVENT:** ***FinNext 2020*** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: FEBRUARY 17, 2020**

**DEADLINE DATE IS: MARCH 06, 2020**

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
905 SAMS AVE**

**NEW ORLEANS, LA 70123**

**WAREHOUSE**

**EVENT:** ***FinNext 2020*** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high black back drape and 3' high black side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit hall is carpeted.

### DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **February 23, 2020**.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

Sunday	March 15, 2020	10:00 AM - 4:00 PM
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**Note: Overtime rates will apply to Material handling on all inbound shipments to the advance warehouse, as well as labor performed on Sunday, March 15, 2020.**

### EXHIBIT HOURS

Monday	March 16, 2020	10:00 AM - 6:00 PM
Tuesday	March 17, 2020	8:00 AM - 10:30 AM

### EXHIBITOR MOVE-OUT

For more information & helpful hints on post-show procedures and move-out please go to [Post-Show FAQ](#).

Tuesday	March 17, 2020	10:30 AM - 12:00 PM
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**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 **12:00 PM on Tuesday, March 17, 2020**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **11:00 AM on Tuesday, March 17, 2020**.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (504) 731-6137 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 Phone (504) 731-6137  
 Fax (469) 621-5612  
 FreemanNewOrleansES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada  
 (512) 982-4187 Outside the US  
 (817) 607-5183 International Shipping Services  
 (469) 621-5810 Fax  
 exhibit.transportation@freeman.com

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 23, 2020. Using the enhanced FreemanOnline, 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.**

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

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

**SHIPPING INFORMATION****Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**FinNext 2020**  
 C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Monday, February 17, 2020**, at the above address. Material arriving after **March 6, 2020**, will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (504) 731-6137.

**ATTENTION: COST SAVING INFORMATION**

**It is not recommended to send materials direct to the New Orleans Marriott. To avoid delays and additional charges from the hotel, it is recommended to ship all packages to the advance warehouse address. Please note that the New Orleans Marriott is unequipped to remove and store empty containers and is unable to offer outbound loading assistance. Additional hotel handling fees will be billed for direct show site shipments.**

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 Labor 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 504-731-6137.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman New Orleans Exhibitor Services at (504) 731-6137 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **February 23, 2020**.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

For more information & helpful hints on post-show procedures and move-out please [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.

## Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



### 1 *booth structure*

#### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

#### Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

### 2 *carpet*

#### Option 1 Rent

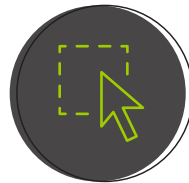
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



### 3 *shipping*



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

### 4 *graphics*

#### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

#### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

### 5 *printing*



Reduce printing and **go digital** with your booth literature.



**Print locally.** Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

## ON SITE

### save energy



**Use Energy Star-rated equipment** for audio-visual equipment and monitors.



**Power down.** Turn off equipment at the end of each day.



**Light up your booth** with CFLs, LEDs, or other energy-efficient lighting.



## MOVE OUT

### train your team

Educate your installation and dismantling teams about **recycling and donation processes**.



8

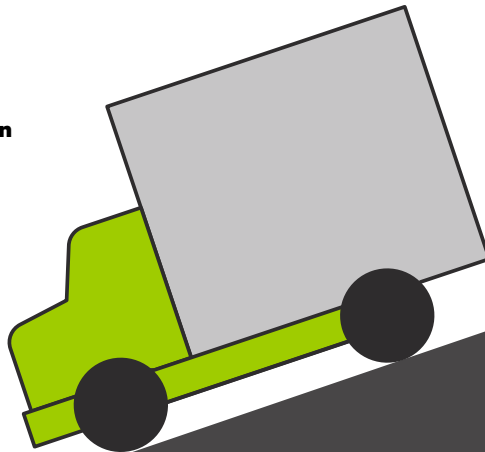
### shipping out

#### **Pack in, pack out.**

Leave no traces on show site.

#### **Join a caravan.**

If you're shipping directly to another show, ask **Freeman Transportation** about **joining a caravan** to your next show.



### leftover materials

#### **Remember to label.**

Clearly **label recyclable leftover material** for disposal.

#### **Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

#### **TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor  
staging materials

**Unused raw materials:** Plywood,  
subflooring, non-laminate wood

**Flooring:** 100 square feet of  
flooring. Excludes carpet.

**Left over giveaways:** Pens, pads  
of paper, sunglasses, USBs, etc., left  
over in your promotional giveaway

#### **TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or  
shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic  
banding used to secure shipments;  
water/soda bottles; plexiglass  
(acrylics) clear, smoked, or tinted;  
Visqueen used to protect flooring

**Metal:** Aluminum cans/  
steel banding

**Paper:** Fliers, brochures, programs,  
tickets, office paper, newspaper,  
magazines, paperboard

**Wood:** Non-laminate wood

FREEMAN

FREEMAN.COM

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 23, 2020

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE

X

CITY/STATE/ZIP:

CONTACT NAME:

PHONE #:

CONTACT EMAIL:

## Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

***Freeman will no longer accept cash payments for any Freeman Services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/485714>

### 2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment

# 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, LLC., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC., Freeman Exhibit, Freeman Transportation, FreemanXP, LLC., Stage Rigging, LLC., The Freeman Company, Freeman Electrical, LLC., Freeman Digital Ventures, LLC., 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in 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 and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of 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 ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOU, 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 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 Contract 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 GUARANTEE DELIVERY 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.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the 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 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. 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 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 SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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 negligence.

**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 inert, and contains 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](mailto: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 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.

**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 Contract 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 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. 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 ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage of 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 EXCEEDING 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, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, 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 improperly packaged television monitors, the maximum liability is the lesser 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 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, 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 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.**

### 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 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 subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

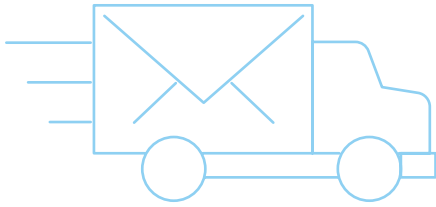
**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after 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](mailto: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.



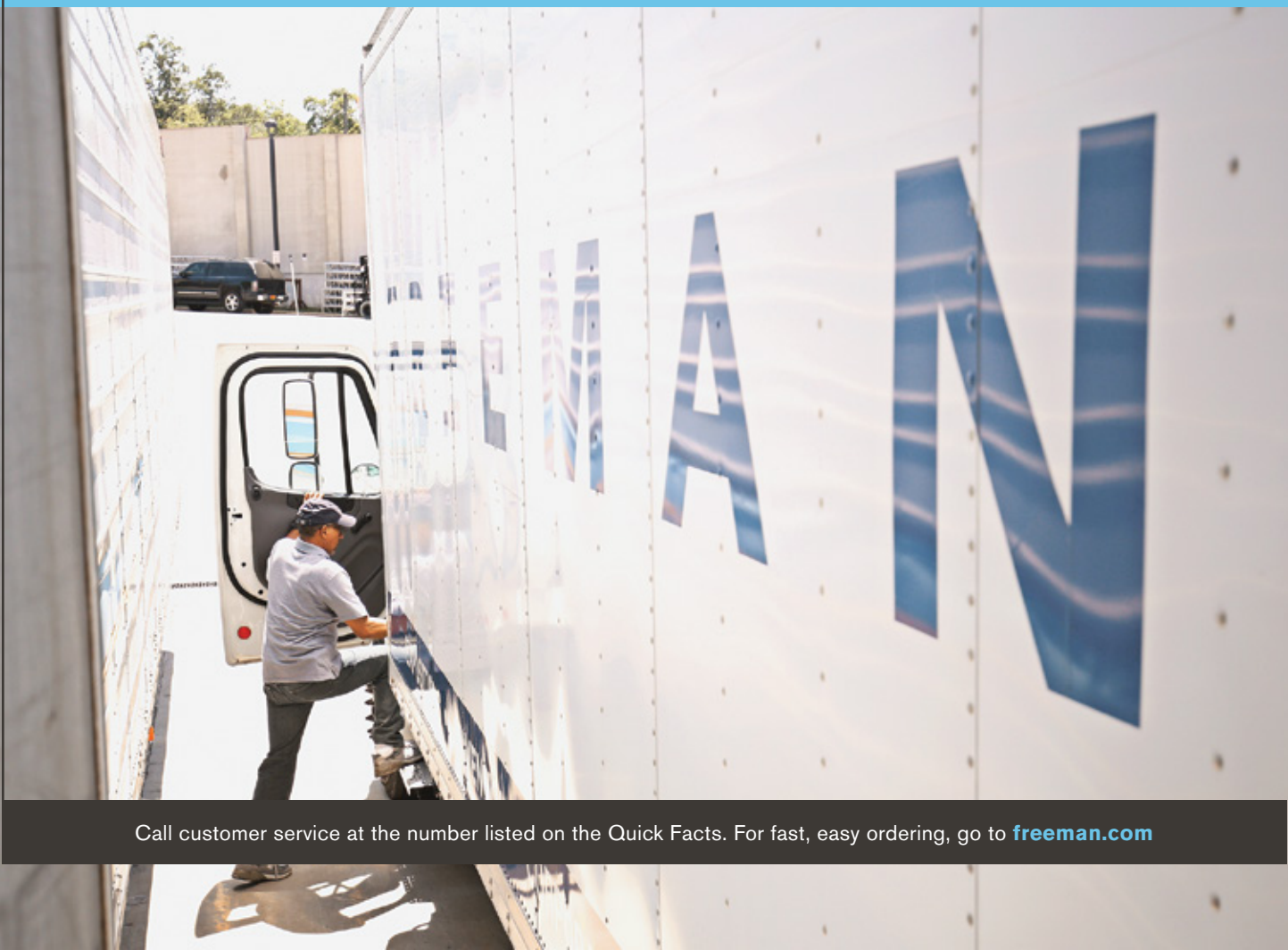
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 90 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 [freeman.com](http://freeman.com)

## EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

### 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

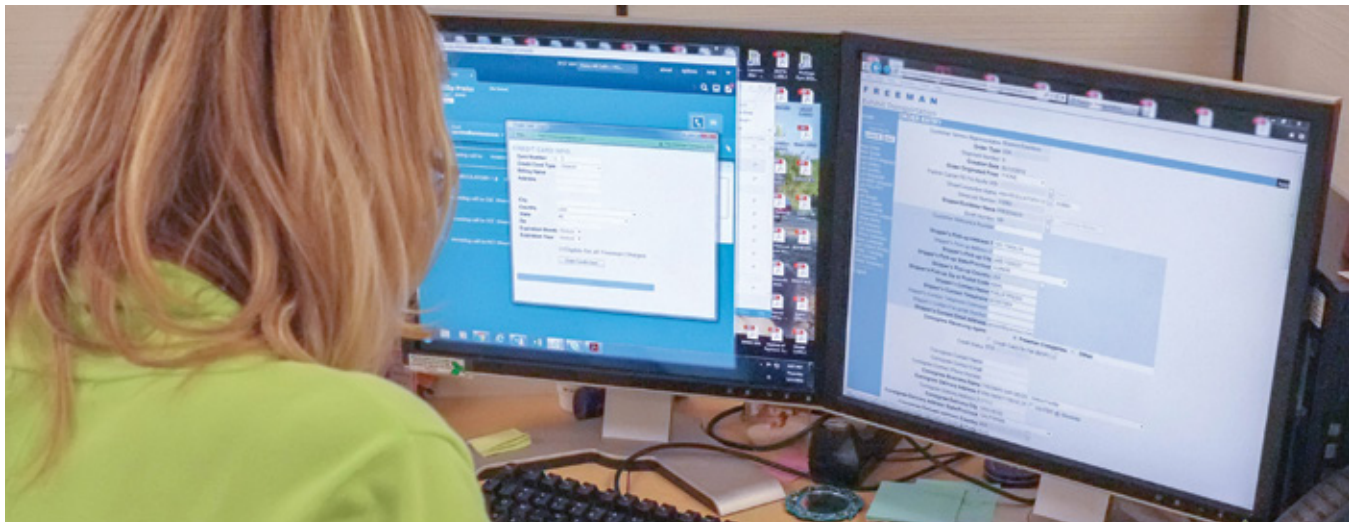
### Questions?

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



# F R E E M A N

(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: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**FinNext 2020**

C/O: FREEMAN  
905 SAMS AVE  
NEW ORLEANS, LA 70123

**MUST BE DELIVERED BY MARCH 06, 2020**

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**FinNext 2020**

C/O: FREEMAN  
NEW ORLEANS MARRIOTT  
555 CANAL ST  
NEW ORLEANS, LA 70130

**CANNOT BE DELIVERED BEFORE MARCH 15, 2020**

#### TYPE OF SERVICE

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

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance  
☐ Expedited Ground: Tailored to specific requirements  
☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

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

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (485714) \_\_\_\_\_

Freeman exhibit transportation

*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event

event venue

venue  
dock

**your exhibit**

venue  
dock

advance  
warehouse

storage for empty containers



*advance warehouse*

where exhibit materials are  
stored before an event



*shipping*

transport to the venue's shipping  
dock then from the shipping dock to  
the next event or customer location



*material handling*

move items from the dock, to the  
exhibit, back to the dock after the show

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

**Let FreemanOnline® estimate your material handling charges for you.** Log on to [www.freeman.com](http://www.freeman.com), select your show and click on "Estimate My Material Handling Costs". From FreemanOnline® 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:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS and DHL** are included in this category due to their delivery procedures.
- UNCRTATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 89.75	179.50
Special Handling Shipment.....	\$ 116.75	233.50
Carpet and/or Pad Only Shipment.....	\$ 134.75	269.50
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 92.75	185.50
Special Handling Shipment.....	\$ 120.75	241.50
Uncrated or Pad Wrapped Shipment.....	\$ 139.25	278.50
Carpet and/or Pad Only Shipment.....	\$ 139.25	278.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b> .....	\$ 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 received on the same day, from the same shipper and delivered by the same carrier.		
<b>ADDITIONAL SURCHARGES:</b>		
<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after MARCH 6, 2020 .....	\$ 22.50	45.00
Show Site Shipment after Show Opening.....	\$ 23.25	46.50
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.25	46.50
Special Handling Shipment.....	\$ 30.25	60.50
Uncrated or Pad Wrapped Shipment.....	\$ 35.00	70.00
Carpet and/or Pad Only Shipment.....	\$ 35.00	70.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.25	46.50
Special Handling Shipment.....	\$ 30.25	60.50
Uncrated or Pad Wrapped Shipment.....	\$ 35.00	70.00
Carpet and/or Pad Only Shipment.....	\$ 35.00	70.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>2% Tax</b>	
		<b>Total</b>	

**FREEMAN material handling**

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://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, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

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

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

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

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

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

### **What is Alternate Delivery Location?**

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

### **What are Mixed Shipments?**

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

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

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & 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 carpet and/or carpet padding only require additional labor and equipment to unload.

**FREEMAN**

1000 Elmwood Park Blvd  
 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

 NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

 BILL TO: ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**METHOD OF SHIPMENT**

Select a Carrier:

☐ **Freeman Exhibit Transportation**
☐ **Other Carrier**

No need to schedule your outbound shipment.  
 Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: FEBRUARY 17, 2020**

**DEADLINE DATE IS: MARCH 06, 2020**

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
905 SAMS AVE**

**NEW ORLEANS, LA 70123**

**WAREHOUSE**

**EVENT:** ***FinNext 2020*** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: FEBRUARY 17, 2020**

**DEADLINE DATE IS: MARCH 06, 2020**

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
905 SAMS AVE**

**NEW ORLEANS, LA 70123**

**WAREHOUSE**

**EVENT:** ***FinNext 2020*** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

*furnishings 2020*



**Nationwide Service**

**Visit us at [freeman.com](https://freeman.com) or call 1.888.508.5054 for customer service, 7am-7pm CT Monday through Friday and 8am-5pm CT Saturday.**

FREEMAN® Trade Show Furnishings are proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make FREEMAN® Trade Show Furnishings your furniture solution.



## EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. To learn more about our exhibit solutions, go to [freeman.com/exhibit-design](https://freeman.com/exhibit-design)

It's not about building a booth.  
It's about designing a

# beacon

## Fairfax Sofa & La Brea Chair 10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

# Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

**Provide a Pop!**  
Colorful furnishings attract attention and help reinforce brand themes.



1.



