

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

## PEOPLESOFT RECONNECT 2014

July 22-24, 2014  
Hyatt Regency O'Hare  
Rosemont, Illinois

FREEMAN quick facts

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### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 8' x 8' booth will be set with 8' high black backwall drape, 3' high black side dividers, (1) 6' x 30" black skirted table, (2) Limerick® chairs by Herman Miller, (1) wastebasket and a 7" x 44" one-line identification sign.

#### EXHIBIT HALL CARPET

The exhibit area is carpeted.

#### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates. Place your order by Monday, June 30, 2014.**

### 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).

Tuesday July 22 1:00 p.m. - 5:00 p.m.

**Please Note: Overtime rates will apply after 4:30 p.m. during move-in on Tuesday, July 22, 2014.**

**All exhibits must be fully installed by 5:00 p.m. on Tuesday, July 22, 2014.**

#### EXHIBIT HOURS

Tuesday	July 22	6:00 p.m. - 7:00 p.m.	Welcome Networking Reception in the Exhibitor Showcase
Wednesday	July 23	7:30 a.m. - 3:40 p.m.	
		5:30 p.m. - 7:00 p.m.	
Thursday	July 24	7:30 a.m. - 10:30 a.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).

Thursday July 24 10:30 a.m. - 12:00 p.m.

#### SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Tuesday	July 22	12:30 p.m. - 5:00 p.m.
Wednesday	July 23	7:00 a.m. - 11:00 a.m.
Thursday	July 24	7:00 a.m. - 12:00 p.m.

#### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will return empty crates by **11:00 a.m. on Thursday, July 24, 2014.**
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m. on Thursday, July 24, 2014.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m. on Thursday, July 24, 2014.**

#### POST SHOW PAPERWORK AND LABELS

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

**Order early to take advantage of advance order discount rates. Place your order by Monday, June 30, 2014.**

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

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

**SHIPPING INFORMATION**

**Warehouse shipping address:**

**PEOPLESFT RECONNECT 2014**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**2500 West 35th Street**  
**Chicago, IL 60632**

Freeman will accept crated, boxed or skidded materials beginning **Monday, June 23, 2014** at the above address. Materials arriving after **Monday, July 14, 2014** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**Please Note: The warehouse will be closed Friday, July 4, 2014 in observance of the holiday.**

**Do NOT ship advance freight to the Hyatt Regency O’Hare.** The hotel has NO storage facilities and *the freight will be returned to the sender.* Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Freeman will accept **DIRECT** freight shipments at **9300 Bryn Mawr Ave., Rosemont, IL 60018 at 1:00 p.m. on Tuesday, July 22, 2014** for all exhibit halls.

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

**LABOR INFORMATION**

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

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

**Order early to take advantage of advance order discount rates. Place your order by Monday, June 30, 2014.**

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

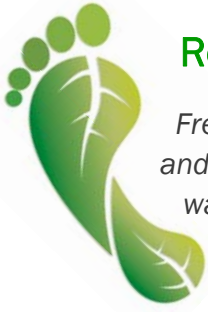
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](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 773-473-7080 with any questions or needs you may have.



## Reducing Your Footprint

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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



#### Personnel and Best Practices

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



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

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**DISCOUNT PRICE  
DEADLINE DATE  
JUNE 30, 2014**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer  
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

**METHOD OF PAYMENT**

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

- COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
Please reference (401738) on your remittance.
- CREDIT/DEBIT CARD**  
For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
- AMERICAN EXPRESS**     **MASTER CARD**     **VISA**    **FREEMAN NOW ACCEPTS DEBIT CARDS**
- 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: \_\_\_\_\_

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

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

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

**ENTER TOTALS HERE**

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](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/?401738>

**FREEMAN method of payment**

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FreemanChicagoES@freemanco.com

## PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

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:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS  MASTERCARD  VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (401738)

Freeman third party authorization

# FREEMAN

5040 W Roosevelt Rd  
Chicago, IL 60644  
(773) 473-7080 Fax: (469) 621-5603  
FreemanChicagoES@freemanco.com

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

**JUNE 30, 2014**

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

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	267.25	294.00	374.15	_____
___	N71091	Diva Chair .....	235.45	259.00	329.65	_____
___	N710102	Santana Chair .....	218.80	240.70	306.30	_____
___	N710144	Diplomat Chair .....	302.40	332.65	423.35	_____
___	N71038	Cherry Barrel Chair .....	252.35	277.60	353.30	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	393.05	432.35	550.25	_____
___	N71047	Gray Gaslift Stool .....	345.35	379.90	483.50	_____
___	N71046	Gray Gaslift Chair w/Arms ..	285.65	314.20	399.90	_____
___	N71045	Gray Gaslift Chair .....	269.00	295.90	376.60	_____
___	N71044	Executive Chair .....	398.75	438.65	558.25	_____
___	N71089	Black Diamond Side Chair..	146.65	161.30	205.30	_____
___	N71090	Black Diamond Arm Chair..	185.45	204.00	259.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	233.85	257.25	327.40	_____
___	C210108	Limerick® Chair..... by Herman Miller	104.50	114.95	146.30	_____
___	C210112	Casey Padded Stool .....	135.35	148.90	189.50	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	790.00	869.00	1,106.00	_____
___	N71093	Signature Chair .....	538.60	592.45	754.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	240.25	264.30	336.35	_____
___	N72027	Cherry End Table.....	210.15	231.15	294.20	_____
___	N72015	Glass Conference Table.....	252.00	277.20	352.80	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	282.45	310.70	395.45	_____
___	N72029	Metro Slate End Table.....	244.30	268.75	342.00	_____
___	C115103	Studio Black Cocktail Table.	236.90	260.60	331.65	_____
___	C115104	Studio Black End Table.....	203.60	223.95	285.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	117.85	129.65	165.00	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	215.25	236.80	301.35	_____
___	N72070	Black-top Bistro 24"W x 42"H	235.05	258.55	329.05	_____
___	N72067	Black-top Café Table 36"x30".	221.40	243.55	309.95	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	241.55	265.70	338.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	221.40	243.55	309.95	_____
___	N72064	Café Table 36"W x 30"H .....	221.40	243.55	309.95	_____
___	N720163	Bistro Table 30"W x 42"H .....	241.55	265.70	338.15	_____
___	N720164	Bistro Table 36"W x 42"H .....	241.55	265.70	338.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	560.60	616.65	784.85	_____
___	N72092	Milano Table/Black Top .....	560.60	616.65	784.85	_____
___	N72094	Luna Table/Black Top .....	695.75	765.35	974.05	_____
___	N720191	Hemingway Writing Table .....	386.50	425.15	541.10	_____
___	N74061	Cherry Desk 5' .....	583.55	641.90	816.95	_____
___	N74065	Cherry Bookcase .....	276.40	304.05	386.95	_____
___	N74064	Cherry Credenza .....	525.90	578.50	736.25	_____
___	N74071	Oak Desk 5' .....	582.85	641.15	816.00	_____
___	N74075	Oak Bookcase .....	275.10	302.60	385.15	_____
___	N74074	Oak Credenza .....	522.25	574.50	731.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	267.30	294.05	374.20	_____
___	N75079	Orion Computer Kiosk.....	533.00	586.30	746.20	_____
___	N75030	Black Display Cube/Small.....	270.75	297.85	379.05	_____
___	N75031	Black Display Cube/Medium....	289.90	318.90	405.85	_____
___	N75032	Black Display Cube/Large.....	328.45	361.30	459.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	274.60	302.05	384.45	_____
___	N75021	Black Display Cylinder/Med.	274.60	302.05	384.45	_____
___	N75022	Black Display Cylinder/Lg....	274.60	302.05	384.45	_____

