

**SHOW INFORMATION**

**BOOTH EQUIPMENT**

Each 8' x 10' booth will be set with 8' high Blue and Black back drape, 3' high Blue side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The booths and exhibit areas are carpeted with the existing hotel carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **FEBRUARY 17, 2011**.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN:** *For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).*

Thursday	March 3	3:30 p.m.	-	7:00 p.m.
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All exhibits must be fully installed by **7:00 p.m., Thursday, March 3**.

**EXHIBIT HOURS**

Friday	March 4	9:00 a.m.	-	5:30 p.m.
Saturday	March 5	9:00 a.m.	-	4:00 p.m.

**EXHIBITOR MOVE-OUT:** *For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)*

Saturday	March 5	4:01 p.m.	-	7:00 p.m.
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**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **7:00 p.m., Saturday, March 5**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **5:30 p.m. on Saturday, March 5**.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:**

**FREEMAN**

850 Spice Island Drive  
 Sparks, NV 89431  
 Ph: (775) 355-4600 Fax: (469) 621-5617

**FREEMAN EXHIBIT TRANSPORTATION**

Ph: (800) 995-3579 Fax: (817) 385-0983

**FREEMAN ONLINE®**

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

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account.

To access Freeman OnLine® without using the email link, visit [www.freemanco.com](http://www.freemanco.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at 1-888-508-5054.

**SHIPPING INFORMATION**

**Warehouse shipping address:**

**50TH ANNUAL CCSS CONFERENCE**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
**C/O FREEMAN / UPS FREIGHT**  
**900 E Street**  
**West Sacramento, CA 95605**

FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 2, 2011** at the above address. Materials arriving after **FEBRUARY 28, 2011** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply.

**Showsite shipping address:**

**50TH ANNUAL CCSS CONFERENCE**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
**Sacramento Doubletree**  
**C/O FREEMAN**  
**2001 Point West Way**  
**Sacramento, CA 95815**

Freeman will receive shipments at the exhibit facility beginning at 3:30 p.m. on MARCH 3, 2011. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

***Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 5:00 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.***

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

**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 labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 775-355-4600.

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman's Customer Support Center at 1-888-508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by FEBRUARY 17, 2011.

#### **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 you booth. This can cause serious injury or damage to materials.

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

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

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

### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

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CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL \_\_\_\_\_

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E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference 260951 on your remittance.**

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

**BANK TRANSFER**  
Bank Transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
ABA#: 026009593 ACCT #1252039192 Freeman  
*International Wire Transfer*  
Swift Code: BOFAUS3N ACCT #1252039192 Freeman  
*ACH Direct Deposit*  
ABA# 111000012 ACCT #1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

**TELL US WHAT YOU THINK!**

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

<http://feedback.freemanco.com/?260951>

**FREEMAN method of payment**

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
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FreemanRenoES@freemanco.com

## 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT) \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

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

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

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

- ALL FREEMAN SERVICES  
 I&D LABOR/SUPERVISION  
 MATERIAL HANDLING/IN & OUT

- FREEMAN EXHIBIT TRANSPORTATION  
 RENTAL FURNITURE/CARPET/SIGNS  
 BOOTH CLEANING  
 OTHER \_\_\_\_\_

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

THIRD PARTY BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA

CREDIT CARD ACCOUNT NO: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PLEASE PRINT): \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

# furnishings



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



**a. forestdale chair**

21"W 21"L 31"H – N71085

**b. black diamond armchair**

20"W 21"L 33"H – N71090

**c. black diamond side chair**

21"W 23"L 32"H – N71089

**d. black diamond stool**

22"W 18"L 46"H – N71088



**e. studio cocktail table**

36"W 20"L 15"H – C115103

**f. studio end table**

17"W 17"L 18"H – C115104



**g. display cylinders\***

*Black*

**low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022

\*Available in rectangular sizes.



**h. orion computer kiosk**

28"W 28"L 40.5"H – N75079

(Computer not included.)

**i. pedestal tables**

A range of tabletop sizes and materials with pedestals in various heights to fit any space.

**soho series**

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

**chelsea series**

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



**j. opal side chair**

White  
20"W 19"L 30"H – C210105



**k. carson armchair**

Blue, Black or Gray Fabric  
21"W 20"L 33"H – C210101



**l. casey padded stool**

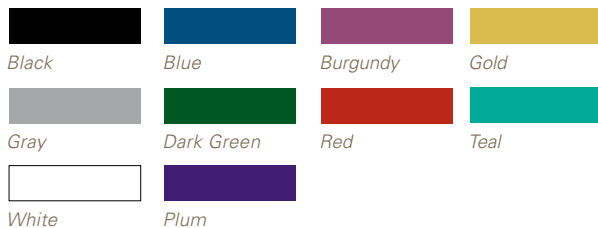
Black or Gray Fabric  
20"W 21.5"L 42.5"H – C210112



**m. draped or undraped tables & counters**

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

	3'	4'	6'	8'
<b>tables (30" height)</b>				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C1240630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters (42" height)</b>				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.