**Spin Around.**  
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2.

**Get Connected.**  
Communal tables help facilitate networking opportunities and build connections.



9.

**Charge it!**  
Powered tables and seating encourages clients to linger in the booth and recharge.



8.

**Gather Round!**  
Ottomans styled around a side table create an informal campfire setting for small group discussions.



3.

**Creature Comforts.**  
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.

4.

**Keep it Green.**  
Don't forget the greenery to warm up your booth environment by bringing nature indoors.



7.

**Stay Social.**  
Stylize furnishings to create shareable moments worthy of Instagram.



6.

**Level the field!**  
Low and casual seating makes clients more comfortable and open to learning.



5.

**Demo Down.**  
Square or circular ottomans are a great way to design small theaters for quick demonstrations.



**Roma Powered Seating and Rustique Table Booth**  
10'x20'



Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

**Malba Conference and Beverly Demonstration Booth**  
10'x20'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

**Munich Sectional Booth**  
10'x10'



Design multifunctional booths with areas for demonstrations and a place for conferencing.

# Power Up In Style.

Denotes Powered Products



## HEDGE

85035  
4' Boxwood Hedge  
46"L 9"D 47"H



## ROMA



83017 Sofa, Powered  
(white vinyl) 78"L 31"D 33"H



## ROMA



81021 Chair, Powered  
(white vinyl) 37"L 31"D 33"H



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
820710  
(white, AC plug-in)  
20"L 20"D 18"H

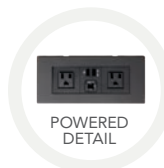


## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

## Powered Seating

A.



B.



C.



A) 810120  
**Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

B) 830121  
**Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

C) 830122  
**Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

## Powered Tables

C.



A.



B.



**Ventura  
POWERED  
TABLES**

D.



F.



E.



POWERED  
DETAIL



**Ventura Powered  
Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
A) 820955 (white top)  
B) 820950 (black top)

**Ventura Powered  
Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
C) 820964 (black top)  
D) 820965 (white top)



**Sydney Powered  
Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)  
E) 82073 (white)  
F) 82076 (black)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Banquettes.

Denotes Powered Products 

## Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a freestanding charging station.

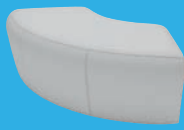


Detail of Electrical Charging Outlet

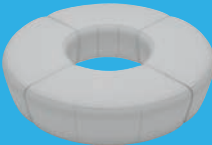
 **Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



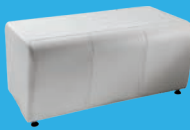
**8506 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**8507 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H




**Ottoman Ring**  
(4 curved ottoman seats)  
(white vinyl)  
72" RND 18"H



**815119 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H

## Powered Pedestals

Denotes AC and USB charging outlets 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)



(Mobile devices must be compatible with Qi wireless charging pad.)

**Powered Locking Pedestal**  
(white)  
**A) 85061** 24"L 24"D 36"H  
**B) 85063** 24"L 24"D 42"H  
(black)  
**C) 85060** 24"L 24"D 36"H  
**D) 85062** 24"L 24"D 42"H

**Wireless Charging Table, Powered**  
**E) 820710**  
(white, AC plug-in)  
20"L 20"D 18"H

**Please Note:** Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

## Powered Tech Desk



**A) 84083 Tech Desk, Powered w/ 3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H



**B) 84084 Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H

**C) 84080 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

# Soft Seating

Create Engaging Booth Environments

## VALENCIA

**810180 Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H  
**83045 Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

## HEDGE

**85035**  
**4' Boxwood Hedge**  
46"L 9"D 47"H

## MARCHE

**81540 Swivel Ottoman**  
(Forest Green Vinyl)  
17"RND 18"H



Valencia Sofa & Chair 10'x10' Booth

## HEDGE

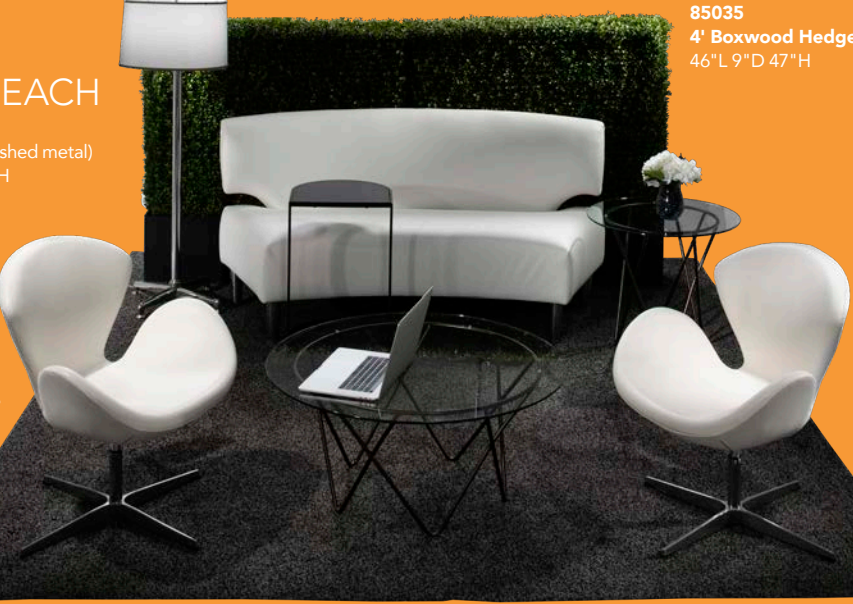
**85035**  
**4' Boxwood Hedge**  
46"L 9"D 47"H

## PALM BEACH

**83040 Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H

## SWANSON

**810875 Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H



Palm Beach Sofa & Swanson Chairs 10'x10' Booth

# Soft Seating Collections

A.



B.



A.



B.



C.



A.



B.



C.



A.



## VALENCIA

**A) 810180 Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H  
**B) 83045 Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

## BAJA

**A) 81050 Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) 83020 Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

## TANGIERS

**A) 830118 Sofa**  
(beige textured)  
78"L 37"D 36"H

**B) 810118 Chair**  
(beige textured)  
34"L 37"D 36"H

**C) 830220 Loveseat**  
(beige textured)  
57.5"L 37"D 37"H

## PALM BEACH

**A) 83040 Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H

# Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products 

**HEDGE**  
85035  
4' Boxwood Hedge  
46"L 9"D 47"H

**MUNICH**  
830201 Sectional 3pc.  
(gray fabric)  
93.5"L 27"D 28.5"H

 **WIRELESS CHARGING TABLE, POWERED**  
820710  
(white, AC plug-in)  
20"L 20"D 18"H



**830200 Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H




**810150 Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



**810151 Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

## Soft Seating Collections

Available in Power 



A.



B.

**ALLEGRO**  
**A) 81019 Chair**  
(blue fabric)  
36"L 34.5"D 30"H  
**B) 83015 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



A.

B.



C.



**KEY LARGO**  
**A) 810950 Chair**  
(black fabric)  
35"L 35"D 34"H  
**B) 830950 Loveseat**  
(black fabric)  
57"L 35"D 34"H  
**C) 830951 Sofa**  
(black fabric)  
79"L 35"D 34"H



A.



B.

**FAIRFAX**  
**A) 830949 Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H  
**B) 810949 Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H




A.

B.



C.



**NAPLES**   
**A) 810119 Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**810120 (Powered)**  
**B) 830119 Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**830121 (Powered)**  
**C) 830120 Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**830122 (Powered)**

# Accent Chairs



A.



B.



C.



D.

A) 810874 La Brea Chair (charcoal gray, fabric) 35"L 27"D 40"H  
B) 810145 Wentworth Chair (brown vinyl) 32.1"L 26"D 31.5"H  
C) 8103 Key West Chair (black) 31"L 31"D 31"H  
D) 810875 Swanson Swivel Chair (white vinyl) 28"L 25"D 30"H

# Accent Chair Styles



A.



B.



C.



D.

A) 810816  
Madrid Chair  
(white vinyl)  
30"L 30"D 31"H

B) 810949  
Fairfax Chair  
(white vinyl, brushed metal)  
27"L 26"D 30"H

C) 810151  
Munich Armless Chair  
(gray fabric)  
22.5"L 27"D 28.5"H

D) 810947  
Pro Executive Guest Chair  
(black vinyl)  
24"L 22"D 36"H

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair  
17.5"L 19.5"D 35"H  
A) 810164 (white vinyl)  
B) 810160 (black vinyl)  
C) 810161 (brown fabric)

Meeting Chair  
25.5"L 23.5"D 34"H  
D) 810835 (espresso vinyl)  
E) 810836 (taupe fabric)  
F) 810948 (white vinyl)

# Group Seating

## ZENITH

A) 810851 Chair  
(white, chrome)  
18.25"L 22"D 32"H

B) 820241  
Madison Hydraulic  
Café Table  
(chrome base, gray  
acajou top)  
30"RND 29"H



## LAGUNA

C) 810861 Chair  
(maple, chrome)  
18"L 19"D 34"H

D) 8201223  
Round Café Table  
(white laminate top,  
chrome hydraulic base)  
30" RND 29"H



## MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)

B) 810130 Chair (green)



A.

## MARINA

17.5"L 19.5"D 35"H

A) 810164 (white vinyl)

B) 810160 (black vinyl)

C) 810161 (brown fabric)

D) 810162 (ocean blue fabric)

E) 810163 (red fabric)



B.



C.



D.



E.



# Styles & Shapes



A) 810810  
Berlin Chair  
(black, white)  
18"L 22"D 32"H

B) 810846  
Christopher Chair  
(white vinyl, chrome)  
17"L 19"D 35"H

C) 810841  
Rustique Chair w/arms  
(gunmetal)  
20"L 18"D 31"H

D) 81093  
Lucent Chair  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

E) 71089  
Diamond Side Chair  
(black)  
21"W X 23"L X 32"H

F) 71090  
Diamond Arm Chair  
(black)  
20"W X 21"L X 33"H

G) 810837  
Razor Armless Chair  
(white)  
15.38"L 15.5"D 30.5"H

H) 81083  
Blade Chair  
(sky blue)  
20.5"L 19"D 30.5"H

I) 81082  
Blade Chair  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) 210108 LIMERICK® Chair BY HERMAN MILLER™  
(gray) 18"W X 17.75"L X 33"H

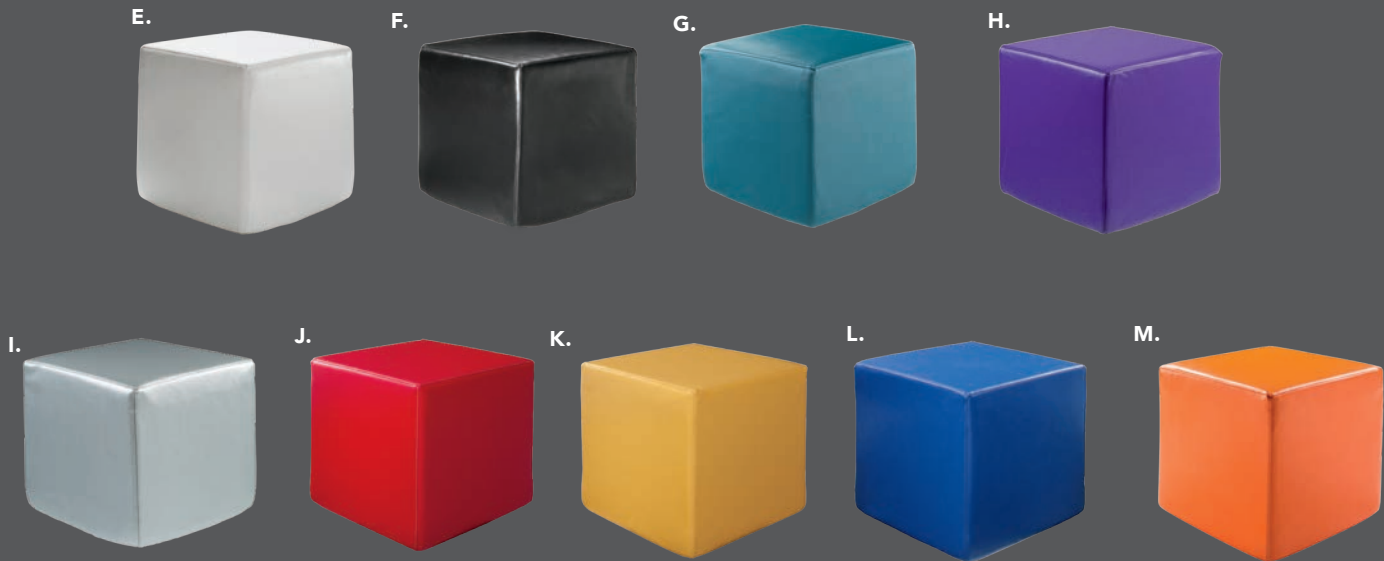
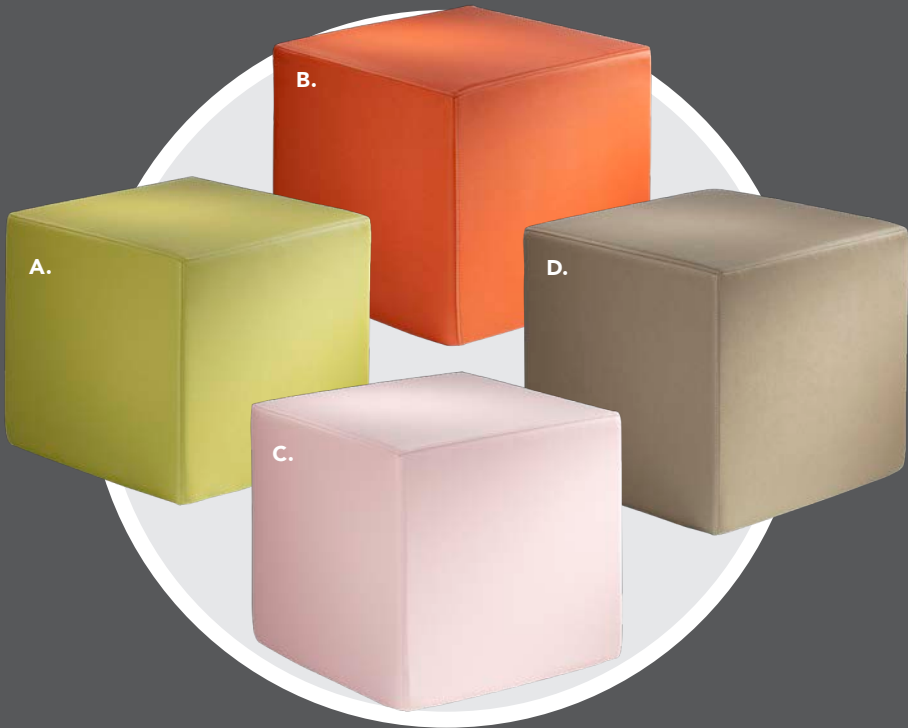


# Ottomans

## Vibe Cube

18"L 18"D 18"H

- A) 81535 (citrus green vinyl)
- B) 81537 (spice orange vinyl)
- C) 81538 (desert rose vinyl)
- D) 81536 (taupe vinyl)
- E) 81531 (white vinyl)
- F) 81530 (black vinyl)
- G) 81532 (steel blue vinyl)
- H) 81534 (purple vinyl)
- I) 81533 (silver vinyl)
- J) 81519 (red vinyl)
- K) 81517 (yellow vinyl)
- L) 81518 (blue vinyl)
- M) 81525 (orange vinyl)



## Styles & Shapes



**Beverly Bench**  
60"L 20"D 18"H  
A) 81556 (white vinyl)  
B) 81550 (black vinyl)  
C) 81552 (gray fabric)  
D) 81555 (red fabric)  
E) 81554 (ocean blue fabric)  
F) 81553 (linen fabric)  
G) 81551 (brown fabric)

**H) 815119 Half Bench**  
(white vinyl)  
39"L 22"D 18"H

**ENDLESS Square**  
34"L 34"D 15"H  
I) 815123 (black)  
J) 815122 (white)  
**ENDLESS Curved**  
60.5"L 37.5"D 15"H  
K) 815952 (black)  
L) 815953 (white)