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

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	105.50	116.05	147.70	_____
___	C130430	Draped Table 4'L x 30"H.....	135.50	149.05	189.70	_____
___	C130630	Draped Table 6'L x 30"H.....	174.00	191.40	243.60	_____
___	C130830	Draped Table 8'L x 30"H.....	210.65	231.70	294.90	_____
___	C1240463	4th Side Drape 6'L x 30"H...	43.20	47.50	60.50	_____
___	C1240483	4th Side Drape 8'L x 30"H...	43.20	47.50	60.50	_____
___	C130342	Draped Counter 3'L x 42"H.	143.20	157.50	200.50	_____
___	C130442	Draped Counter 4'L x 42"H.	169.35	186.30	237.10	_____
___	C130642	Draped Counter 6'L x 42"H.	209.30	230.25	293.00	_____
___	C130842	Draped Counter 8'L x 42"H.	242.50	266.75	339.50	_____
___	C1240464	4th Side Drape 6'L x 42"H...	57.35	63.10	80.30	_____
___	C1240484	4th Side Drape 8'L x 42"H...	57.35	63.10	80.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	39.40	43.35	55.15	_____
___	C131430	Undraped Table 4'L x 30"H..	45.60	50.15	63.85	_____
___	C131630	Undraped Table 6'L x 30"H..	60.55	66.60	84.75	_____
___	C131830	Undraped Table 8'L x 30"H..	71.85	79.05	100.60	_____
___	C131342	Undraped Counter 3'Lx42"H	71.85	79.05	100.60	_____
___	C131442	Undraped Counter 4'Lx42"H	77.45	85.20	108.45	_____
___	C131642	Undraped Counter 6'Lx42"H	91.40	100.55	127.95	_____
___	C131842	Undraped Counter 8'Lx42"H	103.60	113.95	145.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	37.00	40.70	51.80	_____
___	C150610	Single Step Riser 6'L x 7"H	46.55	51.20	65.15	_____
___	C150810	Single Step Riser 8'L x 7"H	62.10	68.30	86.95	_____
___	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	_____
___	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	_____
___	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	_____
___	C150420	Double Step Riser 4'L .....	N/A	N/A	N/A	_____
___	C150620	Double Step Riser 6'L .....	N/A	N/A	N/A	_____
___	C150820	Double Step Riser 8'L .....	N/A	N/A	N/A	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	93.90	103.30	131.45	_____
___	C220118	Chrome Sign Holder .....	119.65	131.60	167.50	_____
___	N750135	Round Literature Rack .....	251.45	276.60	352.05	_____
___	N750136	Flat Literature Rack .....	222.40	244.65	311.35	_____
___	C220109	Chrome Coat Tree .....	44.55	49.00	62.35	_____
___	C220134	Chrome Easel .....	48.35	53.20	67.70	_____
___	C220110	Chrome Bag Rack .....	119.65	131.60	167.50	_____
___	N75053	Black Trash Receptacle .....	113.95	125.35	159.55	_____
___	N75054	Aluminum Trash Receptacle	113.95	125.35	159.55	_____
___	220107	Wastebasket .....	21.20	23.30	29.70	_____
___	220106	Corrugated Wastebasket.....	14.10	15.50	19.75	_____
___	N75057	Small Refrigerator .....	461.65	507.80	646.30	_____
___	N75052	Black Table Lamp .....	118.20	130.00	165.50	_____
___	N74082	File Cabinet/2 Drawer .....	162.75	179.05	227.85	_____
___	N74081	File Cabinet/4 Drawer .....	253.95	279.35	355.55	_____
___	10201484	Bulletin Board .....	261.25	287.40	365.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	21.95	24.15	30.75	_____
___	12108	Special Drape 8'H (per ft.) ...	29.85	32.85	41.80	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		0 % Tax Total Cost

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



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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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## SEATING

### Lisbon Group - Black Leather

_____	81011	Chair.....	571.75	628.95	800.45	_____
_____	8303	Loveseat.....	768.45	845.30	1,075.85	_____
_____	8302	Sofa.....	853.25	938.60	1,194.55	_____

### Newport Group -Charcoal Leather

_____	8308	Loveseat.....	777.60	855.35	1,088.65	_____
_____	8109	Armless Chair.....	442.05	486.25	618.85	_____
_____	81010	Corner Chair.....	515.95	567.55	722.35	_____

### South Beach Group - Platinum Suede

_____	8301	Sofa.....	748.60	823.45	1,048.05	_____
_____	8151	Ottoman.....	326.60	359.25	457.25	_____

### Key West Group - Black Fabric

_____	8307	Loveseat.....	607.85	668.65	851.00	_____
_____	8306	Sofa.....	674.65	742.10	944.50	_____
_____	8103	Tub Chair.....	469.05	515.95	656.65	_____