**questions?**

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# F R E E M A N

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Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011**

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

NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CHAIRS</b>					
<b>Pages 1 &amp; 2</b>					
_____	N71092	Diva Counter Stool .....	215.35	279.95	_____
_____	N71091	Diva Chair.....	191.80	249.35	_____
_____	N710102	Santana Chair .....	179.65	233.55	_____
_____	N71085	Forestdale Chair.....	100.05	130.05	_____
_____	N710144	Diplomat Chair.....	239.25	311.05	_____
_____	N71038	Cherry Barrel Chair .....	203.55	264.60	_____

Cranberry  Taupe

Director Series					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Bright Green <input type="checkbox"/> Orange <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Yellow					
_____	N710142	Director Stool.....	147.90	192.25	_____
_____	N71042	Director Chair .....	123.95	161.15	_____
_____	N710998	Custom Imprinting/Director.....	Call for Quote		

**Pages 3 & 4**

_____	N71048	Gray Gaslift Stool w/Arms .	251.35	326.75	_____
_____	N71047	Gray Gaslift Stool .....	239.25	311.05	_____
_____	N71046	Gray Gaslift Chair w/Arms.	227.45	295.70	_____
_____	N71045	Gray Gaslift Chair.....	215.35	279.95	_____
_____	N71044	Executive Chair .....	251.35	326.75	_____
_____	N71041	Bugle Base Chair .....	157.45	204.70	_____

Black Tweed  Blue Tweed

_____	N71088	Black Diamond Stool .....	135.80	176.55	_____
_____	N71089	Black Diamond Side Chair	112.20	145.85	_____
_____	N71090	Black Diamond Armchair ...	135.80	176.55	_____
_____	C210105	Opal Side Chair .....	66.00	85.80	_____
_____	C210101	Carson Armchair.....	88.30	114.80	_____

Black  Blue  Gray

_____	C210112	Casey Padded Stool.....	112.20	145.85	_____
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Black  Gray

**LOUNGE SEATING**

**Pages 5 & 6**

_____	N73091	Signature Loveseat .....	584.50	759.85	_____
_____	N71093	Signature Chair .....	437.45	568.70	_____

**Kennedy Sectional Series:**

Black Tweed  Blue Tweed

_____	N730313	Kennedy Sofa - 3 piece.....	606.75	788.80	_____
_____	N730213	Kennedy Loveseat - 2 piece..	404.30	525.60	_____
_____	N73013	Kennedy Corner Section ...	202.45	263.20	_____
_____	N73014	Kennedy Center Section ...	202.45	263.20	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b>					
<b>Pages 7 &amp; 8</b>					
_____	N72026	Cherry Cocktail Table .....	202.45	263.20	_____
_____	N72027	Cherry End Table.....	187.55	243.80	_____
_____	N72028	Metro Slate Cocktail Table.	142.30	185.00	_____
_____	N72029	Metro Slate End Table .....	112.70	146.50	_____
_____	C115103	Studio Black Cocktail Table .	97.30	126.50	_____
_____	C115104	Studio Black End Table .....	97.30	126.50	_____
_____	N72015	Glass Conference Table ....	262.30	341.00	_____
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
_____	N72065	Bugle Base Table/White ....	187.55	243.80	_____

**Pedestal Tables - SoHo Series**

_____	N72066	Black-Top Mini 18"H x 18"W ...	99.80	129.75	_____
_____	N72069	Black-Top Cafe 30"H x 24"W ..	141.15	183.50	_____
_____	N72070	Black-Top Bistro 42"H x 24"W .	183.90	239.05	_____
_____	N72067	Black-Cafe Table 30"H x 36"W .	185.25	240.85	_____
_____	N72068	Black-Bistro Table 42"H x 36"W..	208.30	270.80	_____

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

_____	N72063	Cafe Table 30"H x 30"W .....	185.25	240.85	_____
_____	N72064	Cafe Table 30"H x 36"W .....	185.25	240.85	_____
_____	N720163	Bistro Table 42"H x 30"W .....	208.30	270.80	_____
_____	N720164	Bistro Table 42"H x 36"W.....	208.30	270.80	_____

**OFFICE FURNITURE**

**Pages 9 & 10**

_____	N72093	Milano Table/Blonde Top ...	644.40	837.70	_____
_____	N72092	Milano Table/Black Top.....	644.40	837.70	_____
_____	N72094	Luna Table/Black Top .....	539.55	701.40	_____
_____	N720191	Hemingway Writing Table..	329.50	428.35	_____
_____	N74061	Cherry Desk 5'.....	494.55	642.90	_____
_____	N74065	Cherry Bookcase.....	299.40	389.20	_____
_____	N74064	Cherry Credenza .....	524.30	681.60	_____
_____	N74071	Oak Desk 5' .....	599.40	779.20	_____
_____	N74075	Oak Bookcase .....	366.85	476.90	_____
_____	N74074	Oak Credenza .....	644.40	837.70	_____

**DISPLAY FURNITURE**

**Pages 11 & 12**

_____	N72056	Display Counter .....	389.70	506.60	_____
_____	N75079	Orion Computer Kiosk .....	328.15	426.60	_____
_____	N75030	Black Display Cube/Small	209.75	272.70	_____
_____	N75031	Black Display Cube/Med...	224.65	292.05	_____
_____	N75032	Black Display Cube/Large	254.75	331.20	_____