**M) 8507 Quarter Curve**  
(white vinyl)  
53"L 22"D 18"H  
**Ring** (4 ottoman seats)  
(white vinyl)  
72" RND 18"H

**N) 81526 Edge LED Cube**  
(white plastic)  
19"L 19"D 19"H  
AC power only

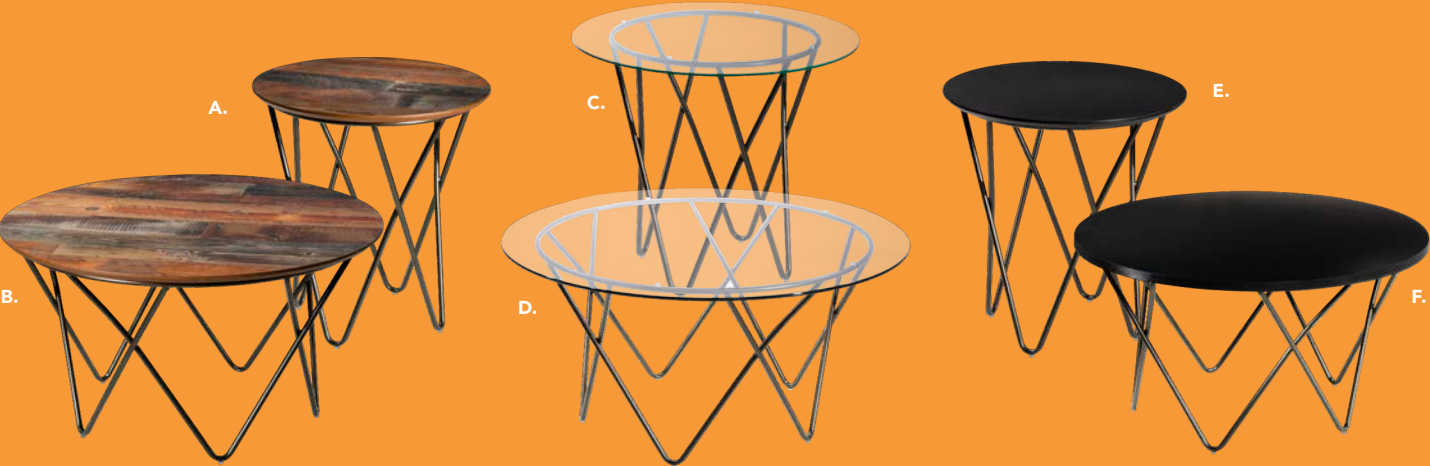
**O) 82074 Regis Bench**  
(brushed metal)  
47"L 15.5"D 16"H

## Marche Swivel



**Marche Swivel Ottomans**  
17" RND 18"H  
A) 815150 (white vinyl)  
B) 815154 (red fabric)  
C) 815158 (pear yellow fabric)  
D) 815156 (plum fabric)  
E) 815159 (blue fabric)  
F) 815151 (gray fabric)  
G) 815155 (rose quartz fabric)  
H) 815152 (linen fabric)  
I) 815153 (raspberry fabric)  
J) 815157 (meadow green fabric)  
K) 815160 (orange fabric)  
L) 81543 (black vinyl)  
M) 81540 (forest green vinyl)  
N) 81541 (teal velvet)  
O) 81542 (distressed brown vinyl)

# Accent Tables

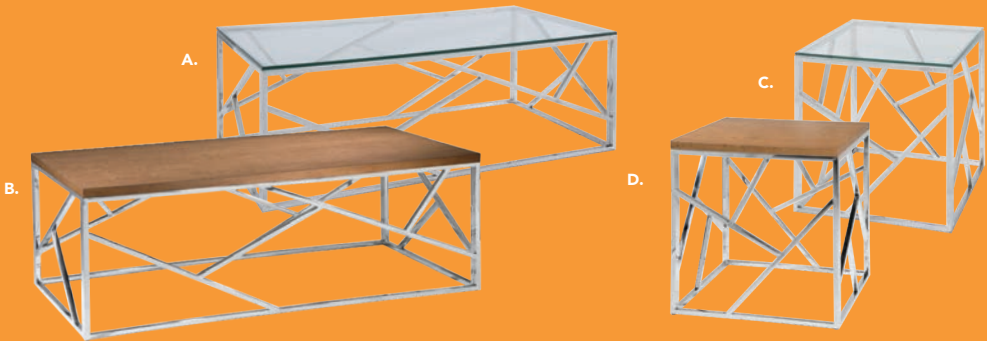


## MESA

- A) 820135 End Table  
20.5"RND 21.25"H (wood top, bronze)
- B) 820132 Cocktail Table  
32.25"RND 17.25"H (wood top, bronze)
- C) 820134 End Table  
24"RND 21.25"H (glass top, bronze)
- D) 820131 Cocktail Table  
36"RND 17.25"H (glass top, bronze)
- E) 820133 End Table  
20.5"RND 21.25"H (black top, bronze)
- F) 820130 Cocktail Table  
32.25"RND 17.25"H (black top, bronze)

## ALONDRA

- Cocktail Table  
47"L 24"D 16"H
- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)
- End Table  
20"L 20"D 20"H
- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)

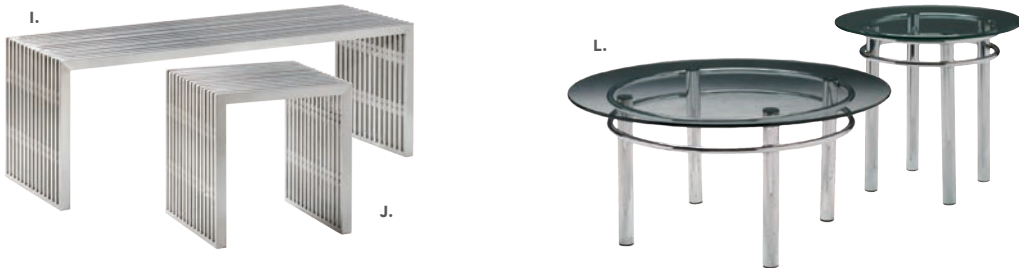
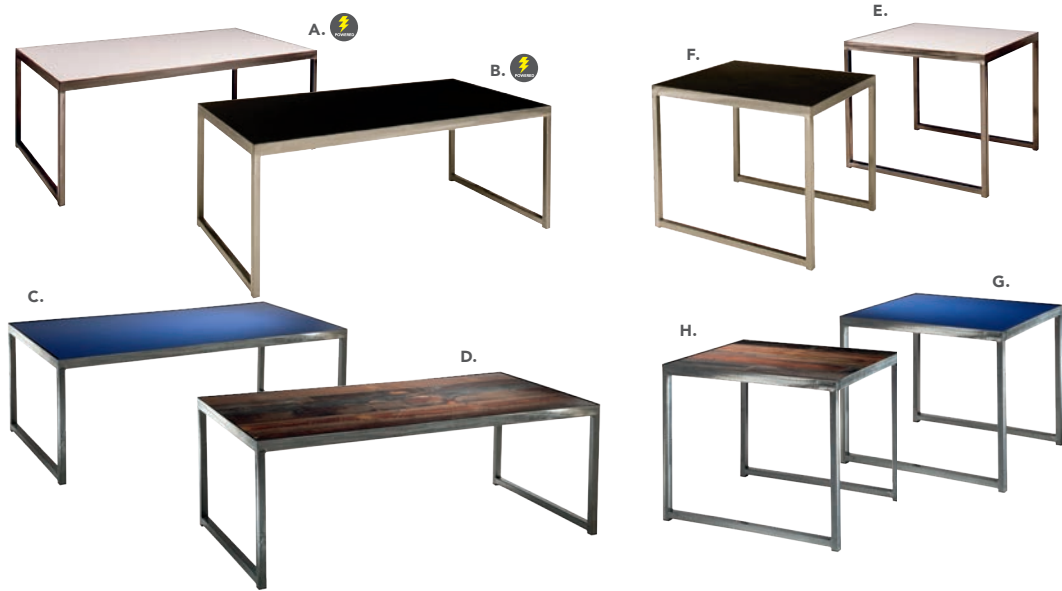
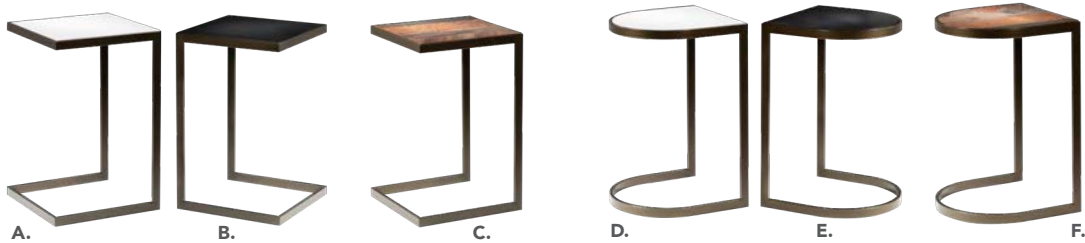


## GEO

- Cocktail Table  
50"L 22"D 16"H
- A) 82034 (glass, chrome)
- B) 82027 (wood, black)
- End Table  
26"L 26"D 20"H
- C) 82035 (glass, chrome)
- D) 82028 (wood, black)



# Styles & Shapes



Available in Power

- Taos Side Tables  
15.75"L 15.75"D 24"H
- A) 820322  
(white top, bronze)
- B) 820320  
(black top, bronze)
- C) 820321  
(wood top, bronze)

- Sedona Side Tables  
15.75"L 15.75"D 24"H
- D) 820312  
(white top, bronze)
- E) 820310  
(black top, bronze)
- F) 820311  
(wood top, bronze)

- Sydney Cocktail Tables  
(brushed steel)  
48"L 26"D 18"H
- A) 82053 (white)
- 82073 (powered)
- B) 82052 (black)
- 82076 (powered)
- C) 82077 (blue)
- D) 82078 (wood)

- Sydney End Tables  
27"L 23"D 22"H
- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

- Regis Tables  
(brushed metal)
- I) 82074 Bench Table  
47"L 15.5"D 16"H
- J) 82075 End Table  
16"L 15.5"D 16.5"H

- Silverado Tables  
(glass, chrome)
- K) 82015 End Table  
24" RND 22"H
- L) 82014 Cocktail Table  
36" RND 17"H

- Edge LED Cube Table  
M) 82057  
(plexi top, white plastic)  
20"L 20"D 20"H  
AC power only

- Wireless Charging  
Table, Powered  
N) 820710  
(white, AC plug-in)  
20"L 20"D 18"H

- Aura Round Table  
O) 820844  
(white metal)  
15" Round 22"H

# Café Tables



A) 820940 Blue Hydraulic Café Table  
(chrome base, blue top) 30" RND 29"H  
B) 810131 Malba Chair  
(gray) 20"L 20"D 32"H

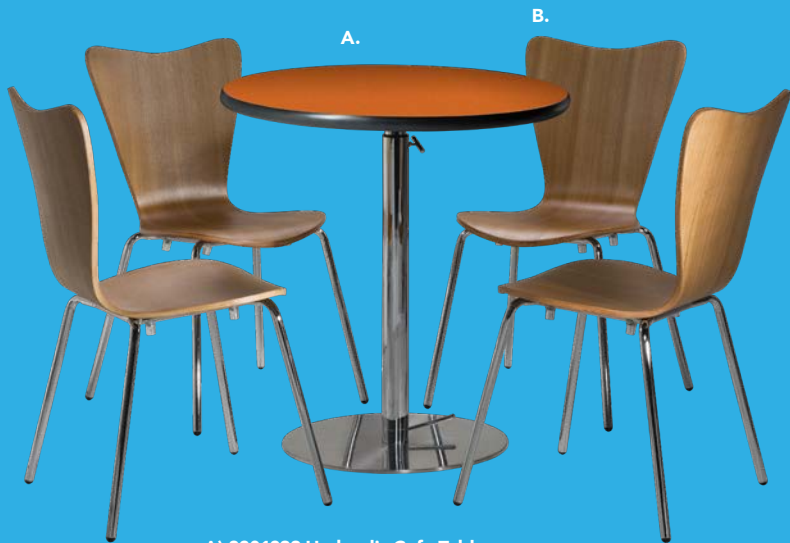


A) 820241 Madison Hydraulic Café Table  
(chrome base, gray acajou top) 30" RND 29"H  
B) 810130 Malba Chair  
(green) 20"L 20"D 32"H

85030 7' Boxwood Hedge  
36.5"L 12"D 84"H



30" Round Café Table  
A) 820941 Standard Black Base (blue top) 30" RND 29"H  
B) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



A) 8201233 Hydraulic Cafe Table  
(orange top, chrome) 30" RND 29"H  
B) 810861 Laguna Chair  
(maple, chrome) 18"L 19"D 34"H

# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUNMETAL
ORANGE	BRUSHED YELLOW	GREEN

## Café Tables Standard Black Base 30" RND 29"H

A) 8201220 (white)  
also available  
820265 (Madison/gray acajou)  
820941 (blue)  
820943 (wood)  
8201236 (black)  
8201235 (brushed gunmetal)  
8201239 (brushed yellow)  
8201237 (green)  
8201238 (orange)

36" RND 29"H  
8201243 (black)

## Café Tables Hydraulic Chrome Base 30" RND 29"H

B) 820923 (graphite nebula)  
also available  
8201208 (maple)  
820921 (red)  
820940 (blue)  
820942 (wood)  
8201223 (white)  
8201231 (black)  
8201230 (brushed gunmetal)  
8201234 (brushed yellow)  
8201232 (green)  
8201233 (orange)

36" RND 29"H  
820126 (white)  
8201209 (graphite nebula)  
8201206 (maple)  
8201242 (black)

# Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



C) 72063 Chelsea Butcher Block-Top Café Table  
(oak) 30" RND 30"H  
also available  
72064 36" RND 30"H

D) 810164 Marina Chair  
(white vinyl) 17.5"L 19.5"D 35"H

E) 72069 Soho Black-Top Café Table  
(black) 24" RND 30"H  
also available  
72067 36" RND 30"H | 72066 18" RND 18"H

F) 81082 Blade Chair  
(red) 20.5"L 19"D 30.5"H



# Bar Tables

A) 8201222 30" Round Bar Table  
(white top, chrome hydraulic base) 30" RND 45"H  
B) 810952 Apex Barstool  
(blue ultra suede) 21"L 21"D 33"H



C) 8201226 Rustique Square Metal Bar Table  
(gunmetal) 23.75"L 23.75"D 41.25"H  
D) 810839 Rustique Barstool  
(gunmetal) 13"L 13"D 30"H



E) 820930 30" Round Bar Table  
(blue top, chrome hydraulic base) 30" RND 45"H  
F) 810860 Laguna Barstool  
(maple, chrome) 18"L 20"D 47"H



G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base  
(Madison/gray acajou) 30" RND 45"H  
H) 810850 Zenith Barstool (white, chrome) 19"L 20"D 44"H



## Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUNMETAL
ORANGE	BRUSHED YELLOW	GREEN

### Bar Tables Standard Black Base 30" RND 42"H

A) 8201221 (white)  
B) 820919 (brushed yellow)  
also available  
820264  
(Madison/gray acajou)  
820915 (brushed gunmetal)  
820916 (black)  
820917 (green)  
820918 (orange)  
820931 (blue)  
820933 (wood)

36" RND 42"H  
8201241 (black)

### Bar Tables Hydraulic Chrome Base 30" RND 45"H

C) 820920 (red)  
also available  
8201207 (maple)  
820922  
(graphite nebula)  
820910 (brushed gunmetal)  
820911 (black)  
820912 (green)  
820913 (orange)  
820914 (brushed yellow)  
820930 (blue)  
820932 (wood)  
8201236 (black)

36" RND 45"H  
820125 (white)  
8201211 (graphite nebula)  
8201205 (maple)  
8201240 (black)

## Style & Design

Choose from a variety of table top colors and styles for the perfect look.