### Allegro Group - Blue Fabric

_____	81019	Chair.....	589.50	648.45	825.30	_____
_____	83015	Sofa.....	940.90	1,035.00	1,317.25	_____

### Marrakesh Group - Beige Fabric

_____	810808	Chair.....	507.00	557.70	709.80	_____
_____	83062	Sofa.....	713.40	784.75	998.75	_____

### Memphis Group - Black Fabric

_____	810812	Chair.....	520.20	572.20	728.30	_____
_____	83064	Sofa (compact).....	724.95	797.45	1,014.95	_____

### Roma Group - White Vinyl

_____	81020	Chair.....	659.25	725.20	922.95	_____
_____	83016	Sofa.....	1,010.55	1,111.60	1,414.75	_____

## CASUAL SEATING

### Ottomans

_____	8154	Square - Black Leather.....	360.75	396.85	505.05	_____
_____	8152	Square - White Leather.....	360.75	396.85	505.05	_____
_____	8155	Bench - Black Leather.....	449.00	493.90	628.60	_____
_____	8153	Bench - White Leather.....	449.00	493.90	628.60	_____
_____	81513	Half Round - Black Leather.....	469.05	515.95	656.65	_____
_____	81514	Half Round - White Leather.....	469.05	515.95	656.65	_____

### Ottomans

_____	81518	Vibe - Blue Vinyl.....	165.55	182.10	231.75	_____
_____	81520	Vibe - Pink Vinyl.....	165.55	182.10	231.75	_____
_____	81519	Vibe - Red Vinyl.....	165.55	182.10	231.75	_____
_____	81517	Vibe - Yellow Vinyl.....	165.55	182.10	231.75	_____
_____	81525	Vibe - OrangeVinyl.....	165.55	182.10	231.75	_____
_____	81511	Leather Cube - White Leather.....	129.95	142.95	181.95	_____
_____	81512	Leather Cube - Black Leather.....	129.95	142.95	181.95	_____
_____	81526	Edge LED Cube.....	238.15	261.95	333.40	_____

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

**Occasional Chairs**

	8101	T-vac Chair - Translucent/Chrome .....	366.20	402.80	512.70	
	810819	Globus Occasional Chair - White Vinyl/Chrome.....	487.25	536.00	682.15	
	8102	Madrid Chair - Black Leather.....	936.30	1,029.95	1,310.80	
	810816	Madrid Chair - White Leather.....	936.30	1,029.95	1,310.80	
	81017	Panton Chair - White Plastic.....	225.55	248.10	315.75	
	810814	ICE Side Chair - Transparent/Chrome.....	247.80	272.60	346.90	
	81090	New York Chair - Onyx/Maple Wood/Chrome.....	271.00	298.10	379.40	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel....	471.80	519.00	660.50	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	128.75	141.65	180.25	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	128.75	141.65	180.25	
	810702	Jetson Chair - Black Vinyl/Black Steel.....	251.10	276.20	351.55	
	810835	Meeting Chair (Espresso).....	256.65	282.30	359.30	
	810836	Meeting Chair (Taupe).....	331.05	364.15	463.45	
	810837	Razor Armless Chair.....	66.75	73.45	93.45	
	810838	Fusion Chair Black/White.....	174.25	191.70	243.95	

**Conference Chairs**

	810807	Luxor Executive Chair - Black Leather.....	542.05	596.25	758.85	
	81075	Tilt Executive Chair - Onyx Fabric.....	398.10	437.90	557.35	
	81018	Flex Chair - Black Plastic/Chrome.....	184.00	202.40	257.60	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	529.20	582.10	740.90	
	810813	Perth Highback Chair - Black Leather/Chrome.....	520.20	572.20	728.30	
	81073	Altura Junior Executive Chair - Black Fabric.....	413.05	454.35	578.25	

**Bars & Bar Stools**

	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs.....	1,623.60	1,785.95	2,273.05	
	810100	Ohio Barstool - Grey Fabric/Chrome.....	203.85	224.25	285.40	
	810101	Ohio Barstool - Red Fabric/Chrome.....	203.85	224.25	285.40	
	810102	Ohio Barstool - Black Fabric/Chrome.....	203.85	224.25	285.40	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	172.80	190.10	241.90	
	810103	Banana Barstool - White Vinyl/Chrome.....	223.70	246.05	313.20	
	810104	Banana Barstool - Black Vinyl/Chrome.....	223.70	246.05	313.20	
	810815	ICE Barstool - Transparent/Chrome.....	264.20	290.60	369.90	
	810505	Gin Barstool - Maple Wood/Chrome.....	251.10	276.20	351.55	
	810706	Jetson Barstool - Black Vinyl/Black Steel.....	375.30	412.85	525.40	
	810200	Oslo Barstool - Blue Plastic/Chrome.....	281.50	309.65	394.10	
	810201	Oslo Barstool - White Plastic/Chrome.....	281.50	309.65	394.10	
	810834	Zoey Barstool.....	360.10	396.10	504.15	

**Occasional End & Cocktail Tables**

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	341.15	375.25	477.60	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	362.25	398.50	507.15	
	82025	Geo End Table - Glass/Black Steel.....	321.65	353.80	450.30	
	82035	Geo End Table - Glass/Chrome.....	321.65	353.80	450.30	
	82024	Geo Table - Glass/Black Steel.....	341.15	375.25	477.60	
	82034	Geo Table - Glass/Chrome .....	341.15	375.25	477.60	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	346.45	381.10	485.05	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	366.20	402.80	512.70	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**TABLES, LIGHTING & MORE**

**Occasional End & Cocktail Tables**

_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	280.70	308.75	393.00	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	280.70	308.75	393.00	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	338.55	372.40	473.95	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	338.55	372.40	473.95	_____
_____	82056	Candy Table.....	206.20	226.80	288.70	_____
_____	82057	Edge LED Lighted Table.....	238.15	261.95	333.40	_____

**Conference Tables**

_____	82060	Nova White Oval Table - White Laminate/Chrome....	676.60	744.25	947.25	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	411.30	452.45	575.80	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	582.45	640.70	815.45	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	582.45	640.70	815.45	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	595.30	654.85	833.40	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	833.45	916.80	1,166.85	_____
_____	82067	Communal Table 30"H Maple.....	595.30	654.85	833.40	_____
_____	82068	Communal Table 42"H Maple.....	833.45	916.80	1,166.85	_____
_____	82063	Communal Table 30"H White.....	595.30	654.85	833.40	_____
_____	82066	Communal Table 42"H White.....	833.45	916.80	1,166.85	_____

**Product Display**

_____	850604	Etagere - Black.....	422.80	465.10	591.90	_____
_____	850605	Etagere -Pewter.....	422.80	465.10	591.90	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	582.45	640.70	815.45	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	928.00	1,020.80	1,299.20	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	185.85	204.45	260.20	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	272.95	300.25	382.15	_____

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Sub-Total		0% Tax Total Cost