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



NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

**DISPLAY FURNITURE**  
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
_____	N75020	Black Display Cylinder/Low	171.50	222.95	_____
_____	N75021	Black Display Cylinder/Med.	185.25	240.85	_____
_____	N75022	Black Display Cylinder/High	199.65	259.55	_____

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

Black  
  Blue  
  Burgundy  
  Dark Green  
  Gold  
 Gray  
  Plum  
  Red  
  Teal  
  White

_____	C130330	3' Draped Table/30"H*	118.65	154.25	_____
_____	C130430	4' Draped Table/30"H*	118.65	154.25	_____
_____	C130630	6' Draped Table/30"H*	132.70	172.50	_____
_____	C130830	8' Draped Table/30"H*	149.85	194.80	_____
_____	C12404630	4th Side Drape-6'x30"H*	50.10	65.15	_____
_____	C12404830	4th Side Drape-8'x30"H*	50.10	65.15	_____
_____	C130342	3' Draped Counter/42"H*	139.20	180.95	_____
_____	C130442	4' Draped Counter/42"H*	139.20	180.95	_____
_____	C130642	6' Draped Counter/42"H*	163.05	211.95	_____
_____	C130842	8' Draped Counter/42"H*	185.25	240.85	_____
_____	C12404642	4th Side Drape-6'x42"H*	65.85	85.60	_____
_____	C12404842	4th Side Drape-8'x42"H*	65.85	85.60	_____

**Undraped Tables - Tables are 24" wide**

_____	C131330	3' Undraped Table/30"H.....	67.20	87.35	_____
_____	C131430	4' Undraped Table/30"H.....	67.20	87.35	_____
_____	C131630	6' Undraped Table/30"H.....	73.70	95.80	_____
_____	C131830	8' Undraped Table/30"H.....	82.35	107.05	_____
_____	C131342	3' Undraped Counter/42"H ..	72.80	94.65	_____
_____	C131442	4' Undraped Counter/42"H ..	72.80	94.65	_____
_____	C131642	6' Undraped Counter/42"H ..	81.20	105.55	_____
_____	C131842	8' Undraped Counter/42"H ..	88.55	115.10	_____

**Table Top Risers**

_____	C150410	4'Lx7"H Single Step Riser .....	68.60	89.20	_____
_____	C150610	6'Lx7"H Single Step Riser .....	84.95	110.45	_____
_____	C150810	8'Lx7"H Single Step Riser .....	102.90	133.75	_____
_____	C150414	4'Lx14"H Single Step Riser ...	68.60	89.20	_____
_____	C150614	6'Lx14"H Single Step Riser	84.95	110.45	_____
_____	C150814	8'Lx14"H Single Step Riser ..	102.90	133.75	_____
_____	C150420	4'L Double Step Riser.....	137.20	178.35	_____
_____	C150620	6'L Double Step Rise.....	169.90	220.85	_____
_____	C150820	8'L Double Step Riser.....	205.80	267.55	_____

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	C220121	Chrome Stanchion w/belt ....	127.35	165.55	_____
_____	C220118	Chrome Sign Holder.....	128.45	167.00	_____
_____	C750135	Round Literature Rack .....	194.55	252.90	_____
_____	C750136	Flat Literature Rack.....	172.30	224.00	_____
_____	C220109	Chrome Coat Tree.....	63.00	81.90	_____
_____	C220134	Chrome Easel.....	47.85	62.20	_____
_____	C220110	Chrome Bag Rack.....	81.20	105.55	_____
_____	N75053	Black Trash Receptacle.....	82.70	107.50	_____
_____	N75054	Aluminum Trash Receptacle..	82.70	107.50	_____
_____	C220107	Wastebasket .....	28.70	37.30	_____
_____	C220106	Corrugated Wastebasket ....	21.55	28.00	_____
_____	N75057	Small Refrigerator .....	359.55	467.40	_____
_____	N75052	Black Table Lamp .....	142.30	185.00	_____
_____	N74082	File Cabinet/2 Drawer.....	179.65	233.55	_____
_____	N74081	File Cabinet/4Drawer.....	247.10	321.25	_____
_____	C10201484	Bulletin Board.....	299.40	389.20	_____

**Special Drape**

Black  
  Blue  
  Burgundy  
  Dark Green  
  Gold  
 Gray  
  Plum  
  Red  
  Teal  
  White

_____	12103	Special Drape 3'H (per ft)..	16.85	21.90	_____
_____	12108	Special Drape 8' H (per ft.).	18.60	24.20	_____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011

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

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011

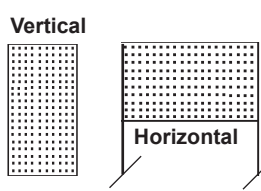
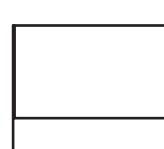
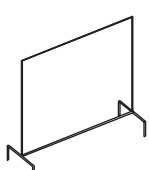