C) 720163 Chelsea Butcher Block-Top Bistro Table  
(oak) 30" RND 42"H  
also available  
720164 36" RND 42"H

D) 81092 Lucent Barstool  
(frosted, acrylic) 22"L 22.5"D 45.5"H

E) 72070 Soho Black-Top Bistro Table  
(black) 24" RND 42"H  
also available  
72068 36" RND 42"H

F) 810953 Apex Barstool  
(red vinyl) 21"L 21"D 33"H



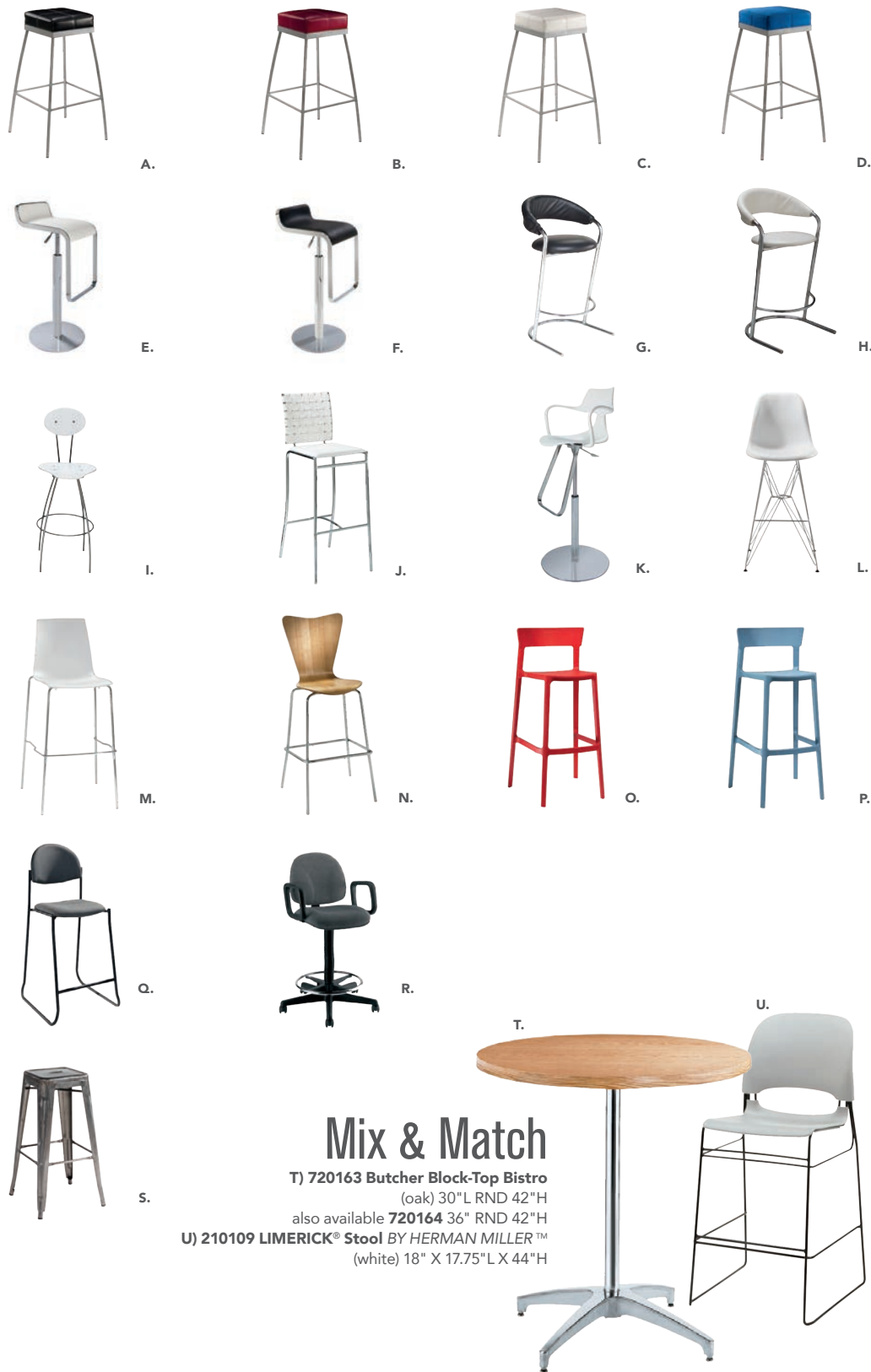
# Barstools



## LIFT Barstools

15" RND 23-33.5"H  
A) 810870 (white vinyl)  
B) 810873 (red vinyl)  
C) 810871 (black vinyl)  
D) 810872 (gray vinyl)

## Styles & Shapes



## Mix & Match

T) 720163 Butcher Block-Top Bistro  
(oak) 30"L RND 42"H  
also available 720164 36" RND 42"H  
U) 210109 LIMERICK® Stool BY HERMAN MILLER™  
(white) 18" X 17.75"L X 44"H

**Apex Barstools**  
21"L 21"D 33"H  
A) 810951 (black vinyl)  
B) 810953 (red vinyl)  
C) 810954 (white vinyl)  
D) 810952 (blue ultra suede)

**Zoey Barstools**  
15"L 16"D 30-34.75"H  
E) 810840 (white, chrome)  
F) 810834 (black, chrome)

**Banana Barstools**  
21"L 22"D 41.75"H  
G) 810104 (black, chrome)  
H) 810103 (white, chrome)

I) 810201 Oslo Barstool  
(white)  
17"L 20"D 45"H

J) 810848 Christopher Barstool  
(white vinyl, chrome)  
19"L 15"D 41"H

K) 810202 Shark Barstool  
(white, chrome)  
22"L 19"D 34-44"H

L) 810850 Zenith Barstool  
(white, chrome)  
19"L 20"D 44"H

M) 81092 Lucent Barstool  
(frosted, acrylic)  
22"L 22.5"D 45.5"H

N) 810860 Laguna Barstool  
(maple, chrome)  
18"L 20"D 47"H

**Blade Barstool**  
20.5"L 20.125"D 40.5"H  
O) 81080 (red)  
P) 81081 (sky blue)

Q) 71088 Black Diamond Stool  
(black) 22"W X 18"L X 46"H

R) Gas Lift Stool w/ arms  
24"W X 20"L X 46"H  
71048 (gray, adjustable)  
also available  
71047 w/o arms

S) 810839 Rustique Barstool  
(gunmetal) 13"L 13"D 30"H

# Conference Tables

**42" Round Conference Table**  
42" RND 29"H  
**A) 820708** (white laminate)  
**B) 820260** (Madison/gray acajou)  
**C) 8201244** (black top, black)



**MADISON**  
(Madison/gray acajou)  
**C) 820261 5' Table**  
60"L 48"D 29"H  
**D) 820262 8' Table**  
96"L 60"D 29"H  
**E) 820263 10' Table**  
120"L 48"D 29"H



**A) 810170 Cupertino Mid Back Chair**  
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.  
**B) 810175 Genesis Chair**  
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

## Styles & Shapes



**Pro Executive Mid Back Chair**  
24"L 22"D 40"H  
**A) 810945** (white vinyl)  
**B) 810944** (black vinyl)  
Adjustable height

**Atomic Round Tables**  
(glass, chrome)  
**C) 8201225 42" RND 30"H**  
**D) 8201224 36" RND 30"H**



**Geo Rectangular Tables**  
60"L 36"D 29"H  
**E) 82041** (glass, black)  
**F) 82051** (glass, chrome)

**Geo Rounded Square Tables**  
42"L 42"D 29"H  
**G) 82044** (glass, chrome)  
**H) 82043** (glass, black)

**I) 820203**  
**6' Conference Tables**  
(graphite nebula)  
72"L 42"D 29"H

**J) 820707 Merlin Multi Use Table**  
(gray laminate, black)  
46"L 29"D 30"H  
**K) 820706 Work Table**  
(white laminate, white)  
48"L 24"D 30"H

# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H  
A) 810844 (white vinyl)  
B) 810946 (black vinyl)  
Adjustable height



## Cupertino Mid Back Chair

A) 810170 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.  
Genesis Chair  
B) 810175 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

## Gas Lift Chair

26" X 20"L X 38"H  
A) 71045 (gray, adjustable)  
71046 w/ arms

## Gas Lift Stool

24"W X 20"L X 46"H  
B) 71048 (gray, adjustable)  
71047 w/o arms



## Pro Executive Mid Back Chair

24"L 22"D 40"H  
A) 810945 (white vinyl)  
B) 810944 (black vinyl)  
Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H  
810947 (black vinyl)



## Task Stool

810135  
(black fabric)  
27.5"L 27.5"D 32.75"-40.25"H  
Adjustable height



# Communal and Powered Tables

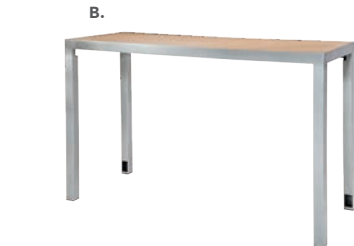
Choose from a variety of powered, solid or grommet hole table tops.

## Bar Tables

### Table Top Options



Colors not available in all table options. Please check options listed to the right.



## Café Tables



Denotes AC and USB charging outlets



POWERED  
DETAIL

### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H  
A) 820950 (black top)  
820955 (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
B) 820954 (solid)  
820951 (grommets)

White Top  
C) 820953 (grommets)  
820956 (solid)

Black Top  
820952 (solid)

### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H  
A) 820964 (black top)  
B) 820965 (white top)

### Ventura Communal Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

Maple Top  
C) 820963 (solid)  
820960 (grommets)

White Top  
D) 820961 (grommets)  
820966 (solid)

Black Top  
E) 820962 (solid)

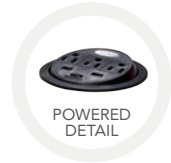
# Office Essentials


## MADISON

- A) 84075 Madison Executive Desk  
(gray acajou) 60"L 30"D 29"H
- B) 84077 Madison Credenza  
(gray acajou) 60"L 20"D 29"H
- C) 810135 Task Stool  
(black fabric)  
27.5"L 27.5"D 32.75"-40.25"H Adjustable
- D) 810844 Pro Executive High Back Chair  
(white classic vinyl)  
25"L 24"D 48"H Adjustable



## Tech Powered Desk



Denotes AC and USB charging outlets 

A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet  
(black metal, laminate)  
60"L 30"D 30"H

B) 84084 Tech Desk, Powered  
(black metal, laminate)  
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors  
(black metal, laminate)  
16"L 20"D 28"H

## Lighting & Shelving




## ACCENT LAMPS

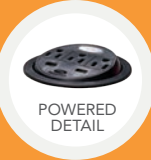
Mason Lamps  
(brushed silver)  
A) 850708 Floor Lamp  
18" RND 55"H  
B) 850707 Table Lamp  
16" RND 26"H

## SHELVING

C) 85020 Posh Shelving  
(chrome, acrylic)  
36"L 18"D 72"H  
D) 84078 Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H


# Show Essentials

Denotes AC and USB charging outlets 



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

 **Midtown Powered Counter**  
60"L 18"D 42"H (pewter/glass)  
**850103** (unlighted)  
**850102** (lighted with plug-in)



**810860**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

**85030**  
**7' Boxwood Hedge**  
36.5"L 12"D 84"H



## Display Counter

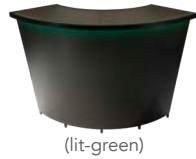
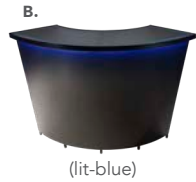
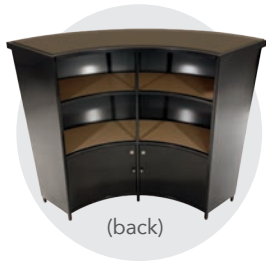
**A) 72056**  
**Display Counter**  
(black)  
24"W X 49"L X 42"H

**B) 210109**  
**LIMERICK® Stool**  
BY HERMAN MILLER™  
(white)  
18" X 17.75"L X 44"H



## Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**Midtown Bar**  
60"L 18"D 42"H  
(pewter)  
**A) 850101**  
(unlighted)  
**B) 850100**  
(lighted with plug-in)

**Apex Barstool**  
**C) 810952**  
(blue ultra suede)  
21"L 21"D 33"H

## Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



**A) 81526 Edge**  
**LED Cube Ottoman**  
(white plastic)  
20"L 20"D 20"H  
A/C power only  
**B) 82057 Edge LED**  
**Cube Table**  
(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

**C) 85030**  
**7' Boxwood Hedge**  
36.5"L 12"D 84"H  
**D) 85035**  
**4' Boxwood Hedge**  
46"L 9"D 47"H

# Draped or Undraped Tables & Counters

## Table-Drape Colors



**Special Draping:** Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.  
Visit us at [freeman.com](http://freeman.com) for ordering and full product line

## Sizing Chart\*

\*Table and counter widths are available in select cities

### 24"D X 30"H | Tables Draped

124330	Tables Draped	3'L x 24"D x 30"H
124430	Tables Draped	4'L x 24"D x 30"H
124630	Tables Draped	6'L x 24"D x 30"H
124830	Tables Draped	8'L x 24"D x 30"H

### 24"D X 30"H | Tables Undraped

125330	Tables Undraped	3'L x 24"D x 30"H
125430	Tables Undraped	4'L x 24"D x 30"H
125630	Tables Undraped	6'L x 24"D x 30"H
125830	Tables Undraped	8'L x 24"D x 30"H

### 30"D X 30"H | Tables Draped

130330	Tables Draped	3'L x 30"D x 30"H
130430	Tables Draped	4'L x 30"D x 30"H
130630	Tables Draped	6'L x 30"D x 30"H
130830	Tables Draped	8'L x 30"D x 30"H

### 30"D X 30"H | Tables Undraped

131330	Tables Undraped	3'L x 30"D x 30"H
131430	Tables Undraped	4'L x 30"D x 30"H
131630	Tables Undraped	6'L x 30"D x 30"H
131830	Tables Undraped	8'L x 30"D x 30"H

### 4th Side | Table Draped 30"

12404630	Drape Table 4th Side	6' X 30"
12404830	Drape Table 4th Side	8' X 30"

### 24"D X 42"H | Counter Draped

124342	Counter Draped	3'L x 24"D x 42"H
124442	Counter Draped	4'L x 24"D x 42"H
124642	Counter Draped	6'L x 24"D x 42"H
124842	Counter Draped	8'L x 24"D x 42"H

### 24"D X 42"H | Counter Undraped

125342	Counter Undraped	3'L x 24"D x 42"H
125442	Counter Undraped	4'L x 24"D x 42"H
125642	Counter Undraped	6'L x 24"D x 42"H
125842	Counter Undraped	8'L x 24"D x 42"H

### 30"D X 42"H | Counter Draped

130342	Counter Draped	3'L x 30"D x 42"H
130442	Counter Draped	4'L x 30"D x 42"H
130642	Counter Draped	6'L x 30"D x 42"H
130842	Counter Draped	8'L x 30"D x 42"H

### 30"D X 42"H | Counter Undraped

131342	Counter Undraped	3'L x 30"D x 42"H
131442	Counter Undraped	4'L x 30"D x 42"H
131642	Counter Undraped	6'L x 30"D x 42"H
131842	Counter Undraped	8'L x 30"D x 42"H