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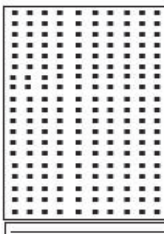
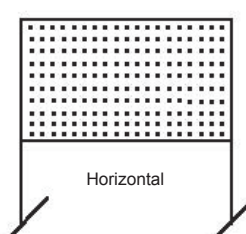
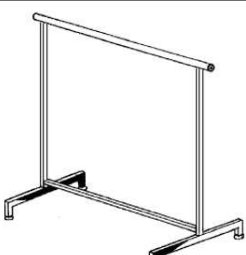



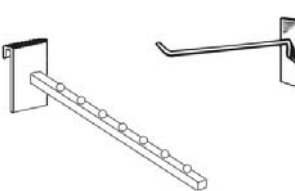




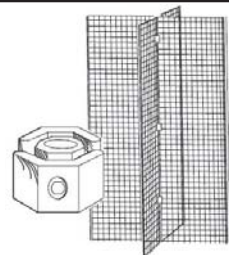
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## ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	256.95	282.65	359.75	_____
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	_____
___	10201182	1/2 M x 8'H Single Side-Vert.....	193.45	212.80	270.85	_____
___	10201480	4' x 8' Single Side-Horz.....	256.95	282.65	359.75	_____
___	102040	4" Single Hook.....	3.40	3.75	4.75	_____
___	102060	6" Single Hook.....	3.40	3.75	4.75	_____
___	102080	8" Single Hook.....	3.40	3.75	4.75	_____
___	10205	12" Shelf Bracket.....	21.30	23.45	29.80	_____
___	10207	7-Ball Waterfall Arm.....	39.70	43.65	55.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS</b>						
___	103028	Chrome Grid.....	115.45	127.00	161.65	_____
___	103010	Black Grid.....	115.45	127.00	161.65	_____
___	103011	White Grid.....	N/A	N/A	N/A	_____
___	103040	Grid Legs (Chrome).....	44.35	48.80	62.10	_____
___	103041	Grid Legs (Black).....	44.35	48.80	62.10	_____
___	103042	Grid Legs (White).....	N/A	N/A	N/A	_____
___	103030	Grid Connectors.....	14.45	15.90	20.25	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	33.35	36.70	46.70	_____
___	10305	5-Ball Waterfall Arm.....	35.60	39.15	49.85	_____
___	10307	7-Ball Waterfall Arm.....	39.70	43.65	55.60	_____
___	10309	Cleaver Clip.....	N/A	N/A	N/A	_____
___	103044	4" Single Hook.....	3.40	3.75	4.75	_____
___	103046	6" Single Hook.....	3.40	3.75	4.75	_____
___	103048	8" Single Hook.....	3.40	3.75	4.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	_____
___	15905	Fish Bowl.....	37.50	41.25	52.50	_____
___	159011	Ticket Tumbler - Small.....	141.70	155.85	198.40	_____
___	10405	Garment Rack.....	154.40	169.85	216.15	_____
___	10404	4-way Slant Arm.....	193.45	212.80	270.85	_____
___	10403	2-way Straight Arm.....	153.75	169.15	215.25	_____

TOTAL COST		
_____	+	_____ = _____
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• Guaranteed new, high quality carpet available in a variety of designer colors.

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

Black  Charcoal  Gray Pearl  Navy  White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	<b>5.90</b>	\$ <b>6.50</b>	\$ <b>8.25</b>	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	<b>5.35</b>	\$ <b>5.90</b>	\$ <b>7.50</b>	_____

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

Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	<b>5.00</b>	\$ <b>5.50</b>	\$ <b>7.00</b>	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	<b>4.30</b>	\$ <b>4.75</b>	\$ <b>6.00</b>	_____

**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 standard colors.

**CHOOSE YOUR CARPET COLOR:**

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

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

				Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	<b>3.65</b>	\$ <b>4.00</b>	\$ <b>5.10</b>	_____

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

• Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ <b>236.35</b>	\$ <b>260.00</b>	\$ <b>330.90</b>	_____
_____	9' x 20' Classic Carpet .....	\$ <b>472.45</b>	\$ <b>519.70</b>	\$ <b>661.45</b>	_____
_____	9' x 30' Classic Carpet .....	\$ <b>708.85</b>	\$ <b>779.75</b>	\$ <b>992.40</b>	_____
_____	9' x 40' Classic Carpet .....	\$ <b>945.00</b>	\$ <b>1,039.50</b>	\$ <b>1,323.00</b>	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ <b>103.50</b>	\$ <b>113.85</b>	\$ <b>144.90</b>	_____
_____	9' x 20' Carpet Padding .....	\$ <b>207.00</b>	\$ <b>227.70</b>	\$ <b>289.80</b>	_____
_____	9' x 30' Carpet Padding .....	\$ <b>310.50</b>	\$ <b>341.55</b>	\$ <b>434.70</b>	_____
_____	9' x 40' Carpet Padding .....	\$ <b>414.00</b>	\$ <b>455.40</b>	\$ <b>579.60</b>	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ <b>1.15</b>	\$ <b>1.25</b>	\$ <b>1.60</b>	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ <b>.95</b>	\$ <b>1.05</b>	\$ <b>1.35</b>	_____
_____	Plastic Covering (price per sq. ft.).....	\$ <b>.50</b>	\$ <b>.55</b>	\$ <b>.70</b>	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

TOTAL COST			
_____	+	_____	= _____
Sub- Total		0% Tax	Total Cost

**FREEMAN Carpet**

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before JUNE 30, 2014

# F R E E M A N

5040 W Roosevelt Rd  
 Chicago, IL 60644  
 (773) 473-7080 Fax: (469) 621-5603  
 FreemanChicagoES@freemanco.com

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

FREEMAN cleaning

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- 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 (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.45	.65	_____
_____	610200	Booth Vacuuming - 2 Days .....	.90	1.30	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.35	1.95	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.05	1.45	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	75.35	105.50	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	108.10	151.35	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	129.55	181.35	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

# F R E E M A N

5040 W Roosevelt Rd  
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FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
JUNE 30, 2014**

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

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,197.25	4,476.15	<input type="checkbox"/> 10' x 20'	6,261.50	8,766.10	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,903.10	2,664.35	<input type="checkbox"/> 10' x 20'	3,673.00	5,142.20	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,702.05	3,782.85	<input type="checkbox"/> 10' x 20'	5,271.00	7,379.40	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,709.30	3,793.00	<input type="checkbox"/> 10' x 20'	5,272.40	7,381.35	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,846.05	3,984.45	<input type="checkbox"/> 10' x 20'	5,579.05	7,810.65	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,966.90	4,153.65	<input type="checkbox"/> 10' x 20'	5,865.55	8,211.75	_____