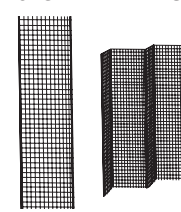
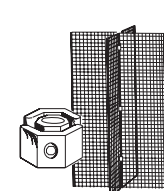
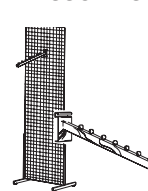
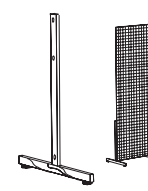
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

ACCESSORIES			
<p><b>PERFBOARD - SINGLE</b></p>  <p>Vertical Horizontal</p>	<p><b>BULLETIN BOARD</b></p> 	<p><b>CHROME GARMENT RACK</b></p> 	<p><b>2-WAY STRAIGHT ARM</b></p>  <p>4-WAY SLANT ARM</p>
<p><b>2' x 8' GRID PANELS</b></p> 	<p><b>4 WAY CONNECTORS</b></p> 	<p><b>GRID ACCESSORIES</b></p> 	<p><b>GRID LEGS</b></p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS					
		<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			
___	10201180	1M x 8'H-Vertical/ Single Side.....	162.95	211.85	_____
___	10201182	1/2M x 8'H-Vertical/ Single Side.....	122.65	159.45	_____
___	10201480	4' x 8' Horizontal/ Single Side.....	162.95	211.85	_____
___	1020410	1M x 12" Perfboard Shelf.....	78.45	102.00	_____
___	10203	4" Single Hook.....	3.95	5.15	_____
___	10203	6" Single Hook.....	3.95	5.15	_____
___	10203	8" Single Hook.....	3.95	5.15	_____
___	10205	12" Shelf Bracket.....	13.40	17.40	_____
___	10207	7-Ball Waterfall.....	18.85	24.50	_____
GRIDS					
___	103028	Chrome Grid.....	136.90	177.95	_____
___	103010	Black Grid.....	136.90	177.95	_____
___	103011	White Grid.....	136.90	177.95	_____
___	103029	Grid Legs - Chrome.....	20.50	26.65	_____
___	103029	Grid Legs - Black.....	20.50	26.65	_____
___	103029	Grid Legs - White.....	20.50	26.65	_____
___	103030	Grid Connectors.....	25.20	32.75	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
GRIDS					
___	10305	5-Ball Waterfall (for grids).....	18.85	24.50	_____
___	10307	7-Ball Waterfall (for grids).....	18.85	24.50	_____
___	1030468	4" Single Hook (for grids).....	3.95	5.15	_____
___	1030468	6" Single Hook (for grids).....	3.95	5.15	_____
___	1030468	8" Single Hook (for grids).....	3.95	5.15	_____
ACCESSORIES					
___	10405	Garment Rack.....	117.80	153.15	_____
___	15905	Fish Bowl.....	50.60	65.80	_____
___	109011	Ticket Tumbler - small.....	82.70	107.50	_____
___	10404	4-way Slant Arm.....	128.45	167.00	_____
___	10403	2-way Straight Arm.....	107.95	140.35	_____
TOTAL COST					
<b>Sub-Total</b> _____		<b>+ Tax (8.75%)</b> _____		<b>= TOTAL</b> _____	

Don't see what you need?  
Please call Exhibitor Services at 775-355-4600.

# FREEMAN accessories

# F R E E M A N

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Sparks, NV 89431  
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FreemanRenoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011

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

FREEMAN carpet

NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Sales Department at 775-355-4600.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date 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.**

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

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

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

**CHOOSE YOUR CARPET COLOR - 40 oz.**

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

<b>40 oz. Rental</b>	- Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.25	\$ 5.55    \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.95	\$ 5.15    \$ _____

**CHOOSE YOUR CARPET COLOR - 28 oz.**

- Baywater     Cardinal     Gray Pearl     Pine     Toast  
 Black     Charcoal     Navy     Raspberry     Wedgewood  
 Cabernet     Cream     Peach     Sea Breeze     White

<b>28 oz. Rental</b>	- Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.60	\$ 4.70    \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.35	\$ 4.35    \$ _____

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

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.**

**CHOOSE YOUR CARPET COLOR:**

- Black     Tuxedo     Burgundy     Gray     Teal     Blue     Plum     Red     Green

Rental - Price per sq. ft. (100 sq. ft. minimum)

<b>16 oz. Carpet Rental</b>	Discount	Standard
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.70    \$ _____

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

**CHOOSE YOUR CARPET COLOR:**

- **Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.**

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 163.65	\$ 212.75	\$ _____
_____	9' x 20' Classic Carpet .....	\$ 327.30	\$ 425.50	\$ _____
_____	9' x 30' Classic Carpet .....	\$ 490.95	\$ 638.25	\$ _____
_____	9' x 40' Classic Carpet .....	\$ 654.60	\$ 851.00	\$ _____

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

- **Price is per sq. ft.**

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq ft) .....	0.90	1.15	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft) ....	0.70	0.90	\$ _____
_____	Plastic Covering (per sq. ft) .....	0.60	0.80	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

**\*\*All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\***

# F R E E M A N

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 Sparks, NV 89431  
 (775) 355-4600 Fax: (469) 621-5617  
 FreemanRenoES@freemanco.com

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

**FREEMAN cleaning**

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned
- 100 sq. ft. minimum
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service
- **Show Site Prices will apply to all cleaning orders placed at show site**

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

- Price includes emptying of your booth's wastebaskets at the time of vacuuming.