### 4th Side | Table Draped 42"

12404642	Drape Table 4th Side	6' X 42"
12404842	Drape Table 4th Side	8' X 42"

## Product Display



**A) 72056**  
**Display Counter**  
(black)  
24"W X 49"L X 42"H

**B) 75079**  
**Orion Computer Kiosk**  
(black)  
28"L X 28"D X 40.5"H  
(computer not included)

**C) 810840**  
**Zoey Barstool**  
(white, chrome)  
15"L 16"D 30-34.75"H

**D) 75032**  
**Display Cube-Large**  
(black)  
24"W X 24"L X 42"H

**E) 75031**  
**Display Cube-Medium**  
(black)  
18"W X 18"L X 36"H

**F) 75030**  
**Display Cube-Small**  
(black)  
12"W X 12"L X 42"H

**G) 75022**  
**Display Cylinder-High**  
(black)  
24"W X 24"L X 36"H

**H) 75021**  
**Display Cylinder-Medium**  
(black)  
18"W X 18"L X 20"H

**I) 75020**  
**Display Cylinder-Low**  
(black)  
30"W X 12"L X 15"H

**J) 810947**  
**Pro Executive Guest Chair**  
(black vinyl)  
24"L 22"D 36"H

# Product Storage



## RACKS

**A) 750135**  
**Round Literature Rack**  
(black)  
17"W X 17"L X 57"H

**B) 750136**  
**Flat Literature Rack**  
(black)  
10"W X 55"H

## CABINETS

**C) 84080**  
**3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

**D) 74082**  
**2 Drawer File Cabinet w/ Lock**  
(tan metal)  
15"W X 29"L X 28"H

**E) 74081**  
**4 Drawer File Cabinet w/ Lock**  
(tan metal)  
15"W X 29"L X 50"H

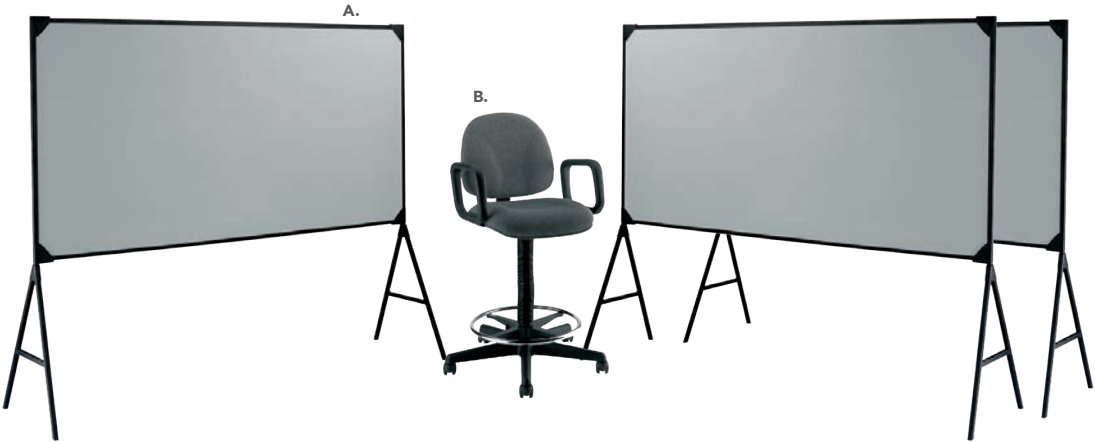


## REFRIGERATORS

**F) 8503001**  
**Large Refrigerator**  
(white) 14.0 cubic feet  
28"W X 28"L X 64"H

**G) 75057**  
**Small Refrigerator**  
4.0 cubic feet  
20"W X 22"L X 33"H

# Show & Office Accessories



**A) 10201484**  
**Floor Standing Bulletin Board**  
(black)  
48"W X 96"L X 78"H

**B) 71048**  
**Gas Lift Stool w/ arms**  
(gray, adjustable)  
24"W X 20"L X 46"H  
also available  
**71047 w/o arms**



**C) 220121**  
**Chrome Stanchion w/ 8' Retractable Belt**  
(black, belt) 42"H



**D) 220110**  
**Chrome Bag Rack**  
(3" at center)  
1"W X 41"H X 26"W



**E) 220109**  
**Chrome Coat Tree**  
(21"w at the base)  
8 1/4"W X 69 1/2"H



**F) 220118**  
**Chrome Sign Holder**  
(sign holds)  
22"W X 28"H



**G) 220134**  
**Brushed Aluminum Easel**  
(open 5 1/4"W X 64 1/4"H)  
26"W X 62"H



**H) 220106**  
**Corrugated Wastebasket**  
(black)

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
	810119	Chair.....	500.25	550.30	700.35	
	830120	Loveseat.....	672.45	739.70	941.45	
	830119	Sofa.....	744.60	819.05	1,042.45	
<b>Munich Group - Gray Fabric</b>						
	810150	Corner Chair.....	564.40	620.85	790.15	
	810151	Armless Chair.....	494.40	543.85	692.15	
	830200	Armless Loveseat.....	615.30	676.85	861.40	
	830201	Sectional - 3 Piece.....	1,884.20	2,072.60	2,637.90	
<b>Baja Group - White Vinyl</b>						
	81050	Chair.....	530.45	583.50	742.65	
	83020	Loveseat.....	583.50	641.85	816.90	
	83019	Sofa.....	768.00	844.80	1,075.20	
<b>Valencia - Velvet</b>						
	810180	Chair - Spice Orange.....	N/A	N/A	N/A	
	83045	Sofa - Coffee Brown.....	N/A	N/A	N/A	
<b>Key Largo Group - Black Fabric</b>						
	830950	Loveseat.....	516.55	568.20	723.15	
	830951	Sofa.....	571.60	628.75	800.25	
	810950	Chair.....	407.25	448.00	570.15	
<b>Allegro Group - Blue Fabric</b>						
	81019	Chair.....	526.95	579.65	737.75	
	83015	Sofa.....	841.15	925.25	1,177.60	
<b>Fairfax Group - White Vinyl</b>						
	810949	Chair.....	343.50	377.85	480.90	
	830949	Sofa.....	548.15	602.95	767.40	
<b>Palm Beach - White Vinyl</b>						
	83040	Sofa.....	N/A	N/A	N/A	
<b>Tangiers Group - Beige Fabric</b>						
	810118	Chair.....	444.40	488.85	622.15	
	830220	Loveseat.....	695.95	765.55	974.35	
	830118	Sofa.....	621.25	683.40	869.75	
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
	815122	Endless Square - White Vinyl.....	321.10	353.20	449.55	
	815123	Endless Square - Black Vinyl.....	321.10	353.20	449.55	
	815953	Endless Curve - White Vinyl.....	424.25	466.70	593.95	
	815952	Endless Curve - Black Vinyl.....	424.25	466.70	593.95	
	815119	Half-Bench - White Vinyl.....	347.50	382.25	486.50	
	81518	Vibe Cube - Blue Vinyl.....	149.90	164.90	209.85	
	81519	Vibe Cube - Red Vinyl.....	149.90	164.90	209.85	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
_____	81525	Vibe Cube - Orange Vinyl.....	149.90	164.90	209.85	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	149.90	164.90	209.85	_____
_____	81530	Vibe Cube - Black Vinyl.....	122.35	134.60	171.30	_____
_____	81531	Vibe Cube - White Vinyl.....	122.35	134.60	171.30	_____
_____	81532	Vibe Cube - Steel Blue Vinyl.....	149.90	164.90	209.85	_____
_____	81533	Vibe Cube - Silver Vinyl.....	149.90	164.90	209.85	_____
_____	81534	Vibe Cube - Purple Vinyl.....	149.90	164.90	209.85	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	N/A	N/A	N/A	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	N/A	N/A	N/A	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	149.90	164.90	209.85	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	N/A	N/A	N/A	_____
_____	815151	Marche Swivel - Gray Fabric.....	216.35	238.00	302.90	_____
_____	815154	Marche Swivel - Red Fabric.....	216.35	238.00	302.90	_____
_____	815159	Marche Swivel - Blue Fabric.....	216.35	238.00	302.90	_____
_____	815152	Marche Swivel - Linen Fabric.....	216.35	238.00	302.90	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	216.35	238.00	302.90	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	216.35	238.00	302.90	_____
_____	815156	Marche Swivel - Plum Fabric.....	216.35	238.00	302.90	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	216.35	238.00	302.90	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	216.35	238.00	302.90	_____
_____	815150	Marche Swivel - White Vinyl.....	216.35	238.00	302.90	_____
_____	815160	Marche Swivel - Orange Fabric.....	208.00	228.80	291.20	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	N/A	N/A	N/A	_____
_____	81541	Marche Swivel - Teal Velvet.....	N/A	N/A	N/A	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	N/A	N/A	N/A	_____
_____	81543	Marche Swivel - Black Vinyl.....	N/A	N/A	N/A	_____
_____	81526	Edge LED Cube - High Density Plastic.....	200.60	220.65	280.85	_____
<b>Banquettes</b>						
_____	8506	Center Cone w/Electrical Charging Outlet.....	585.70	644.25	820.00	_____
_____	8507	Quarter Curve Ottoman.....	386.80	425.50	541.50	_____
<b>Beverly Bench Ottomans</b>						
_____	81550	Black Vinyl.....	420.15	462.15	588.20	_____
_____	81551	Brown Fabric.....	420.15	462.15	588.20	_____
_____	81552	Gray Fabric.....	420.15	462.15	588.20	_____
_____	81553	Linen Fabric.....	420.15	462.15	588.20	_____
_____	81554	Ocean Blue Fabric.....	420.15	462.15	588.20	_____
_____	81555	Red Fabric.....	420.15	462.15	588.20	_____
_____	81556	White Vinyl.....	420.15	462.15	588.20	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	129.05	141.95	180.65	_____
_____	71090	Black Diamond Arm Chair.....	153.40	168.75	214.75	_____
_____	810861	Laguna Chair - Maple/Chrome.....	129.40	142.35	181.15	_____
_____	210108	Limerick® Chair by Herman Miller.....	77.00	84.70	107.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	810816	Madrid Chair - White Vinyl/Chrome.....	833.95	917.35	1,167.55	
	810948	Meeting Chair - White Vinyl.....	282.85	311.15	396.00	
	810835	Meeting Chair - Espresso Vinyl.....	201.95	222.15	282.75	
	810836	Meeting Chair - Taupe Microfiber.....	265.00	291.50	371.00	
	8103	Key West Tub Chair - Black Fabric.....	401.90	442.10	562.65	
	810164	Marina Chair - White Vinyl.....	134.00	147.40	187.60	
	810160	Marina Chair - Black Vinyl.....	134.00	147.40	187.60	
	810161	Marina Chair - Brown Fabric.....	134.00	147.40	187.60	
	810162	Marina Chair - Ocean Blue Fabric.....	134.00	147.40	187.60	
	810163	Marina Chair - Red Fabric.....	134.00	147.40	187.60	
	810131	Malba Chair - Gray Molded Plastic.....	96.15	105.75	134.60	
	810130	Malba Chair - Green Molded Plastic.....	96.15	105.75	134.60	
	810846	Christopher Chair - White Vinyl/Chrome.....	125.60	138.15	175.85	
	810851	Zenith Chair - White/Chrome.....	150.80	165.90	211.10	
	810841	Rustique Chair - Gunmetal.....	125.60	138.15	175.85	
	810837	Razor Armless Chair - White High Density Plastic....	54.35	59.80	76.10	
	810875	Swanson Swivel Chair - White Vinyl.....	272.25	299.50	381.15	
	81083	Blade Chair - Sky Blue.....	74.00	81.40	103.60	
	81082	Blade Chair - Red.....	74.00	81.40	103.60	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	108.95	119.85	152.55	
	81093	Lucent Chair - Frosted Acrylic.....	186.00	204.60	260.40	
	810145	Wentworth Chair - Brown Vinyl.....	238.00	261.80	333.20	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	234.70	258.15	328.60	
	71045	Gray Gaslift Chair Without Arms.....	201.20	221.30	281.70	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	321.10	353.20	449.55	
	810175	Genesis Chair - Black.....	N/A	N/A	N/A	
	810844	Pro Executive High Back Chair - White Vinyl.....	280.30	308.35	392.40	
	810946	Pro Executive High Back Chair - Black Vinyl.....	280.30	308.35	392.40	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	336.55	370.20	471.15	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	336.55	370.20	471.15	
	810947	Pro Executive Guest Chair - Black Vinyl.....	365.95	402.55	512.35	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	192.80	212.10	269.90	
	71048	Gray Gaslift Stool with Arms.....	301.75	331.95	422.45	
	71047	Gray Gaslift Stool without Arms.....	271.55	298.70	380.15	
	810860	Laguna Barstool - Maple/Chrome.....	163.35	179.70	228.70	
	210109	Limerick® Stool by Herman Miller.....	127.65	140.40	178.70	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	165.15	181.65	231.20	
	810873	Lift Barstool - Red Vinyl/Chrome.....	165.15	181.65	231.20	
	810871	Lift Barstool - Black Vinyl/Chrome.....	165.15	181.65	231.20	
	810870	Lift Barstool - White Vinyl/Chrome.....	165.15	181.65	231.20	
	810951	Apex Barstool - Black Vinyl.....	204.55	225.00	286.35	
	810952	Apex Barstool - Blue Ultra Suede.....	204.55	225.00	286.35	
	810953	Apex Barstool - Red Vinyl.....	204.55	225.00	286.35	
	810954	Apex Barstool - White Vinyl.....	204.55	225.00	286.35	
	810103	Banana Barstool - White Vinyl/Chrome.....	191.35	210.50	267.90	

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<b>Barstools (continued)</b>						
	810104	Banana Barstool - Black Vinyl/Chrome.....	191.35	210.50	267.90	
	810850	Zenith Barstool - White/Chrome.....	150.80	165.90	211.10	
	810840	Zoey Barstool - White Vinyl/Chrome.....	309.45	340.40	433.25	
	810834	Zoey Barstool - Black Vinyl/Chrome.....	309.45	340.40	433.25	
	810848	Christopher Barstool - White Vinyl/Chrome.....	209.95	230.95	293.95	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	353.00	388.30	494.20	
	810839	Rustique Barstool - Gunmetal.....	125.60	138.15	175.85	
	810201	Oslo Barstool - White Plastic/Chrome.....	241.50	265.65	338.10	
	81080	Blade Barstool - Red.....	148.00	162.80	207.20	
	81081	Blade Barstool - Sky Blue.....	148.00	162.80	207.20	
	81092	Lucent Barstool - Frosted Acrylic.....	198.00	217.80	277.20	
	810135	Task Stool - Black Fabric.....	164.00	180.40	229.60	

**Draped Tables & Counters**

<b>Draped Tables</b> - Tables are 30" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

	130330	Draped Table 3'L x 30"H.....	123.60	135.95	173.05	
	130430	Draped Table 4'L x 30"H.....	140.50	154.55	196.70	
	130630	Draped Table 6'L x 30"H.....	203.35	223.70	284.70	
	130830	Draped Table 8'L x 30"H.....	215.95	237.55	302.35	
	12404630	4th Side Drape 6'L x 30"H.....	41.85	46.05	58.60	
	12404830	4th Side Drape 8'L x 30"H.....	41.85	46.05	58.60	
	130342	Draped Counter 3'L x 42"H.....	164.55	181.00	230.35	
	130442	Draped Counter 4'L x 42"H.....	203.70	224.05	285.20	
	130642	Draped Counter 6'L x 42"H.....	205.75	226.35	288.05	
	130842	Draped Counter 8'L x 42"H.....	238.60	262.45	334.05	
	12404642	4th Side Drape 6'L x 42"H.....	41.85	46.05	58.60	
	12404842	4th Side Drape 8'L x 42"H.....	41.85	46.05	58.60	

**Undraped Tables & Counters**

	131330	Undraped Table 3'L x 30"H.....	57.55	63.30	80.55	
	131430	Undraped Table 4'L x 30"H.....	64.60	71.05	90.45	
	131630	Undraped Table 6'L x 30"H.....	74.05	81.45	103.65	
	131830	Undraped Table 8'L x 30"H.....	82.30	90.55	115.20	
	131342	Undraped Counter 3'L x 42"H.....	82.30	90.55	115.20	
	131442	Undraped Counter 4'L x 42"H.....	98.80	108.70	138.30	
	131642	Undraped Counter 6'L x 42"H.....	115.20	126.70	161.30	
	131842	Undraped Counter 8'L x 42"H.....	131.60	144.75	184.25	