## CHOOSE YOUR PANEL

- Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfboard

## CARPET

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

Check color choice

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

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

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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


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

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

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		0 % Tax      Total Cost

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NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

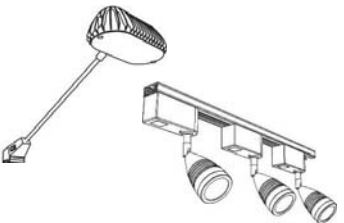
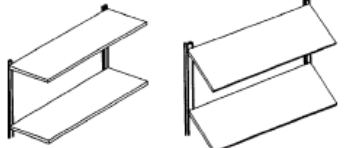
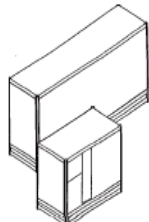
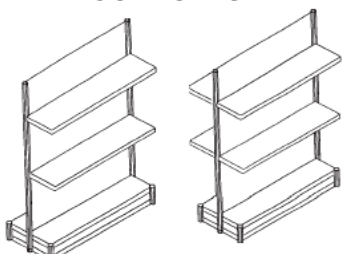


COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)  
**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 CABINET (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 .....	121.20	169.70	_____
___	172514	4' Tracklight (3 lights)	368.65	516.10	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	636.95	891.75	_____
___	17306	1M x ½M x 42" High.....	713.20	998.50	_____
___	17308	2M x ½M x 36" High.....	802.10	1,122.95	_____
___	17309	2M x ½M x 42" High.....	839.90	1,175.85	_____
___	173010	1M Radius x ½M x 36" High.	596.35	834.90	_____
___	173011	1M Radius x ½M x 42" High..	697.60	976.65	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	25.80	36.10	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	432.60	605.65	_____
___	174542	Double Sided 1M x 4' High..	540.80	757.10	_____
___	174581	Single Sided 1M x 8' High...	599.00	838.60	_____
___	174582	Double Sided 1M x 8' High..	748.85	1,048.40	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	110.55	154.75	_____
___	17206	1M Angled (37" x 12") .....	110.55	154.75	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	38.30	53.60	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		0% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (773) 473-7080.

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



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**DISCOUNT PRICE  
DEADLINE DATE  
JUNE 30, 2014**

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

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

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## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,177.90	1,649.05	_____	_____
40"H x 8'W	1,374.20	1,923.90	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,473.65	2,063.10	_____	_____
40"H x 8'W	1,668.65	2,336.10	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**  
1-Case  
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

**\*Other Colors Also Available for Purchase Units**

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**Table Drape:**

Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,965.75	2,752.05	_____	_____
8'H x 10'W	2,350.50	3,290.70	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	3,341.20	4,677.70	_____	_____
8'H x 10'W	3,922.35	5,491.30	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**  
2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

**\*Other Colors Also Available for Purchase Units**

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	223.80	313.30	_____	_____	318.00	445.20	_____
1715801	1-200 Watt Halogen Light Kit	_____	117.80	164.90	_____	_____	231.65	324.30	_____
1715802	Straight Shelf	_____	90.25	126.35	_____	_____	160.95	225.35	_____
1715803	Angled Shelf	_____	90.25	126.35	_____	_____	160.95	225.35	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 9.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 0% Tax = Total Cost

# FREEMAN

5040 West Roosevelt Road  
Chicago, Illinois 60644  
Ph: (773) 473-7080 • Fax: (469) 621-5603  
FreemanChicagoES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**JUNE 30, 2014**

**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

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## SHOWCASES



**FULL VISION CASE**



**TOWER CASE**



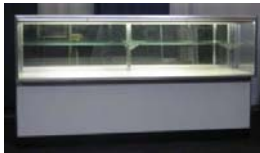
**QUARTER VISION CASE**



**CORNER VISION CASE**



**WALLCASE**



**HALF VISION CASE**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

### FULL VISION CASE

1-8" & 1-10" Glass Shelf with Adjustable Brackets  
26" High Front Glass Display Section  
Case is 20" Deep  
Available in 4', 5' and 6' lengths

_____	101043	4'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101051	5'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101061	6'.....	\$649.30	\$714.25	\$909.00	\$ _____

### HALF VISION CASE

1-10" Glass Shelf with Adjustable Brackets  
18" High Front Glass Display Section  
Case is 20" Deep  
Available in 4', 5' and 6' lengths

_____	101042	4'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101050	5'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101060	6'.....	\$649.30	\$714.25	\$909.00	\$ _____

### TOWER CASE

Dimensions are 20"L x 20"D x 80"H  
3 Glass Shelves  
Lights  
Locks  
Available in 20 x 20 Square Only

_____	1010200	20 x 20.....	\$851.30	\$936.45	\$1191.80	\$ _____
-------	---------	--------------	----------	----------	-----------	----------

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

### QUARTER VISION CASE

12" High Front Glass Display Section  
Case is 20" Deep  
Available in 4', 5' and 6' lengths

_____	101044	4'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101052	5'.....	\$649.30	\$714.25	\$909.00	\$ _____
_____	101062	6'.....	\$649.30	\$714.25	\$909.00	\$ _____

### CORNER VISION CASE

Includes Rear Access and Glass Shelves  
Case is 20" Deep  
Available in Full, Half, and Quarter Sizes  
\*Cases on the sides in picture above are not included

_____	101091	Full.....	\$793.60	\$872.95	\$1111.05	\$ _____
_____	101090	Half.....	\$793.60	\$872.95	\$1111.05	\$ _____
_____	101092	Quarter.....	\$793.60	\$872.95	\$1111.05	\$ _____

### WALLCASE

Dimensions are 48"L x 20"D x 72" H  
(4) 12" Glass Shelves  
Adjustable Brackets  
Lights  
Locks  
60" High Sliding Glass Doors  
Available in See-Thru (pictured above) and Solid

_____	1010203	Solid.....	\$822.40	\$904.65	\$1151.35	\$ _____
_____	1010204	See-Thru.....	\$822.40	\$904.65	\$1151.35	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up is **NOT** included. Please order electrical hook-up service from the electrical contractor.