_____	610100	Booth Vacuuming-One Time .....	0.41	0.55	_____
_____	610200	Booth Vacuuming-2 Days.....	0.82	1.05	_____

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	0.72	0.95	_____
-------	--------	---------------------------------	------	------	-------

### PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

- Price includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft. ....	67.45	87.70	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft. ....	88.55	115.10	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft. ....	112.20	145.85	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft. ....	Call For Quote		

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.75%) N/A = TOTAL \_\_\_\_\_

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**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011**

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NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

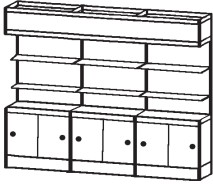
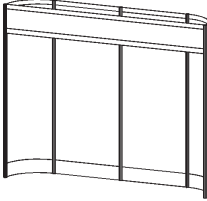
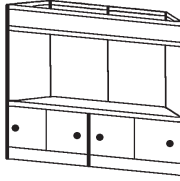
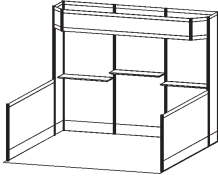
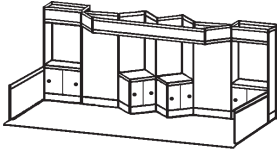
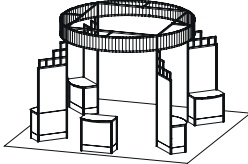
E-MAIL ADDRESS \_\_\_\_\_

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**All Exhibits Include:** Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Classic Carpet with Nightly Vacuuming  
2 Arm Lights (per 10' unit)

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

PACKAGES	A. FREE STANDING COUNTER		B. CURVED BACKWALL EXHIBIT		C. BACKWALL COUNTER EXHIBIT	
	Part#	Discount Price	Standard Price	Part#	Discount Price	Standard Price
	<input type="checkbox"/> Part# 1710201	2,039.10	2,650.85	<input type="checkbox"/> Part# 1710300	1,339.05	1,740.75
						
	<input type="checkbox"/> Part# 1710400	1,914.00	2,488.20			
						
PACKAGES	D. 3 SHELF 10' x 10' EXHIBIT		E. 10' x 20' ANGLED EXHIBIT		F. 20' x 20' ISLAND EXHIBIT	
	Part#	Discount Price	Standard Price	Part#	Discount Price	Standard Price
	<input type="checkbox"/> Part# 1710500	2,417.25	3,142.45	<input type="checkbox"/> Part# 1710600	5,565.70	7,235.40
						
	<input type="checkbox"/> Part# 1710800	13,618.55	17,704.10			
						

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

## CHOOSE YOUR PANEL

- BLUE FABRIC       GRAY FABRIC  
 BLACK FABRIC     WHITE HARDWALL  
 WHITE PERFBORAD

## CARPET

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

### Check color choice

- Tuxedo       Green       Teal  
 Blue         Black       Red  
 Gray         Burgundy  Plum

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

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power must be ordered using the electrical order form included in your service manual.

- \*Electrical power and labor to install lights must be ordered separately**  
**\*Custom graphics must be ordered separately**

## HEADER IDENTIFICATION SIGN

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM                      ENVIRO  
 EUROSTILE BOLD                              HELVETICA BOLD  
 TIMES NEW ROMAN

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

**Letter color desired:** \_\_\_\_\_

Indicate exactly how you want your company name to appear:

## CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet  
 Custom Logo Header  
 Creating a Custom Exhibit

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN exhibit packages

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
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NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

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

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## TABLE TOP UNIT



<u>RENTAL</u>		<u>QTY.</u>	<u>TOTAL</u>
Size	Price		
40" H x 6' W	814.15	_____	_____
40" H x 8' W	949.10	_____	_____

<u>PURCHASE*</u>			
Size	Price		
40" H x 6' W	1,017.70	_____	_____
40" H x 8' W	1,153.80	_____	_____

\*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 (Electrical service & labor not included)

### 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

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: Black Blue Burgundy  
Green Gray Plum Red Teal Tuxedo

### Table Drape:

Black Blue Burgundy Green Gold  
Gray Plum Red Teal White

## FLOOR UNIT



<u>RENTAL</u>		<u>QTY.</u>	<u>TOTAL</u>
Size	Price		
8' H x 8' W	1,357.35	_____	_____
8' H x 10' W	1,625.00	_____	_____

<u>PURCHASE*</u>			
Size	Price		
8' H x 8' W	2,308.65	_____	_____
8' H x 10' W	2,713.45	_____	_____

\*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(Electrical service & labor not included)

### 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

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet:  Blue  Black  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

## 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		TOTAL	
	Part #	Description	Qty.	Price		Qty.
1715800	2-200 Watt Halogen Light Kit	_____	169.80	_____	241.75	_____
1715801	1-200 Watt Halogen Light Kit	_____	87.75	_____	176.55	_____
1715802	Straight Shelf	_____	67.45	_____	122.60	_____
1715803	Angle Shelf	_____	67.45	_____	122.60	_____

## 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 cost an additional 30% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2011**