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

	1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
	1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
	1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
	1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
	1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
	1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
	1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
	1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
	1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
	1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
	1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
	1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
<b>Pedestal Tables - Soho Series</b>						
	72069	Black Top Cafe Table - 30"H x 24"W.....	220.35	242.40	308.50	
	72067	Black Top Cafe Table - 30"H x 36"W.....	220.35	242.40	308.50	
	72066	Black Top Mini Table - 18"H x 18"W.....	134.10	147.50	187.75	
	72070	Black Top Bistro Table - 42"H x 24"W.....	220.35	242.40	308.50	
	72068	Black Top Bistro Table - 42"H x 36"W.....	220.35	242.40	308.50	
<b>Pedestal Tables - Chelsea Series</b>						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	209.45	230.40	293.25	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	209.45	230.40	293.25	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	209.45	230.40	293.25	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	209.45	230.40	293.25	
<b>Pedestal Tables</b>						
	8201208	Hydraulic Base Cafe Table - Maple.....	339.50	373.45	475.30	
	8201207	Hydraulic Base Bar Table - Maple.....	339.50	373.45	475.30	
	8201209	Hydraulic Base Cafe Table - Graphite.....	373.45	410.80	522.85	
	8201211	Hydraulic Base Bar Table - Graphite.....	373.45	410.80	522.85	
	8201206	Hydraulic Base Cafe Table - Maple.....	371.30	408.45	519.80	
	8201205	Hydraulic Base Bar Table - Maple.....	371.30	408.45	519.80	
	820126	Hydraulic Base Cafe Table - White Laminate.....	388.30	427.15	543.60	
	820125	Hydraulic Base Bar Table - White Laminate.....	388.30	427.15	543.60	
	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	299.35	329.30	419.10	
	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	299.35	329.30	419.10	
	820265	Madison Cafe Table - Gray Acajou.....	244.00	268.40	341.60	
	820264	Madison Bar Table - Gray Acajou.....	244.00	268.40	341.60	
	8201220	30" Cafe Table Black Base - White Laminate.....	244.00	268.40	341.60	
	8201221	30" Bar Table Black Base - White Laminate.....	261.00	287.10	365.40	
	8201222	30" Bar Table Chrome Base - White Laminate.....	375.55	413.10	525.75	
	8201223	30" Cafe Table Chrome Base - White Laminate.....	375.55	413.10	525.75	
	820920	30" Bar Table Chrome Hydraulic Base - Red.....	290.65	319.70	406.90	
	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	290.65	319.70	406.90	
	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	290.65	319.70	406.90	
	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	290.65	319.70	406.90	
	820930	30" Bar Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	
	820931	30" Bar Table w/ Black Base - Blue.....	218.00	239.80	305.20	
	820932	30" Bar Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820933	30" Bar Table w/ Black Base - Wood.....	232.00	255.20	324.80	
	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	
	820941	30" Cafe Table w/ Black Base - Blue.....	196.00	215.60	274.40	
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820943	30" Cafe Table w/ Black Base - Wood.....	212.00	233.20	296.80	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	N/A	N/A	N/A	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	N/A	N/A	N/A	

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
	820912	30" Bar Table w/ Hydraulic Base - Green.....	N/A	N/A	N/A	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	N/A	N/A	N/A	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	N/A	N/A	N/A	
	820915	30" Bar Table w/ Gunmetal Base.....	N/A	N/A	N/A	
	820916	30" Bar Table w/ Black Base.....	N/A	N/A	N/A	
	820917	30" Bar Table w/ Green Base.....	N/A	N/A	N/A	
	820918	30" Bar Table w/ Orange Base.....	N/A	N/A	N/A	
	820919	30" Bar Table w/ Yellow Base.....	N/A	N/A	N/A	
	8201230	30" Bar Table w/ Hydraulic Base - Gunmetal.....	N/A	N/A	N/A	
	8201231	30" Bar Table w/ Hydraulic Base - Black.....	N/A	N/A	406.90	
	8201232	30" Bar Table w/ Hydraulic Base - Green.....	N/A	N/A	N/A	
	8201233	30" Bar Table w/ Hydraulic Base - Orange.....	N/A	N/A	N/A	
	8201234	30" Bar Table w/ Hydraulic Base - Yellow.....	N/A	N/A	N/A	
	8201235	30" Cafe Table w/ Gunmetal Base.....	N/A	N/A	N/A	
	8201236	30" Cafe Table w/ Black Base.....	N/A	N/A	N/A	
	8201237	30" Cafe Table w/ Green Base.....	N/A	N/A	N/A	
	8201238	30" Cafe Table w/ Orange Base.....	N/A	N/A	N/A	
	8201239	30" Cafe Table w/ Yellow Base.....	N/A	N/A	N/A	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	N/A	N/A	N/A	
	8201241	36" Bar Table w// Black Base.....	N/A	N/A	N/A	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	N/A	N/A	N/A	
	8201243	36" Cafe Table w// Black Base.....	N/A	N/A	N/A	

**Accent Tables**

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	257.65	283.40	360.70	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	273.75	301.15	383.25	
	820252	Alondra End Table - Glass/Chrome.....	218.55	240.40	305.95	
	820250	Alondra Cocktail Table - Glass/Chrome.....	303.80	334.20	425.30	
	820253	Alondra End Table - Wood/Chrome.....	218.55	240.40	305.95	
	820251	Alondra Cocktail Table - Wood/Chrome.....	303.80	334.20	425.30	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	333.10	366.40	466.35	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	333.10	366.40	466.35	
	82028	Geo End Table - Wood/Black Steel.....	257.90	283.70	361.05	
	82027	Geo Cocktail Table - Wood/Black Steel.....	264.45	290.90	370.25	
	82035	Geo End Table - Glass/Chrome.....	232.70	255.95	325.80	
	82034	Geo Cocktail Table - Glass/Chrome.....	257.65	283.40	360.70	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	240.00	264.00	336.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	240.00	264.00	336.00	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	290.05	319.05	406.05	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	290.05	319.05	406.05	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	214.00	235.40	299.60	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	214.00	235.40	299.60	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82075	Regis End Table - Brushed Metal.....	238.20	262.00	333.50	

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FEBRUARY 23, 2020

**FREEMAN** furnishings

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82074	Regis Bench Table - Brushed Metal.....	336.75	370.45	471.45	
	820844	Aura Round Table - White Metal.....	132.60	145.85	185.65	
	82057	Edge LED Cube Table-White Plastic/Clear Acrylic.....	200.60	220.65	280.85	
	82043	Geo Square-Round Table - Glass/Black Steel.....	313.65	345.00	439.10	
	82044	Geo Square-Round Table - Glass/Chrome.....	313.65	345.00	439.10	
	8201226	Rustique Square Metal Bar Table - Gray.....	288.55	317.40	403.95	
	820130	Mesa Cocktail Table - Black/Bronze.....	N/A	N/A	N/A	
	820131	Mesa Cocktail Table - Glass/Bronze.....	N/A	N/A	N/A	
	820132	Mesa Cocktail Table - Wood/Bronze.....	N/A	N/A	N/A	
	820133	Mesa End Table - Black/Bronze.....	N/A	N/A	N/A	
	820134	Mesa End Table - Glass/Bronze.....	N/A	N/A	N/A	
	820135	Mesa End Table - Wood/Bronze.....	N/A	N/A	N/A	
	820310	Sedona Side Table - Black/Bronze.....	N/A	N/A	N/A	
	820311	Sedona Side Table - Wood/Bronze.....	N/A	N/A	N/A	
	820312	Sedona Side Table - White/Bronze.....	N/A	N/A	N/A	
	820320	Taos Side Table - Black/Bronze.....	N/A	N/A	N/A	
	820321	Taos Side Table Wood/Bronze.....	N/A	N/A	N/A	
	820322	Taos Side Table - White/Bronze.....	N/A	N/A	N/A	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	434.30	477.75	608.00	
	82051	Geo Conference Table - Glass/Chrome.....	434.30	477.75	608.00	
	820260	Madison Conference Table - Gray Acajou.....	404.35	444.80	566.10	
	820708	42" Round Conference Table - White Laminate.....	416.55	458.20	583.15	
	820203	6' Oval Conference Table - Graphite.....	556.85	612.55	779.60	
	820261	Madison 5' Conference Table - Gray Acajou.....	489.55	538.50	685.35	
	820262	Madison 8' Conference Table - Gray Acajou.....	976.85	1,074.55	1,367.60	
	820263	Madison 10' Conference Table - Gray Acajou.....	976.85	1,074.55	1,367.60	
	820951	Ventura Bar Table - Maple w/ Grommets.....	674.75	742.25	944.65	
	820952	Ventura Communal Bar Table - Black.....	695.95	765.55	974.35	
	820953	Ventura Bar Table - White w/ Grommets.....	674.75	742.25	944.65	
	820954	Ventura Communal Bar Table - Maple.....	674.75	742.25	944.65	
	820956	Ventura Communal Bar Table - White.....	674.75	742.25	944.65	
	820963	Ventura Communal Cafe Table - Maple.....	454.00	499.40	635.60	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820961	Ventura Cafe Table - White w/ Grommets.....	636.00	699.60	890.40	
	820966	Ventura Communal Cafe Table - White.....	454.00	499.40	635.60	
	820962	Ventura Communal Cafe Table - Black.....	454.00	499.40	635.60	
	8201244	42" Round Conference Table - Black Laminate.....	N/A	N/A	N/A	
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	597.75	657.55	836.85	
	84077	Madison Credenza - Gray Acajou.....	497.70	547.45	696.80	
	84078	Madison Bookcase - Gray Acajou.....	425.00	467.50	595.00	
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	358.35	394.20	501.70	
	820707	Merlin Table - Gray Laminate.....	374.65	412.10	524.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>POWERED</b>						
<b>Powered Seating</b>						
_____	810120	Naples Chair, Powered - Black Vinyl.....	675.90	743.50	946.25	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	908.60	999.45	1,272.05	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	1,045.95	1,150.55	1,464.35	_____
_____	81021	Roma Chair, Powered - White Vinyl.....	675.90	743.50	946.25	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	1,045.95	1,150.55	1,464.35	_____
<b>Powered Tables</b>						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	861.45	947.60	1,206.05	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	782.95	861.25	1,096.15	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	564.00	620.40	789.60	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	564.00	620.40	789.60	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	618.60	680.45	866.05	_____
_____	84084	Tech Desk, Powered - Black Metal.....	542.55	596.80	759.55	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	420.00	462.00	588.00	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	420.00	462.00	588.00	_____
<b>Powered Pedestals</b>						
_____	85060	Powered Locking Pedestal 36" H, Black.....	494.15	543.55	691.80	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	494.15	543.55	691.80	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	589.45	648.40	825.25	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	589.45	648.40	825.25	_____
_____	820710	Wireless Charging Table, Powered.....	450.00	495.00	630.00	_____
<b>Midtown Counters &amp; Bars</b>						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,440.00	1,584.00	2,016.00	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,676.00	1,843.60	2,346.40	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,290.00	1,419.00	1,806.00	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,532.00	1,685.20	2,144.80	_____
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
_____	84080	3 Door File Cabinet on Castors - Black .....	188.85	207.75	264.40	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	131.60	144.75	184.25	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	164.55	181.00	230.35	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	524.05	576.45	733.65	_____
<b>Refrigerator</b>						
_____	75057	Small Refrigerator.....	461.05	507.15	645.45	_____
_____	8503001	Refrigerator - White.....	796.50	876.15	1,115.10	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	156.80	172.50	219.50	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	244.15	268.55	341.80	_____
<b>Display</b>						
_____	75020	Display Cylinder - Black - Low.....	217.90	239.70	305.05	_____
_____	75021	Display Cylinder - Black - Medium.....	259.80	285.80	363.70	_____
_____	75022	Display Cylinder - Black - High.....	301.75	331.95	422.45	_____
_____	75030	Display Cube - Black - 12" Small.....	234.70	258.15	328.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Display (continued)**

_____	75031	Display Cube - Black - 18" Medium.....	276.55	304.20	387.15	_____
_____	75032	Display Cube - Black - 24" Large.....	318.40	350.25	445.75	_____
_____	75079	Orion Computer Kiosk - Black.....	419.10	461.00	586.75	_____
_____	72056	Display Counter - Black.....	419.10	461.00	586.75	_____

**Boxwood Hedges**

_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____

**Accessories**

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	139.70	153.65	195.60	_____
_____	220118	Chrome Sign Holder.....	100.55	110.60	140.75	_____
_____	750135	Round Literature Rack.....	217.90	239.70	305.05	_____
_____	750136	Flat Literature Rack.....	184.40	202.85	258.15	_____
_____	220109	Chrome Coat Tree.....	67.10	73.80	93.95	_____
_____	220134	Aluminum Easel.....	50.20	55.20	70.30	_____
_____	220110	Chrome Bag Rack.....	108.95	119.85	152.55	_____
_____	10201484	Floor Standing Bulletin Board.....	223.15	245.45	312.40	_____
_____	220106	Corrugated Wastebasket.....	24.25	26.70	33.95	_____

**Special Drape**

☐ Black   ☐ Blue   ☐ Brown   ☐ Green   ☐ Flax  
☐ Gold   ☐ Gray   ☐ Plum   ☐ Red   ☐ White

_____	12103	Special Drape 3'H (per ft.).....	20.10	22.10	28.15	_____
_____	12108	Special Drape 8'H (per ft.).....	25.30	27.85	35.40	_____

TOTAL COST		
_____	+	_____
Sub-Total	11.7% 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** furnishings

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FEBRUARY 23, 2020

# FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with 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. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

---

#### Sustainability Tip:



DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- 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
- Renting carpet from Freeman minimizes your shipping footprint.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](https://freeman.com)

## 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. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. 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.



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



**Sustainability Tip:** Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

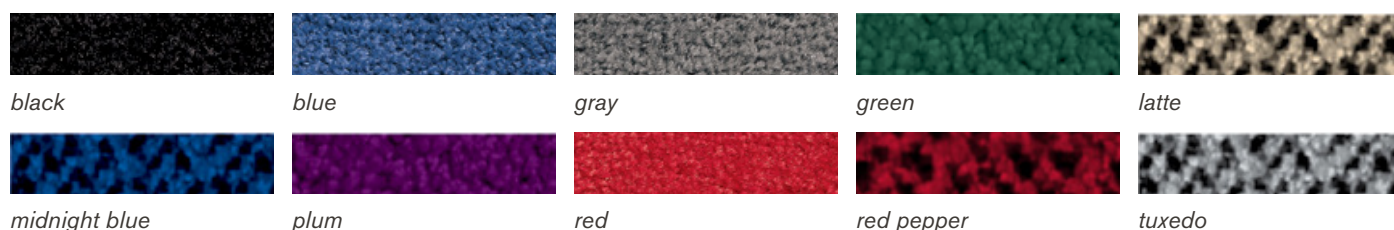
## CLASSIC CARPET

### 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**

**Sustainability Tip:** Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 23, 2020**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 335.25	\$ 368.80	\$ 469.35	_____
_____	10' x 20' Classic Carpet .....	\$ 670.50	\$ 737.55	\$ 938.70	_____
_____	10' x 30' Classic Carpet .....	\$ 1,005.75	\$ 1,106.35	\$ 1,408.05	_____
_____	10' x 40' Classic Carpet .....	\$ 1,340.95	\$ 1,475.05	\$ 1,877.35	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 159.15	\$ 175.05	\$ 222.80	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 318.25	\$ 350.10	\$ 445.55	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 477.40	\$ 525.15	\$ 668.35	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 636.55	\$ 700.20	\$ 891.15	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 318.25	\$ 350.10	\$ 445.55	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 636.55	\$ 700.20	\$ 891.15	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 954.80	\$ 1,050.30	\$ 1,336.70	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,273.10	\$ 1,400.40	\$ 1,782.35	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .50	\$ .55	\$ .70	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 197.65	\$ 217.40	\$ 276.70	_____
_____	9' x 20' Classic Carpet .....	\$ 394.90	\$ 434.40	\$ 552.85	_____
_____	9' x 30' Classic Carpet .....	\$ 592.45	\$ 651.70	\$ 829.45	_____
_____	9' x 40' Classic Carpet .....	\$ 789.90	\$ 868.90	\$ 1,105.85	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 143.20	\$ 157.50	\$ 200.50	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 286.45	\$ 315.10	\$ 401.05	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 429.65	\$ 472.60	\$ 601.50	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 572.90	\$ 630.20	\$ 802.05	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 286.45	\$ 315.10	\$ 401.05	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 572.90	\$ 630.20	\$ 802.05	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 859.35	\$ 945.30	\$ 1,203.10	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,145.75	\$ 1,260.35	\$ 1,604.05	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .50	\$ .55	\$ .70	_____

\*\*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	+	11.7% Tax	= Total Cost

standard size carpet

FREEMAN

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before FEBRUARY 23, 2020

# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 23, 2020**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.50

### CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

**16 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>3.50</b>	\$ <b>3.85</b>	\$ <b>4.90</b>	_____

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

### CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>5.25</b>	\$ <b>5.80</b>	\$ <b>7.35</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>4.95</b>	\$ <b>5.45</b>	\$ <b>6.95</b>	_____

### CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>5.70</b>	\$ <b>6.25</b>	\$ <b>8.00</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>5.30</b>	\$ <b>5.85</b>	\$ <b>7.40</b>	_____

**CARPET PADDING** - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.70

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>1.70</b>	\$ <b>1.85</b>	\$ <b>2.40</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.40</b>	\$ <b>1.55</b>	\$ <b>1.95</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>3.40</b>	\$ <b>3.75</b>	\$ <b>4.75</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>2.80</b>	\$ <b>3.10</b>	\$ <b>3.90</b>	_____

### TOTAL COST

Sub- Total	+	11.7% Tax	=	Total Cost
------------	---	-----------	---	------------

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before FEBRUARY 23, 2020

cut to size carpet  
FREEMAN

# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

### VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time .....	.57	.80	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.80	2.50	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft. ....	113.30	158.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	132.15	185.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	154.00	215.60	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		11.7 %Tax		Total Cost

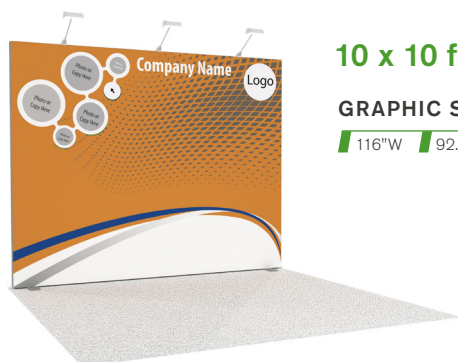
# FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent 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. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



\* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

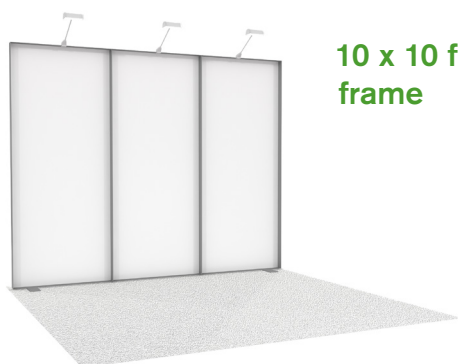
233.5"W 92.5"H

### RENTAL EXHIBITS INCLUDE:

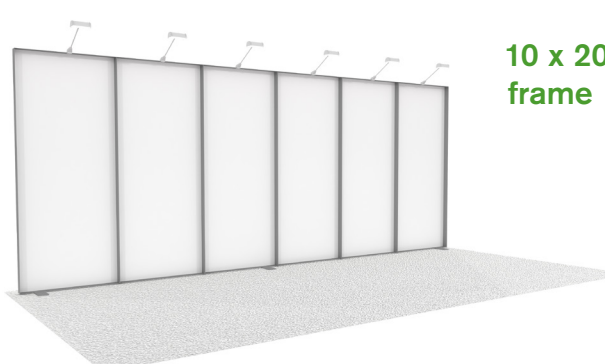
- Custom Fabric Graphic\* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

## FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.\*\*



**10 x 10 ft.  
frame**



**10 x 20 ft.  
frame**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

\*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. \*\*Only Freeman SmartFabric will be installed on the frame.

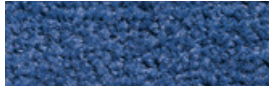
## CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

**9' x 10' or 9' x 20' (16 oz.)** – Color Options Included with Rental Package Options



black



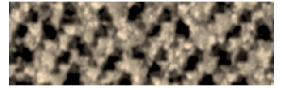
blue



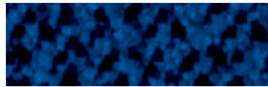
gray



green



latte



midnight blue



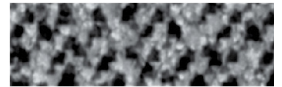
plum



red



red pepper



tuxedo

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

## PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

**(28 oz.)** – Available Upgrade Color Options



black\*



cardinal



charcoal\*



cream



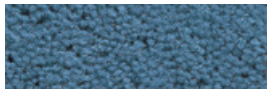
gray pearl\*



navy\*



toast



wedgewood



white\*

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

## OPTIONAL ACCESSORIES

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



### CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



## CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

## FREEMAN SUSTAINABILITY FOCUS



This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
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NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



### SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

## FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



### Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

## ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light .....	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

\*\*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	+	11.7 % Tax	=	Total Cost
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# RENTAL EXHIBITS THAT IMPRESS

.....

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

## PACKAGE 1



10 X 20



10 X 10

## PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

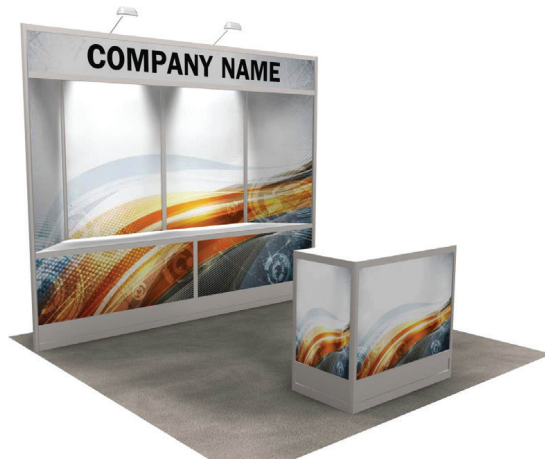
10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

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



**SLATWALL**



**COLORED PANELS**



**SHELVES**



**BLACK METAL**



**CABINETS**

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



black fabric

blue fabric

gray fabric

white

white perlboard

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



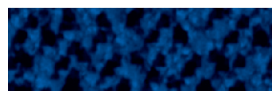
black

blue

gray

green

latte



midnight blue



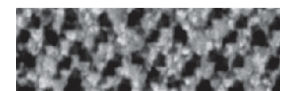
plum



red



red pepper



tuxedo

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

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



black\*

cardinal

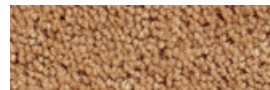
charcoal\*

cream

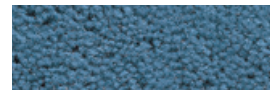
gray pearl\*



navy\*



toast



wedgewood



white\*

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

## Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- 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” MATERIALS

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

# FREEMAN

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New Orleans, LA 70123  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,061.75	4,286.45	<input type="checkbox"/> 10' x 20'	6,879.50	9,631.30
Package 2	<input type="checkbox"/> 10' x 10'	2,009.45	2,813.25	<input type="checkbox"/> 10' x 20'	3,603.45	5,044.85
Package 3	<input type="checkbox"/> 10' x 10'	2,624.60	3,674.45	<input type="checkbox"/> 10' x 20'	5,364.85	7,510.80
Package 4	<input type="checkbox"/> 10' x 10'	3,538.85	4,954.40	<input type="checkbox"/> 10' x 20'	6,874.50	9,624.30
Package 5	<input type="checkbox"/> 10' x 10'	2,385.95	3,340.35	<input type="checkbox"/> 10' x 20'	4,612.30	6,457.20
Package 6	<input type="checkbox"/> 10' x 10'	2,425.70	3,396.00	<input type="checkbox"/> 10' x 20'	4,731.55	6,624.15

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

## CARPET

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

**Check color choice**

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

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

## LIGHTING

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

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

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	11.7 % Tax
	=	Total Cost

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 23, 2020

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

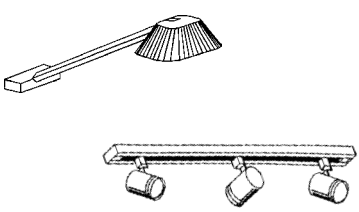
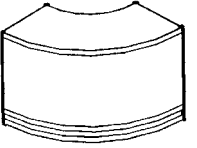
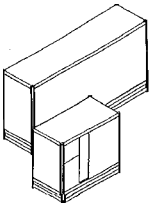
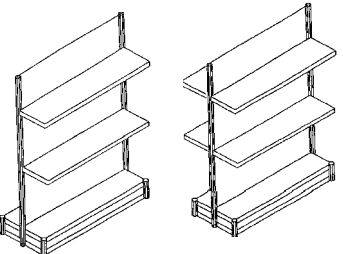
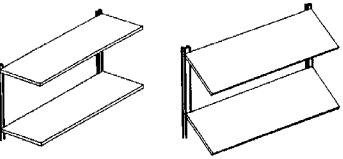
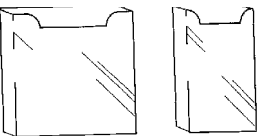
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

<b>LIGHTS (use only on rentals)</b> 	<b>RADIUS COUNTER (does not have doors)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>SHELVES (use only on rental exhibits)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service not included)					

\_\_\_\_ 172512 Arm Light (200w)..... 123.55 172.95 \_\_\_\_\_

\_\_\_\_ 172514 4' Tracklight (3 lights)..... 394.90 552.85 \_\_\_\_\_

<b>CABINETS &amp; LOCKS</b>					
Cabinets with locks					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

\_\_\_\_ 17305 1M x 1/2M x 36" High.....485.60 679.85 \_\_\_\_\_

\_\_\_\_ 17306 1M x 1/2M x 42" High.....485.60 679.85 \_\_\_\_\_

\_\_\_\_ 17308 2M x 1/2M x 36" High.....726.40 1016.95 \_\_\_\_\_

\_\_\_\_ 17309 2M x 1/2M x 42" High.....726.40 1016.95 \_\_\_\_\_

\_\_\_\_ 173010 1M Radius x 1/2M x 36" High.....650.15 910.20 \_\_\_\_\_

(Radius Cabinets do not have doors)  
Inside Shelves Available . . . Quoted on Request

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

\_\_\_\_ 174541 Single Sided 1M x 4' High.....432.00 604.80 \_\_\_\_\_

\_\_\_\_ 174542 Double Sided 1M x 4' High.....604.80 846.70 \_\_\_\_\_

**OTHER SIZES AVAILABLE....QUOTED ON REQUEST**

<b>SHELVES</b>					
----------------	--	--	--	--	--

\_\_\_\_ 17201 1M Straight (37" x 12").....121.20 169.70 \_\_\_\_\_

\_\_\_\_ 17206 1M Angled (37" x 12").....121.20 169.70 \_\_\_\_\_

<b>LITERATURE POCKETS</b>					
---------------------------	--	--	--	--	--

\_\_\_\_ 174015 For 8 1/2 x 11 Literature..... 43.25 60.55 \_\_\_\_\_

<b>TOTAL COST</b>					
-------------------	--	--	--	--	--

Sub-Total \_\_\_\_\_ + Tax (11.70%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN exhibit accessories

# 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.

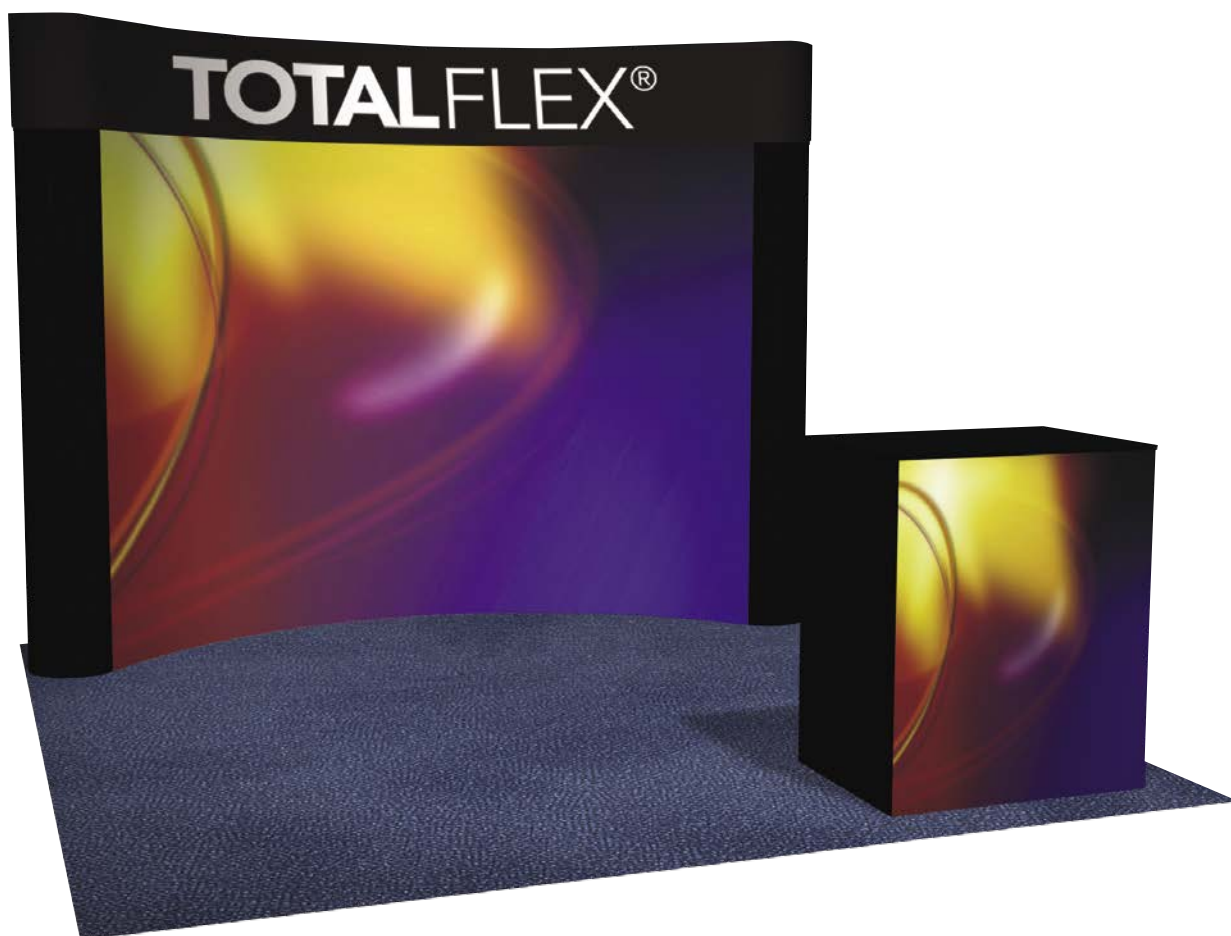


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

#### TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

# FREEMAN

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NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

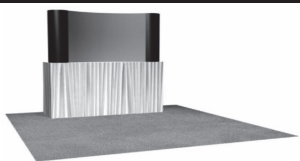
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## TABLETOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,110.80	1,555.10	_____	_____
40"H x 8"W	1,275.35	1,785.50	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,308.20	1,831.50	_____	_____
40"H x 8"W	1,472.85	2,062.00	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

### Fabric Panel Colors for All Units:

☐ Black ☐ Gray ☐ Blue

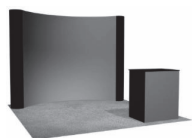
### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,801.90	2,522.65	_____	_____
8'H x 10'W	2,130.95	2,983.35	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,961.95	4,146.75	_____	_____
8'H x 10'W	3,455.75	4,838.05	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

### Fabric Panel Colors for All Units:

☐ Black ☐ Gray ☐ Blue

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total	
1715800	2-200 Watt Halogen Light Kit	_____	238.60	334.05	_____	_____	320.85	449.20	_____	_____
1715801	1-200 Watt Halogen Light Kit	_____	123.60	173.05	_____	_____	238.60	334.05	_____	_____
1715802	Straight Shelf	_____	90.55	126.75	_____	_____	162.90	228.05	_____	_____
1715803	Angled Shelf	_____	90.55	126.75	_____	_____	162.90	228.05	_____	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 11.7% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 11.7% Tax = Total Cost

# 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 high-resolution 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



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

## 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 16' 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.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- 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
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



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NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 23.90 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 35.85 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout



Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 54.75	82.15 =	_____
7" x 22"	@ 58.80	88.20 =	_____
7" x 44"	@ 66.70	100.05 =	_____
9" x 44"	@ 77.65	116.50 =	_____
11" x 14"	@ 58.80	88.20 =	_____
14" x 22"	@ 82.30	123.45 =	_____
14" x 44"	@ 94.80	142.20 =	_____
22" x 28"	@ 126.60	189.90 =	_____
28" x 44"	@ 170.65	256.00 =	_____
20" x 60"	@ 232.80	349.20 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

### INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total	+	11.7 % Tax	=	Total Cost
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FREEMAN graphics

## 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. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (504) 731-6137 for assistance.