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN showcases

Take advantage of the Online price  
by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store)

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

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
sq. ft. \_\_\_\_\_ \$ 18.75 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 28.15 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

- Foamcore  Masonite  
 PVC  Plexi  
 Gatorfoam  Eco-Board  
 Ultra-Board  Other

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

Vertical Horizontal Use Your Judgment For Sign Layout

#### Special Instructions

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.70	52.05 =	_____
7" x 22" @ _____	34.70	52.05 =	_____
7" x 44" @ _____	48.80	73.20 =	_____
9" x 44" @ _____	63.05	94.60 =	_____
11" x 14" @ _____	34.70	52.05 =	_____
14" x 22" @ _____	48.80	73.20 =	_____
14" x 44" @ _____	97.55	146.35 =	_____
22" x 28" @ _____	97.55	146.35 =	_____
28" x 44" @ _____	197.05	295.60 =	_____
20" x 60" @ _____	197.05	295.60 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	9.25 % Tax = Total Cost

FREEMAN graphics

## 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

### ACCEPTABLE FILE SOFTWARE FORMATS

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 may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics 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 of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

# CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

## MACHINERY MOVERS & RIGGERS

(1) Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery and equipment.

(3) Consistent with safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to assemble and disassemble machinery or equipment.

(4) Please note: An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.

## CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

# CHICAGO AREA UNION JURISDICTIONS

## DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

## GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

## WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JUNE 30, 2014**

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

NAME OF SHOW: PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

## CARPENTER LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 147.40	\$ 191.60
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 221.10	\$ 287.45
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ....	\$ 294.80	\$ 383.25

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from:  
 4:30 P.M. to 8:30 P.M. shall be charged in Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

## INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

Freeman carpenter installation & dismantle labor

NAME OF SHOW: **PEOPLESFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

EMAIL ADDRESS: \_\_\_\_\_

### 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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

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

Other (Specify) \_\_\_\_\_

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

**OTHER CARRIER: (Please indicate the carrier's name)**

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 on of the following options:**

**Reroute via Freeman's choice**

**Delivery back to warehouse at Exhibitor's Expense.**

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



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 Chicago, Illinois 60644-1436  
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COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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<b>Overtime</b> - 4:30 P.M. to 8:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Saturday ....	\$ 221.10	\$ 287.45
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday, 4:30 P.M. - 12:00 Midnight Saturday, ALL DAY Sunday and Holidays.....	\$ 294.80	\$ 383.25

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  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled 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.
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**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (30%/\$45.00) = \$ _____
						Total Installation = \$ _____

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

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- The charge for this service is **30%** of the total dismantle labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (30%/\$45.00) = \$ _____
						Total Dismantle = \$ _____

FREEMAN decorator installation & dismantle labor

Please return form to:

<p>QUEST INTL USERS GRP  2365 HARRODSBURG ROAD  LEXINGTON, KENTUCKY 40504</p> <p>Attn: JONNA WEST  Phone: (859) 226-4220 Fax: (859) 226-4321  Email: JONNA.WEST@QUESTDIRECT.ORG</p>
---

**DEADLINE DATE  
JUNE 23, 2014**

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

PRINT NAME: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

*If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.*

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

\_\_\_\_\_

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

*It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.*

*This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.*

**NOTIFICATION OF INTENT TO USE EAC**

# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

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

FREEMAN exhibit transportation

NAME OF SHOW: **PEOPLESFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### 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 / Booth #**

**PEOPLESFT RECONNECT 2014**

C/O: FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

**MUST BE DELIVERED BY JULY 14, 2014**

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

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

**PEOPLESFT RECONNECT 2014**

C/O: FREEMAN  
HYATT REGENCY OHARE  
9300 BRYN MAWR AVE  
ROSEMONT, IL 60018

**CANNOT BE DELIVERED BEFORE JULY 22, 2014**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

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

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

**SHOW #** (401738) \_\_\_\_\_

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**MUST DELIVER BY JULY 14, 2014**

**MUST DELIVER BY JULY 14, 2014**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**2500 WEST 35TH STREET**  
  
**CHICAGO, IL 60632**

**C/O: FREEMAN**  
**2500 WEST 35TH STREET**  
  
**CHICAGO, IL 60632**

**WAREHOUSE**

**WAREHOUSE**

EVENT: PEOPLESOFT RECONNECT 2014

EVENT: PEOPLESOFT RECONNECT 2014

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JULY 22, 2014**

**CANNOT DELIVER BEFORE JULY 22, 2014**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**HYATT REGENCY OHARE**  
**9300 BRYN MAWR AVE**  
  
**ROSEMONT, IL 60018**

**C/O: FREEMAN**  
**HYATT REGENCY OHARE**  
**9300 BRYN MAWR AVE**  
  
**ROSEMONT, IL 60018**

**SHOW SITE**

**SHOW SITE**

EVENT: PEOPLESOFT RECONNECT 2014

EVENT: PEOPLESOFT RECONNECT 2014

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

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

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

# 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 setup.
- 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 to Freeman’s carrier choice or delivered back to the warehouse at 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

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

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

**FREEMAN material handling**

NAME OF SHOW: **PEOPLESOFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine™ you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.  
 (See definitions on back)
- 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 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday  
**Double Time-** ALL DAY Sunday and Holidays  
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price per CWT	200 lbs. Minimum
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**RATE CLASSIFICATIONS:**

**Warehouse Shipment (200 lb. minimum)**

Crated or Skidded Shipment .....	\$ 132.50	\$ 265.00
Special Handling Shipment .....	\$ 172.25	\$ 344.50

**Showsite Shipment (200 lb. minimum)**

Crated or Skidded Shipment .....	\$ 138.50	\$ 277.00
Special Handling Shipment .....	\$ 180.05	\$ 360.10
Uncrated or Pad Wrapped Shipment .....	\$ 207.75	\$ 415.50

**Small Package - Maximum weight is 30 lbs. per shipment\*** ..... \$ 51.50

\* 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:**

**Shipment Delivered after Deadline Date (in addition to above rates)**

Warehouse Shipment after <b>July 14, 2014</b> .....	\$ 33.15	\$ 66.30
Showsite Shipment after <b>July 22, 2014</b> .....	\$ 34.65	\$ 69.30

**Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 34.65	\$ 69.30
Special Handling Shipment .....	\$ 45.00	\$ 90.00
Uncrated or Pad Wrapped Shipment .....	\$ 51.95	\$ 103.90

**Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 69.25	\$ 138.50
Special Handling Shipment .....	\$ 90.05	\$ 180.10
Uncrated or Pad Wrapped Shipment .....	\$ 103.90	\$ 207.80

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Sub-Total</b>	
			<b>TOTAL</b>	

**Tips to Save on Material Handling!**

• **Consolidate shipments** (i.e. if minimum shipment weight is less than 200 lbs.)