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

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011

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


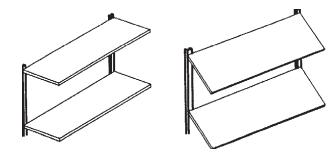
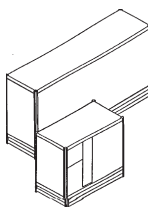
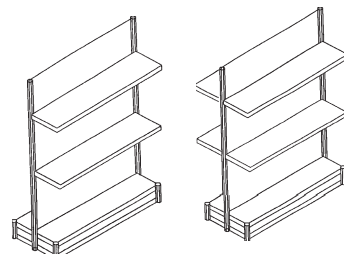

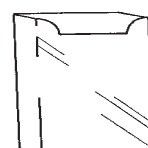
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light (200w).....	133.00	172.90	___
___	172514	4' Tracklight (3 lights).....	356.50	463.45	___
___	17252	Halogen Light.....	N/A	N/A	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<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.....	463.90	603.05	___
___	17306	1M x 1/2M x 42" High.....	463.90	603.05	___
___	17308	2M x 1/2M x 36" High.....	637.35	828.55	___
___	17309	2M x 1/2M x 42" High.....	637.35	828.55	___
___	17310	1M Radius x 1/2M x 36" High..	695.00	903.50	___
___	17311	1M Radius x 1/2M x 42" High..	695.00	903.50	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	27.55	35.80	___
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 .	398.10	517.55	___
___	174542	Double Sided 1M x 4' High.	692.20	899.85	___
___	174581	Single Sided 1M x 8' High .	796.15	1,035.00	___
___	174582	Double Sided 1M x 8' High	1,384.30	1,799.60	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SHELVES</b>					
___	17201	1M Straight (37" x 12").....	83.80	108.95	___
___	17206	1M Angled (37" x 12").....	104.30	135.60	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature.....	39.95	51.95	___

Don't see what you need?  
Please call an Exhibitor Sales Specialist at 775-355-4600.

3/09 260951  
09-10 H

<b>TOTAL COST</b>		
Sub-Total	+ Tax (8.75%)	= TOTAL

FREEMAN exhibit accessories

# F R E E M A N

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Sparks, NV 89431  
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**DISCOUNT PRICE  
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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.  
Please see guidelines for electronic files on the reverse side of this form.

### 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 in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
**\$13.75 per sq.ft. discount price**  
 sq. ft. \_\_\_\_\_ x or = \$ \_\_\_\_\_  
**\$20.65 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
- Note: 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:

Foamcore  Masonite   
 PVC  Plexi   
 Gatorfoam  Other

Vertical  Horizontal  Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	36.60	54.90 = \$	_____
7" x 22"	_____ @	36.60	54.90 = \$	_____
7" x 44"	_____ @	46.10	69.15 = \$	_____
9" x 44"	_____ @	53.15	79.75 = \$	_____
11" x 14"	_____ @	36.60	54.90 = \$	_____
14" x 22"	_____ @	48.95	73.45 = \$	_____
14" x 44"	_____ @	77.60	116.40 = \$	_____
22" x 28"	_____ @	77.60	116.40 = \$	_____
28" x 44"	_____ @	133.00	199.50 = \$	_____
20" x 60"	_____ @	133.00	199.50 = \$	_____

Note: File conversion, retouching, cloning or color correcting 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 \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN graphics & signs



## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire 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. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

### WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also 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 must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: [www.freemanco.com](http://www.freemanco.com)

# UNION JURISDICTIONS IN SACRAMENTO, CALIFORNIA

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To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Freeman's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Freeman, as the official labor contractor for the exposition, will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

## EXHIBIT LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own bonafide, full-time employees. The company employees should carry positive company identification, such as a medical identification card or a payroll stub.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

This rule prohibits the utilization of workers hired from a non-licensed and uninsured company. Prior proof and approval will be required.

## FREIGHT HANDLING

Work rules require that Freeman, as the official material handling contractor, off-load all equipment and display materials from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.
- Exhibitors must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled luggage carriers are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.
- When exhibitors choose to perform their own material handling, they may not be permitted access to the loading dock/freight door areas.

Freeman will not be responsible for any material it does not handle.

## GRATUITIES

Freeman prohibit the SOLICITATION of tips from any of our employees in the form of money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage, and tipping is not an accepted company policy.

## IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Freeman's jurisdiction or practices must be directed to a Freeman company management representative.