# 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.



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

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

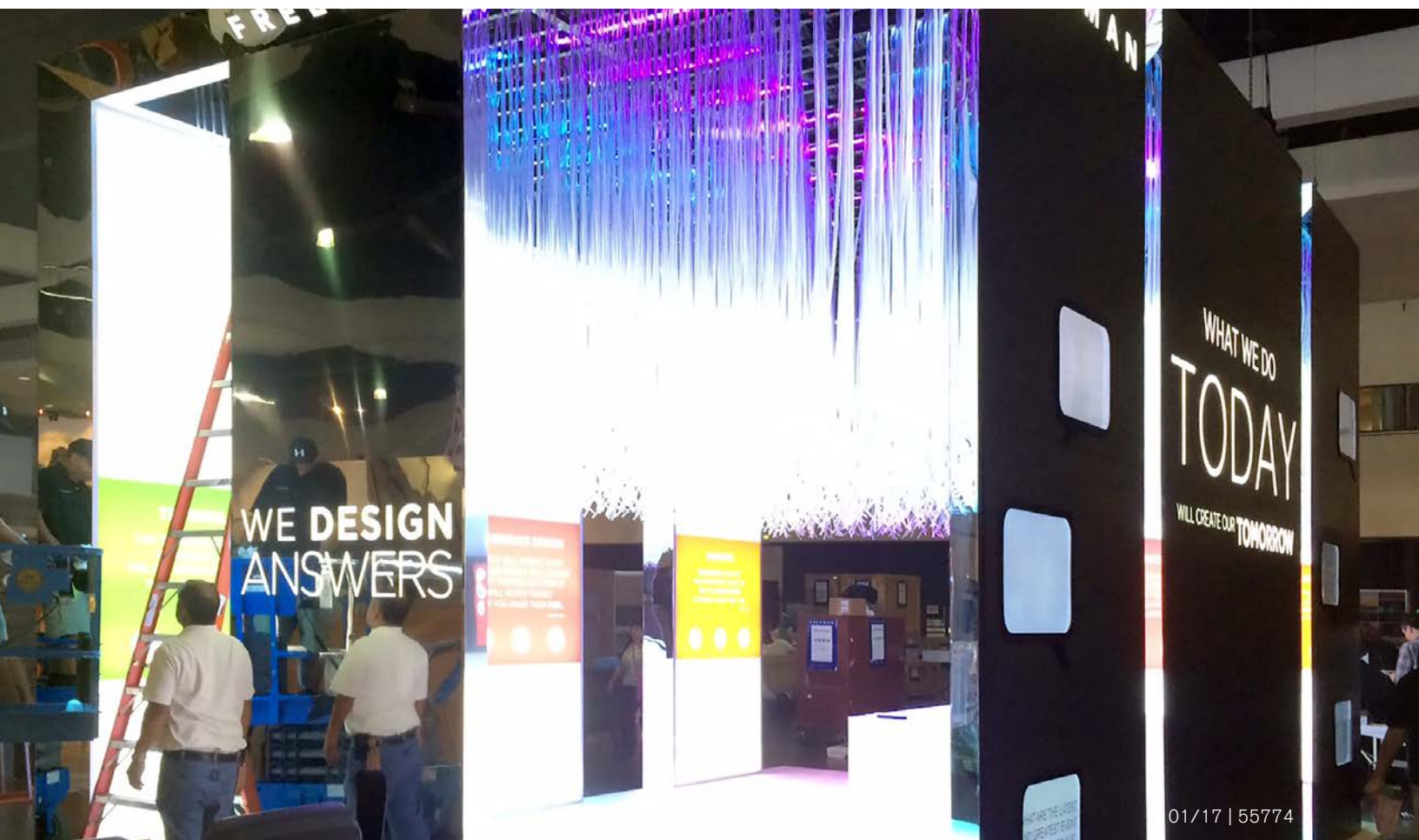
## ON-SITE SUPERVISION

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.



# LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

## LABOR SOURCE

We currently have a labor agreement with Central South Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

## TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

## SAFETY

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

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description Site		Advance	Show Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 106.00	\$ 148.50
<b>Overtime-</b>	5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday .....	\$ 159.00	\$ 222.75
<b>Double Time-</b>	Holidays .....	\$ 212.00	\$ 297.00

**• Show Site prices will apply to all labor orders placed at show site.**

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

## INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Dismantle						= \$ _____

Freeman installation & dismantle labor

NAME OF SHOW: **FinNext 2020 / March 15 - 17, 2020**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

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

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

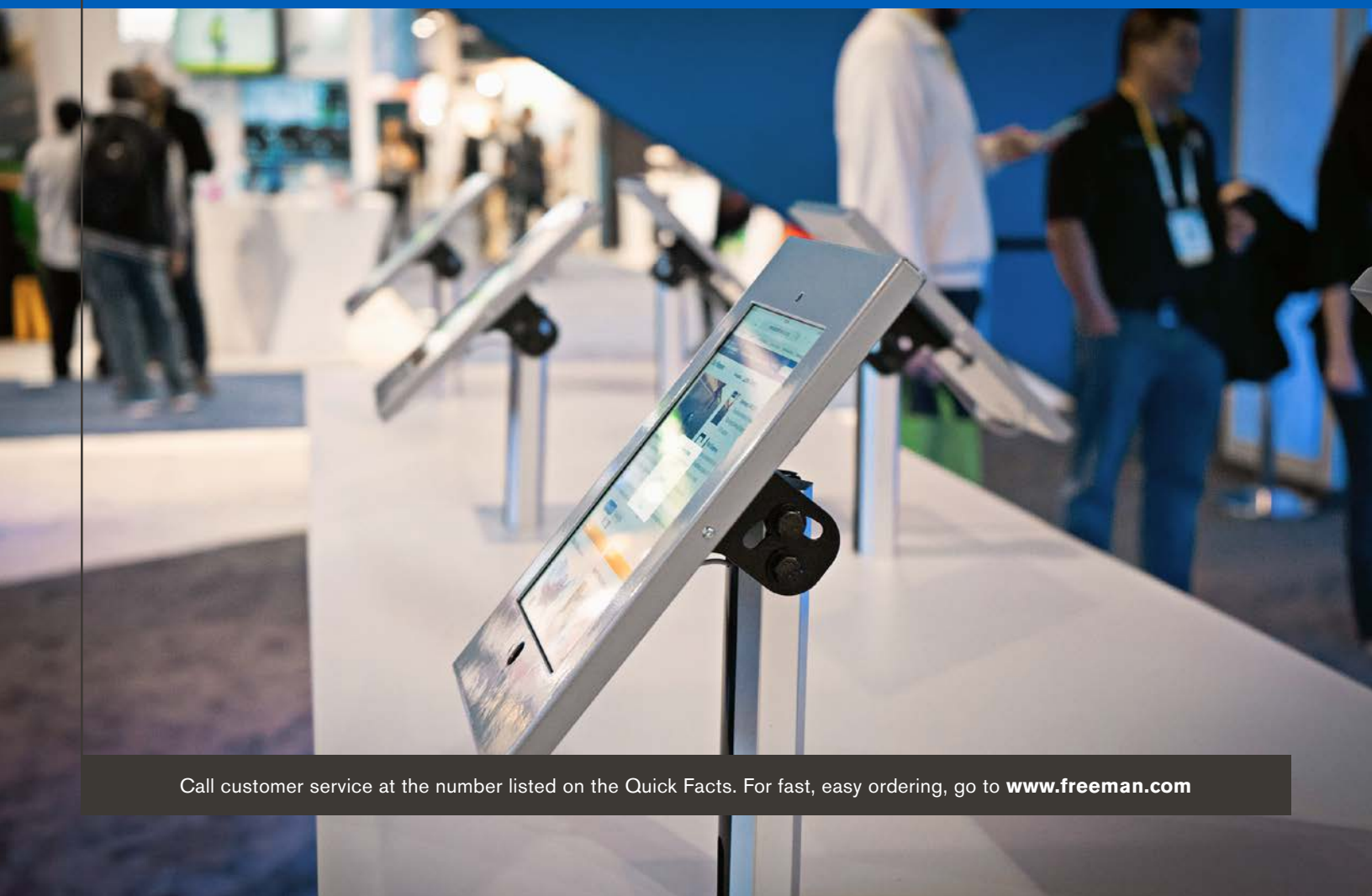
**FREEMAN installation & dismantle labor**

# EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

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When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

**Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.**

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



**\*Order By: February 23, 2020 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:
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Packages	QTY.	Early Order	Show Rate	Total
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$540.00	\$702.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$655.00	\$855.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$780.00	\$1,014.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,090.00	\$1,417.00	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$220.00	\$286.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$360.00	\$468.00	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$590.00	\$767.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$900.00	\$1,170.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,050.00	\$1,365.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,350.00	\$1,755.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,100.00	\$2,730.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$115.00	\$149.50	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$115.00	\$149.50	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$170.00	\$221.00	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$600.00	\$780.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$975.00	\$1,267.50	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with 19" Monitor		\$210.00	\$273.00	
Laptop Computer		\$250.00	\$325.00	
Apple iPad		\$135.00	\$175.50	
iPad Floor Stand - White		\$115.00	\$149.50	
Apple iPad with Floor Stand - White		\$225.00	\$292.50	
Apple 21.5" iMac		\$225.00	\$292.50	
Apple 15" MacBook Pro		\$340.00	\$442.00	

Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$90.00	\$117.00	
Choose: Blu-ray -or- DVD Player		\$115.00	\$149.50	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$60.00	\$78.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$250.00	\$325.00	
Wireless Microphone - Handheld		\$180.00	\$234.00	
Wireless Microphone - Headset		\$180.00	\$234.00	
Wireless Microphone - Lavalier		\$180.00	\$234.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

**\*Early order rate is subject to a 30% increase when ordering equipment after February 23, 2020.**

Contact Your Freeman Representative	Total Your Order
GLADYS NELSON <a href="mailto:gladys.nelson@freeman.com">gladys.nelson@freeman.com</a> Phone: 407.289.5124 Fax: 469.621.5612 Online at: <a href="http://www.freeman.com">www.freeman.com</a>	Equipment Sub-Total
	31% Handling Charge (\$146.00 Min) Includes Delivery, Install & Dismantle
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)
	Handling / Labor Tax (2%)
	State Rental Tax on Equipment Only (11.45%)
	<b>TOTAL CHARGES:</b>
Don't see what you are looking for? Please call to discuss the options!	<p><b>** Please note for Monitor Stand &amp; Mount Rentals:</b></p> <p>Additional labor may be required to mount client provided monitors</p> <p><b>** Electrical Services are not included in equipment pricing.</b></p>

Please Fill in All Information Below Before Submitting Your Order

**Contact Information**

<b>Your Name:</b>	<b>Booth Number:</b>
<b>Exhibiting Company Name:</b>	
<b>Company Address:</b>	
<b>City / State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Third Party (If Applicable):</b>	
<b>Signature:</b>	

**Delivery Information**

<p><i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 407.289.5124 with questions.</i></p>	
<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>
<b>Please Select Your Preferred Date and Time of Delivery (Choose One):</b>	
Sunday, March 15, 2020	<input type="checkbox"/> 10am - 12pm <input type="checkbox"/> 1pm - 4pm
<b>If You Have a Special Delivery Request, Please Note it Here:</b>	

**Payment Information**

**Method of Payment (Choose One):**

☐ **Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

☐ **Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

☐ **Key Account** \*Key Account customers have been pre-approved with net 30 terms.

☐ **Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.

**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, LLC.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, LLC.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, LLC.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

**\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**

**\*\* All payments must be made in advance in US funds.**

**\*\*Full payment, including any applicable tax, is due at the time the order is placed.**

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

# 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, LLC, Freeman Expositions, Ltd., Freeman Audio Visual, LLC, Exhibit Surveys, LLC, Freeman Exhibit, Freeman Transportation, Stage Rigging, The Freeman Company, LLC, Freeman Electrical, LLC, Freeman Digital Ventures, LLC, 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in 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, LLC, 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 ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. 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 Expositions, LLC, 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 Contract 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, power 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 GUARANTEE DELIVERY 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 repeatedly 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.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the 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 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. 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 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 SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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 negligence.

### 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 inert, and contains 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](mailto: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 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.

**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, LLC, 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 Contract 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 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. 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 ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage of 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 EXCEEDING 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, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, 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 improperly packaged television monitors, the maximum liability is the lesser 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 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, 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 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.**

### 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 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 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](mailto: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.

## 2019 EXHIBITOR ORDER FORM



Advanced Rate Ends 10 days prior to delivery date



## Video Equipment

## DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
DVD / Blu-Ray Player		\$176.00	\$229.00		
24" Flat Panel Video & Computer Monitor on Table stand		\$319.00	\$415.00		
32" Flat Panel Video & Computer Monitor on Table stand		\$351.00	\$457.00		
46" Flat Panel Video & Computer Monitor on Table Stand		\$859.00	\$1,117.00		
46" Flat Panel Video & Computer Monitor on Floor Stand		\$1,009.00	\$1,267.00		
70" Flat Panel Video & Computer Monitor on Floor Stand		\$1,594.00	\$2,073.00		

Please let us know if you will need sound for your monitor as some monitors do not have speakers

\*\*\* PSAV does not supply wall mounts or labor for mounting monitors to your hard sets\*\*\*

## Computers and Accessories

## DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
Laptop Computer		\$325.00	\$400.00		
Please Note Specific Software/Hardware Needs:					
Basic Black & White LaserJet Printer		\$299.00	\$368.00		
Mac Adapter		\$52.00	\$64.00		

## Internet

## DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
Basic Wireless Internet per Device		\$170.00	\$270.00		
Basic Wired Internet per Device		\$610.00	\$815.00		
Dedicated Bandwidth		CALL	CALL		

Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call for availability and pricing.

## Electrical Equipment

## SHOW RATE

	Qty	Advanced*	Standard**	Days	Total
10 Amp Single Phase Power		\$185.00	\$260.00		
20 Amp Single Phase Power		\$240.00	\$345.00		
Power Strip		\$32.00	\$43.00		
25' extension cord		\$32.00	\$43.00		

PLEASE CALL AT LEAST 10 DAYS PRIOR TO SHOW

IF ADDITIONAL POWER IS NEEDED

Additional labor may apply to under carpet or complex booth sets.

## Rental Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL	
LABOR FEE (25% of total with an \$90.00 minimum)	
SUBTOTAL	
SALES TAX ON SERVICE CHARGE AND EQUIPMENT (12.25% of E45 AND E47)	
TOTAL DUE	

\*Advanced pricing if received by PSAV 10 days or more prior to installation.

\*\*Pricing if received by PSAV less than 10 days prior to installation.

## Customer Information

Delivery Date: (MM/DD/YY)	
Pickup Date: (MM/DD/YY)	
Show/Convention Name:	
Booth/Company Name:	
Billing Company (if different from above):	
Billing Address:	
City/State/Zip:	
Ordered By:	
Phone:	
Fax:	
Email:	

## Delivery Information

Booth #:	
Onsite Contact:	
Special Instructions:	

## Ordering Instructions

⇒ This form serves as your quote. Orders are not confirmed unless a confirmation number is received (via email or fax).

⇒ To guarantee availability, orders should be faxed or emailed no less than 10 days prior to show start date.

⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to PSAV and submit no less than 10 days prior to setup. Please confirm order total with PSAV representative prior to submitting a check.

⇒ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for approval.

⇒ Labor fee is 25% of the order with an \$90 minimum

⇒ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum

⇒ Call if you do not receive an email confirmation from PSAV!

⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

## Method of Payment

Name on Card: \_\_\_\_\_

Type of Card: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Card Number: We will call you for the card number

Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## Return for Processing

PSAV Marriott New Orleans

555 Canal Street

New Orleans, LA 70130

Phone: 504-613-1870 Fax: 855-869-6651 Int'l Fax: 847-879-7600

[1796exhibits@psav.com](mailto:1796exhibits@psav.com)