- 3 Separate Shipments
- 60 lbs. charged @ 200 lbs. \$265.00
- 52 lbs. charged @ 200 lbs. \$265.00
- 65 lbs. charged @ 200 lbs. \$265.00 = \$795.00

- 1 Consolidated Shipment
- 3 pieces (1 shipment)
- 177 lbs. charged @200 lbs. = \$265.00

**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 at 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 by-passed to reach target 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 place 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?**

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

## **What are Mixed Shipments?**

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

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

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

## **What about Carpet Only Shipments?**

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

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

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



# F R E E M A N

5040 W Roosevelt Rd  
 Chicago, IL 60644  
 (773) 473-7080 Fax: (469) 621-5603  
 FreemanChicagoES@freemanco.com

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **PEOPLESFT RECONNECT 2014 / JULY 22-24, 2014**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

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

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

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

# 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-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman 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 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 PREMISE.

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, 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) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

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

Freeman REV 4.12

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to 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.

## 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- personal effects;
- 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

- whenever or wherever the claimed loss or damage may occur;
- 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;
- 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.



**Hyatt Regency O'Hare**  
9300 Bryn Mawr Ave, Rosemont, IL 60018  
Hotel Phone: (847) 696-1234  
Accounting Secure Fax: (847) 663 - 4419

**BOOTH SERVICE AGREEMENT**  
**Order Form for Electric, Audio Visual, Internet and Telephone**  
**Shipping and Receiving Instruction**

<b>Company Name:</b>	
<b>Company Contact:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Exhibit Show Name:</b>	
<b>Exhibit Show Dates:</b>	
<b>Booth # ( if applicable)</b>	

**PAYMENT INFORMATION**

<b>Total Amount of Services:</b>	
----------------------------------	--

**No Service Required**       **Check enclosed**       **Credit Card**

<b>Credit Card:</b>	
---------------------	--

<b>Exp:</b>	
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I hereby authorize the following amount be applied to the credit card  
(Applicable sales tax and service charges may apply)

<b>Signature:</b>		<b>Date:</b>	
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**NON-FLAMMABLE MATERIALS**

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Illinois and the city of Rosemont. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

**SPECIAL NOTICES**

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

**LIABILITY**

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

**INSURANCE**

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**PAYMENT**

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

**MISCELLANEOUS**

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at [privacy.hyatt.com](http://privacy.hyatt.com)

<b>Signature:</b>		<b>Date:</b>	
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**Check Here if No Services Required**

## ELECTRICAL SERVICES

- DOUBLE OUTLET – 1000 WATT \$ 150.00 + Labor
- POWER STRIP \*\*Requires Double Outlet@ \$150.00\*\* \$ 35.00 + Labor
- QUAD BOX – 2000 WATTS \$ 175.00 + Labor
- 30 AMP – 3 PHASE 120-208 VOLT \$ 700.00 + Labor
- 100 AMP – SINGLE PHASE 120-208 VOLT \$ 1,000.00 + Labor
- 100 AMP – 3 PHASE 120-208 VOLT \$ 1,200.00 + Labor
- 200 AMP – 3 PHASE 120-208 VOLT \$ 1,400.00 + Labor
- BANNER HANGING \$ 85.00 + Labor

PLACEMENT IN BOOTH  Back Wall  Left Side  Right Side

**PRICES DO NOT REFLECT ANY LABOR FEES OR CHARGES**

### ELECTRICAL LABOR CHARGES

**Regular Time: Monday – Saturday 8:00am – 4:00pm**

ELECTRICIAN RATE PER HOUR REGULAR TIME \$110.00

**Overtime: Monday through Saturday 4:00pm – 8:00am and all day Sunday**

ELECTRICIAN RATE PER HOUR OVERTIME \$150.00

\*\* Holidays are double time.

## INTERNET AND AUDIO VISUAL SERVICES

**INTERNET AND AUDIOVISUAL ARE PROVIDED BY PSAV**

Visit us on the web partner.psav.com/HyattRegencyOHare or call 847-663-4520

- STANDARD HIGH-SPEED  
*Includes Cable, Dynamic IP Address* \$200.00 Wired Internet / Per Line / Per Day
- WIRELESS INTERNET \$100.00 Per User, Per Day
- 42" – 46" LCD MONITOR \$ 550.00 EACH DAY
- 65" LCD MONITOR \$ 950.00 EACH DAY

\*Contact PSAV for any additional network or equipment needs

**INTERNET AND AUDIO VISUAL ARE SUBJECT TO A 23% SERVICE CHARGE AND 9.25% TAXES**

**PRICES DO NOT REFLECT ANY LABOR FEES OR CHARGES**

## PHONE SERVICES

- LOCAL ACCESS *Make or receive local area calls* \$50.00 Installation & First Day  
\$25.00 Each Additional Day  
\$1.00/Call Outside Hotel  
\$1.00/800# Calls Using LD carrier (*other 800#'s free*)
- LONG DISTANCE & DIRECT-IN-DIAL  
*10-digit private #; can be called directly w/o operator* \$385.00 Per Day, Plus call charges



**AMERICAN  
TRADESHOW  
SERVICES**

**Optimize  
your ROI  
with  
Lead  
Retrieval**

For More Information Call-985-809-0600, dial 1

Collect  
**Quality  
Leads**  
in a format  
You Can Use  
**Instantly**

**MORE SALES**

1	Date	Time	ID#	First Name	Last Name	Title	Company	Address
2	6/3/2010	8:01:30 AM	123769	Ima	Lead	President	ABC Corporation	123 Main Street
3	6/3/2010	8:02:34 AM	124865	Peter	Smith	VP Marketing	Fleur De Lis Inc	456 Royal Street
4	6/3/2010	8:07:12 AM	112133	Marcus	Williams	CEO	Carter & Kennedy LLP	678 Market Street
5	6/3/2010	8:09:58 AM	397412	Betsy	Acrian	Owner	Sweet and Sour, Inc	957 Lime Street
6	6/3/2010	8:12:36 AM	951753	John	Jacob	Director of Marketing	Americas Market Supplies Company	58897 Highway 100B
7	6/3/2010	8:20:20 AM	332158	Bob	Barker	Pricing Manager	Studio Corporation	865 Pasadena Way
8	6/3/2010	8:21:45 AM	352587	Wendy	Robert	Project Assistant	Inc	9857 Esplanade Avenue
9	6/3/2010	9:01:07 AM	878143	Paul	Smith	Sales Representative	Continental Building Inc	1671 St. Charles Avenue
10	6/3/2010	9:10:34 AM	141151	Michael	Dr	President	Floors	44 Union Way
11	6/3/2010	9:12:43 AM	154114	Steven	Dr	Director of Sales	Building Concepts	969 Presidents Place
12	6/3/2010	9:17:01 AM	957431	Sarah	Brown	Administrative Assistant	Baker's Dozen Company	13 Cassidyland Road
13	6/3/2010	9:25:09 AM	235895	Milton	Dr	Agent	Traders	1 Park Place