# F R E E M A N

850 Spice Island Dr.  
 Sparks, NV 89431  
 (775) 355-4600 Fax: (469) 621-5617  
 FreemanRenoES@freemanco.com

DEADLINE DATE  
 FEBRUARY 17, 2011

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

NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 95.00	\$ 123.50
<b>Over Time-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday, Sunday & Holidays .....	\$ 170.50	\$ 221.70

- **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)						= \$ _____
Tax						= \$ <b>(N/A)</b>
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)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

# FREEMAN installation & dismantle

NAME OF SHOW: **50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011**

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 \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

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

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**METHOD OF SHIPMENT**

**Freeman Exhibit Transportation:**

- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred       Expedited

**Other (list carrier name & phone number):**

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**FREEMAN installation & dismantle**

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

**SPECIAL HANDLING:** (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, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**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	Min
-------------	---------------	-----

### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 84.20	168.40
Special Handling Shipment.....	\$ 109.50	219.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 88.30	176.60
Special Handling Shipment.....	\$ 114.80	229.60
Uncrated or Pad Wrapped Shipment.....	\$ 132.50	265.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 46.50	

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

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after FEBRUARY 28, 2011 .....	\$ 21.10	42.20
Show Site Shipment after Show Opening.....	\$ 22.10	44.20
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 22.10	44.20
Special Handling Shipment.....	\$ 28.70	57.40
Uncrated or Pad Wrapped Shipment .....	\$ 33.20	66.40
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 22.10	44.20
Special Handling Shipment.....	\$ 28.70	57.40
Uncrated or Pad Wrapped Shipment .....	\$ 33.20	66.40
<b>Mobile Unit Spotting Fee.....</b>	<b>\$ 285.80</b>	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>8.75% Tax</b>	N/A
			<b>Total</b>	

### Tips to Save on Material Handling

• **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 168.40

52 lbs. charged @ 200 lbs. \$ 168.40

65 lbs. charged @ 200 lbs. \$ 168.40 = \$505.20

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$168.40

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

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.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, Airborne Express, DHL and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What about carpet only shipments?**

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

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

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

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

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

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## RIGGING EQUIPMENT AND LABOR (One Hour Minimum per Worker)

**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

- Show site prices will apply to all orders placed at show site.
- Start time guaranteed only at start of working day.
- Supervisor must check in at Service Desk to pickup labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Additional crew, equipment and or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.

Description		Price/Hour Advance	Price/Hour Show Site
<b>Forklift Labor</b>			
304050	Forklift w/operator up to 5,000 lbs ST	\$ 139.00	\$ 180.70
304051	Forklift w/operator up to 5,000 lbs OT	\$ 185.00	\$ 240.50
304052	Forklift w/operator up to 5,000 lbs DT	\$ 212.50	\$ 276.30
304053	Forklift w/operator up to 5,000 lbs HOL	\$ 258.50	\$ 336.10
3040150	Forklift w/operator up to 15,000 lbs ST	\$ 181.50	\$ 236.00
3040151	Forklift w/operator up to 15,000 lbs OT	\$ 227.50	\$ 295.80
3040152	Forklift w/operator up to 15,000 lbs DT	\$ 255.00	\$ 331.50
3040153	Forklift w/operator up to 15,000 lbs HOL	\$ 301.00	\$ 391.30
304040	Forklift w/operator 4-Stage ST	Quoted on Request	
304041	Forklift w/operator 4-Stage OT	Quoted on Request	
304042	Forklift w/operator 4-Stage DT	Quoted on Request	
304043	Forklift w/operator 4-Stage HOL	Quoted on Request	

<b>Rigging Labor*</b>			
3020200	Rigger Foreman ST	\$ 127.00	\$ 165.10
3020201	Rigger Foreman OT	\$ 190.50	\$ 247.70
3020202	Rigger Foreman DT	\$ 228.50	\$ 297.10
3020203	Rigger Foreman HOL	\$ 292.00	\$ 379.60
3020100	Rigger ST	\$ 114.50	\$ 148.90
3020101	Rigger OT	\$ 172.00	\$ 223.60
3020102	Rigger DT	\$ 206.00	\$ 267.80
3020103	Rigger HOL	\$ 263.50	\$ 342.60
3010100	Material Handler ST	\$ 92.50	\$ 120.30
3010101	Material Handler OT	\$ 138.50	\$ 180.10
3010102	Material Handler DT	\$ 166.00	\$ 215.80
3010103	Material Handler HOL	\$ 212.00	\$ 275.60

\*When moving or placing machinery, the applicable rate of a Rigger Foreman will be added to the Forklift charges

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							<b>Total</b>	

FREEMAN forklift / rigging labor



**F R E E M A N**  
1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.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 U.S. must be cleared through customs. Please call for additional information:  
**1-800-995-3579**

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

**PICK UP INFORMATION:**

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

( City ) ( State ) ( Zip )

**DESTINATION**

- I will be shipping to the **WAREHOUSE**  
**FREEMAN/Exhibiting Company Name**  
**Hold for: CCSS CONFERENCE - Booth #**  
**c/o Freeman / UPS FREIGHT**  
900 E Street  
West Sacramento, CA 95605

**MUST BE DELIVERED BY DEADLINE DATE: FEBRUARY 28, 2011**

- I will be shipping to **SHOW SITE**  
**FREEMAN/Exhibiting Company Name**  
**Hold For: CCSS CONFERENCE - Booth #**  
**c/o Freeman**  
Sacramento Doubletree  
2001 Point West Way  
Sacramento, CA 95815

**CANNOT BE DELIVERED BEFORE: MARCH 3, 2011**

**TYPE OF SERVICE - Choose One**

- 1 Day: Delivery next business day (before 5:00 p.m.)  
 2 Day: Delivery by 5:00 P.M. second business day  
 Deferred: Delivery within 3 - 4 business days  
 Declared Value \$ \_\_\_\_\_

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

- Standard Ground: Dependent on distance  
 Expedited Ground: Tailored to specific requirements  
 Specialized: Pad wrapped, uncrated, or truckload

**SHIPPING INFORMATION**

**Items to be shipped**

Number of Pieces	Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (color _____)	_____
___ Skids/Pallets	_____
___ Carpet/Pad (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 TO:  
817-385-0983**

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

**SHOW #** 260951

FREEMAN exhibit transportation

## 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.

**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 fourteen (14) days of delivery, of any loss or damage to the shipment. 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: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

**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 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 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.