**EXPOPRO MOBILE™**  
*Be Mobile.  
Be Green.*

- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

- Easy-to-Use Point & Shoot
- Color Touch Screen Display
- Allows personalized note taking

- Highspeed Printer
- Leads on USB and Paper
- Reprint Individual Lead or All
- Unlimited Paper Supply

**EXPOPRO PLUS™**

*Easy-to-Use  
Desktop Unit.*



**LEADS IN  
A FLASH™**  
*Custom to Your Needs.*

- Custom Survey Software
- Program Runs Directly from USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

**Additional Products and Services**

**GreenPlus ELR™** **BRAND NEW SERVICE**

The green option to reduce your cost and increase your exposure, ATS's Electronic Literature Rack offers you a paperless approach to distributing marketing materials. Within one week post-show, attendees that visited your booth will receive a customized email with access to your company's brochures in electronic form allowing them to retain an archive to your literature for when they most need it-when they are ready to buy!

**Delivery & Training**

ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

**Custom Qualifiers**

ATS creates a list of exhibitor's custom qualifiers that can include products and/or services and loads it into the unit; can be easily attached to a prospect's record.

**Custom Survey**

ATS creates a custom survey that can include up to 10 personalized questions.

**The ATS Standard...**

- \*Leads on 64mb USB drive, yours to keep
- \*Easily imported into Excel, Outlook, ACT! And other major sales tracking programs
- \*Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal notes (determined by the association)
- \*Random Drawing Raffle Feature on all units
- \*20 Standard Qualifiers for Easy Follow-up
- \*Free Technical Support Before, During & After the show



## LEAD RETRIEVAL ORDER FORM

**DISCOUNT DEADLINE: FRIDAY, JUNE 20, 2014**

### 1 Choose Your Unit(s)

#### EXPOPRO PLUS™

*Easy-To-Use Desktop Unit*



- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

\$ 270.00    \$ 305.00    x \_\_\_\_\_ = \_\_\_\_\_

#### EXPOPRO MOBILE™

*Be Mobile. Be Green.*



- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

\$ 290.00    \$ 325.00    x \_\_\_\_\_ = \_\_\_\_\_

#### LEADS IN A FLASH™

*Custom to Your Needs*



- Windows-based Custom Survey Software
- Programs Runs Directly From USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

\$ 340.00    \$ 440.00    x \_\_\_\_\_ = \_\_\_\_\_

### 2 Add Optional Services

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
GreenPlus ELR™	\$ 150.00	\$ 150.00	<input type="checkbox"/>	= _____
Delivery & Setup	\$ 65.00	\$ 85.00	<input type="checkbox"/>	= _____
Custom Qualifiers	\$ 60.00	\$ 80.00	x _____	= _____
Custom Survey	\$ 60.00	\$ 80.00	x _____	= _____

### 3 Add It Up

**Total Due (in US Funds) = \$ \_\_\_\_\_**

All fields are required. Please include a Payment Authorization Form with your order.

### 4 Fill It Out and Sign

COMPANY		BOOTH NO.	
<small>THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER</small>			
WEBSITE			
ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE NO.	FAX NO.		
ORDER CONTACT			
EMAIL ADDRESS			
ONSITE CONTACT	ONSITE CELL PHONE		

**Order Online:**  
 www.atsleads.com  
 User Name: QUEST2014  
 Password: 2214  
**Fax Credit Card Orders to:**  
 985-809-1888  
**Email Order:**  
 orders@american-tradeshow.com  
**Mail Check Orders to:**  
 American Tradeshow Services  
 Attn: Exhibitor Services  
 217 General Patton Avenue  
 Mandeville, LA 70471  
**To Call Order In  
 or Ask Questions:**  
 985-809-0600, dial 1

**PAYMENT AUTHORIZATION FORM**

BOOTH NO. \_\_\_\_\_

*\*A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.*

COMPANY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**CHOOSE PAYMENT METHOD:**

**To Pay By Credit Card**

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

**To Pay By Company Check (Security Deposit Required\*)**

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

**To Pay By Wire Transfer (Security Deposit Required\*)**

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Wire Transfers will incur an additional \$40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

**\* Credit Card Details - Required for All Orders\***



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Use as Security Deposit Only



Cardholder Name: \_\_\_\_\_



Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_

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

**! Terms and Conditions**

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

**Order Online:**

www.atsleads.com

User Name: QUEST2014

Password: 2214

**Fax Credit Card Orders to:**

985-809-1888

**Email Order:**

orders@american-tradeshow.com

**Mail Check Orders to:**

American Tradeshow Services  
Attn: Exhibitor Services  
217 General Patton Avenue  
Mandeville, LA 70471

**To Call Order In**

**or Ask Questions:**

985-809-0600, dial 1

## Custom Qualifiers Template

Fax To: 985-809-1888

**DISCOUNT DEADLINE:**

**FRIDAY, JUNE 20, 2014**

**\$60 before deadline**  
**\$80 after deadline**  
 (COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

- Add to Mailing List
- Current Customer
- Distributor
- Has Purchasing Authority
- Have Sales Rep Call
- Hot Lead!
- Inquiry Only
- Interested Buyer
- OEM
- Product A
- Product B
- Product C
- Product D
- Product E
- Product F
- Schedule Demonstration
- Send Literature
- Send Pricing Info
- VAR
- Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:  
 Apostrophes ('), Slashes (/), Backslashes (\),  
 Dots (.), Carrots (^), and Quotes (")

Company																													
Booth Number																													
1																													
2																													
3																													
4																													
5																													
6																													
7																													
8																													
9																													
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If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

**NEW Feature  
Included with your  
order!**

*We want to Maximize ROI without  
You Lifting a Finger!  
Let ATS Help Keep Your Name in  
Front of Potential Customers.*

LEAD  
RETRIEVAL

- ExpoRecall™ sends attendees a personalized list of companies visited at the show and direct links to your website.
- ExpoRecall™ sends reminder immediately after the show.
- ExpoRecall™ comes standard with your lead retrieval service as a no-charge/value added feature.
- ExpoRecall™ is an email that is sent to the attendees immediately after the show reminding them of the exhibitors that they were scanned by at the Expo. Included in this email will be your company name and a link to your website.

REGISTRATION

ATTENDANCE  
TRACKING

RFID

REPORTING

*Your Website  
is just a  
Click Away!*