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 stowage 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 THE 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 \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT**

**SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS 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; and (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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 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 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 Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, 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 15 calendar 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. 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.

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-weighted 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.

**F R E E M A N**

**R U S H**

**D O N O T D E L A Y**

**DEADLINE DATE** FEBRUARY 28, 2011

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

EXHIBITOR NAME

**C/O FREEMAN /UPS FREIGHT**  
900 E STREET

WEST SACRAMENTO, CA 95605

**WAREHOUSE**

50TH ANNUAL CCSS CONFERENCE

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**D O N O T D E L A Y**

**DEADLINE DATE** FEBRUARY 28, 2011

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

EXHIBITOR NAME

**C/O FREEMAN / UPS FREIGHT**  
900 E STREET

WEST SACRAMENTO, CA 95605

**WAREHOUSE**

50TH ANNUAL CCSS CONFERENCE

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

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.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** MARCH 3, 2011

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

EXHIBITOR NAME

**C/O FREEMAN  
SACRAMENTO DOUBLETREE  
2001 POINT WEST WAY  
SACRAMENTO, CA 95815**

**SHOW SITE**

50TH ANNUAL CCSS CONFERENCE

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** MARCH 3, 2011

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

EXHIBITOR NAME

**C/O FREEMAN  
SACRAMENTO DOUBLETREE  
2001 POINT WEST WAY  
SACRAMENTO, CA 95815**

**SHOW SITE**

50TH ANNUAL CCSS CONFERENCE

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: 50TH ANNUAL CCSS CONFERENCE - MARCH 4 - 5, 2011  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_  
 Next Day  Second Day  Deferred

CARRIER PHONE # \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: \_\_\_\_\_

FREEMAN outbound shipping

# 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 OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. 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 preapproved 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 pre-paid 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. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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 CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** 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. 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 will 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.

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, lockouts, 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 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years** 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, or any partial 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-weighted 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 JURISDICTION IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and 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) arising out of 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 exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; 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 goods (including without limitation all equipment) 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 PREMISES.



# Sacramento

The following are the Sacramento Fire Department's minimum fire safety requirements, which are applicable to ALL trade shows and exhibits.

## AISLES AND EXITS

- All aisles and exits as designated on the approved floor plans shall be clear and free of all obstructions.
- All aisles shall be a minimum of 10' in width.
- A cross aisle shall be incorporated into all floor plans.

## BUILDING FIRE FIGHTING EQUIPMENT

- Fire extinguishers are to be maintained in a readily accessible and visible location. A three foot path shall be maintained by direct access.
- Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative material.

## ELECTRICAL

- All electrical hook-ups are to conform to the National Electrical Code.
- Electrical hook-ups CANNOT be made from the distribution panels located in the overhead fan rooms (Exhibit Halls C-D-E).
- All methods of electrical hook-up must have prior approval of the Event Services Section.
- All wiring and cables which cross public access (aisle ways etc.) **must be bridged or taped and matted.**
- Electrical feeder and branch circuits are not to be supported whereby such support would cause damage to the building.
- Batteries shall be removed, or battery cables shall be disconnected from all motor powered vehicles displayed, and vehicles shall contain only 1/4 tank of fuel. All fuel tanks shall be furnished with a locking type gas cap or sealed with tape. Garden tractors, chain saws, power plants, and other fuel powered equipment shall be safeguarded in a similar manner.

## ENCLOSED DISPLAYS

- All tents, awnings, canopies and/or other enclosed structures must display a "California State Fire Marshal" seal indicating that the material(s) used are flame retardant. Additionally, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific, written authorization from the Sacramento Fire Department.

## FLAME RETARDANT TREATMENT

- All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. **Hay and straw bales must be rendered flame retardant.**
- Table coverings must be treated with a flame retardant chemical, unless they lie flat with an overhang of not greater than six inches.
- Oil cloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Documentation of fire retardation must be present on-site.

## FLAMMABLE LIQUIDS

- No open flames are allowed anywhere in the SCC, with two exceptions: Classique Catering has small decorative votive candles which have been approved by the Sacramento Fire Department. Steno containers, used for warming food samples, are allowed without prior approval.
- A person shall not use within the SCC any heating, lighting, or cooling appliance which uses a class 1 liquid (gasoline, white gas, alcohol, etc.)
- A person shall not store any flammable liquid inside the SCC.

## PERMITS

- Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to SCC Management in conjunction with the Sacramento City Fire Department.

Display and operate any heater, barbecue, heat producing device, lamps, lanterns, torches, pyrotechnics, etc. To display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Sacramento City Fire Department.

## PAPER PRODUCTS

- Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner.