SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8’ high blue back drape, 3’ high blue side dividers, (1) 8' x 30" blue skirted table, (2) Limerick chairs, booth carpet in blue with padding and a 2' x 4' custom sign. (1) 500 watt electrical outlet is included per 10’ booth space. For additional electrical services you can order through Galveston Island Convention Center - Lisa Clemmons. Please refer to their order form.

EXHIBIT HALL CARPET
The aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 17, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Sunday   May 05, 2019   12:30 PM - 5:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Wednesday May 08, 2019   4:00 PM - 8:00 PM
We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, May 08, 2019 at 8:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, May 08, 2019 at 7:00 PM.
**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.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (713) 770-6750 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**
9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 fax (469) 621-5613
FreemanHoustonES@freeman.com

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

**FREEMAN ONLINE®**
Take advantage of discount pricing by ordering online at FreemanOnline by April 17, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

**SHIPPING INFORMATION**
Warehouse Shipping Address:

Exhibiting Company Name / Booth # _________
64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751
C/O FREEMAN
9258 PARK SOUTH VIEW, STE 100
HOUSTON, TX 77051
Freeman will accept crated, boxed or skidded materials beginning Friday, April 05, 2019, at the above address. Material arriving after April 29, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _________
64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751
C/O FREEMAN
GALVESTON ISLAND CC @ SAN LUIS RESORT
5600 SEAWALL BLVD
GALVESTON, TX 77551

Freeman will receive shipments at the exhibit facility beginning Sunday, May 05, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (713) 770-6750 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 17, 2019.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Services department at (713) 770-6750 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. booth structure

Option 1 Multiple Use
Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

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

Option 2 One-time Use
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. carpet

Option 1 Rent
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. shipping

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

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

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

4. graphics

Option 1 Multiple Use
Print on a durable substrate without dates, event names, or locations.

Option 2 One-time Use
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

Reduce printing and go digital with your booth literature.

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

5. printing

Print on at least 50 percent post-consumer recycled paper.
REDUCING YOUR FOOTPRINT

6. save energy

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. train your team

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

8. shipping out

Pack in, pack out. Leave no traces on show site.
Join a caravan. If you’re shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

9. leftover materials

Remember to label. Clearly label recyclable leftover material for disposal.
Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs.

TYPICALLY* RECYCLABLE

- Cardboard: Used for signs or shipping boxes
- Glass: Green, brown, clear
- Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- Metal: Aluminum cans/steel banding
- Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- Wood: Non-laminate wood

TYPICALLY* DONATE-ABLE

- Furniture: Purchased items
- Home furnishing: Decor staging materials
- Unused raw materials: Plywood, subflooring, non-laminate wood
- Flooring: 100 square feet of flooring. Excludes carpet.
- Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

FREEMAN
FREEMAN.COM
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME: 

ADDRESS:  

CITY/STATE/ZIP:  

PHONE:  

SIGNATURE:  

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 e-mail. 

METHOD OF PAYMENT 

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

☐ 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 (486751) 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  

ACCOUNT NO.:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

ENTER TOTALS HERE 

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<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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<th>RIGGING INSTALLATION</th>
<th>RIGGING DISMANTLE</th>
<th>EXHIBIT TRANSPORTATION</th>
<th>HANGING SIGNS</th>
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- 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.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

By submitting this form via fax or postal mail or ordering materials or services from Freeman, you agree to be bound by all terms & conditions included in your service manual.

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:**  [DATE]

**EXHIBITING COMPANY INFORMATION**

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<th>EXHIBITING COMPANY NAME:</th>
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**Indicate which services are to be invoiced to the Third Party:**

- [ ] ALL FREEMAN SERVICES
- [ ] I&D LABOR/SUPERVISION
- [ ] MATERIAL HANDLING/IN & OUT
- [ ] FREEMAN EXHIBIT TRANSPORTATION
- [ ] RENTAL FURNITURE/CARPET/SIGNS
- [ ] BOOTH CLEANING
- [ ] OTHER __________

**THIRD PARTY COMPANY INFORMATION**

| THIRD PARTY COMPANY NAME: | |
|--------------------------||
| CONTACT NAME: | |
| THIRD PARTY BILLING ADDRESS: | |
| CITY/STATE/ZIP: | |
| PHONE: | EXT: | FAX: |
| CONTACT’S E-MAIL: | |
| E-MAIL FOR INVOICE: | |

Invoices will be sent by e-mail; please provide 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  **We do not accept credit card information via email.**

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01/17 (486751)
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the du-ration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’S booth. Rental prices on Audio Visual equipment and computers do not include la- bor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per- person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of rea-sons 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 billing these charges to its customers. For International EXHIBITORS, FREEMAN requires a 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 a 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 be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

Freeman REV 08/18
1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/Crates and STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging that is not tampering hazardous to any mail lists or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All loose labels shall be removed or the container under excuse 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 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 booth 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. The Exhibitor 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 their contents while same are in empty container storage.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, 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 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. The Exhibitor 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 their contents while same are in empty container storage.

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 reconting 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 reserves the right to change at its sole discretion in the event of acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, for ordinary wear and tear in the handling of Exhibitor’s materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $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 CLAIMS ARE OBTAINED FROM EXHIBITOR 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, OR WHETHER BASED UPON BREACH OF WARRANTY, NEGLIGENCE, OR ANY OTHER LEGAL THEORY, OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, CONSEQUENTIAL DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select- ed Carrier and are in no way an extension of Freeman’s maximum liability stated herein.

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 CON- TRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and 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 costs), or any other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOU, YOUR EMPLOYER, OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request
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 as described herein. "Orck" is a
master's statement of the property being shipped.

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

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for
the satisfactory performance of any 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 delay,

4. PACKAGING AND CRATES: Shipper's property must be well packed and safe for long

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment for delivery or if Freeman is unable to deliver a property because of fault or mistake of the Consignor, Consignee, Freeman's liability shall then become that of a warehouseman. (a) Freeman shall promptly attempt to provide notice, by telephone, 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, at a public warehouse or a location that does not provide public storage.

6. LIMITATION ON SHIPPER'S RECOVERABLE 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 Level Agreement, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to delivery to the incorrect location, incomplete delivery, improper or inadequate labeling, or failure to complete delivery by the time specified) or non-delivery, missed pickup, delay on International shipments, loss or damage caused by Freeman's sole negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) whenever or wherever the claimed loss or damage may occur; (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, or misrepresentation; (c) even though Freeman may have been advised or be on notice of the existence of such a claim or event.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: Freeman shall defend and indemnify, Freeman, its employees, directors, officers, and agents from and against all claims, suits, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on the part of Shipper for loss or damage caused by the fault or negligence of any carrier, freight forwarder, or any other indemnitee, including any carrier appointed by Shipper.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt or delivery manifest constitutes that the property was received in good order and condition. (a) Whenever or wherever the claimed loss or damage may occur, (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing; (c) carpets in bags or poly; (d) and other inherently fragile or unique items. Including prototypes, etc. (e) The consignor is responsible for the value of the property and all matters related to payment for the shipment.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES 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. THE ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CLAIM OR DISPUTE THAT WILL BE LITIGATED. THE ARBITRATION 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, Freeman shall not be required to procure or control the services of another carrier, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper understands that it is responsible for any damage or loss to its property caused by any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the occurrence of any such damage or loss to its property and all matters related to payment for the shipment.

Freeman ©2018

Freeman REV 8/18
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Exhibitions, Inc., and its respective employ-ees, 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 any authorized agent of the Shipper. The term “Consignee” means the person to whom ownership of the property is transferred, or, if the property is not sold, the person to whom the property is to be delivered, or, if the property is not sold or delivered, the person to whom ownership of the property is otherwise transferred, and includes any authorized agent of the Consignee. The term “Freeman” shall also mean any agent, employee, contractor, or sub-contractor of Freeman. The term “Freeman” includes any related companies, or any other person or entity that may be designated by Freeman to perform any of the services under this Contract. The term “property” means all goods, data, and other items delivered to Freeman for shipment.

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. The parties understand and agree that the terms of this Contract shall control and supersede any prior agreements, oral or written, or any other terms that the parties may have made with respect to the transportation of property. This Contract is the complete and exclusive statement of the terms of the agreement between the parties, and no modification of this Contract shall be effective unless signed by both parties.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for any loss or damage, whether to persons, property, or for expenses, loss of time, or any other consequential losses, regardless of cause, whether of an intentional or negligent nature or otherwise, or for any loss or damage which is not directly caused by Freeman, and whether arising during the transportation of the property, or prior thereto, or subsequent thereto. Freeman shall not be responsible for any loss or damage, whether to persons, property, or for expenses, loss of time, or any other consequential losses, regardless of cause, whether of an intentional or negligent nature or otherwise, or for any loss or damage which is not directly caused by Freeman, and whether arising during the transportation of the property, or prior thereto, or subsequent thereto.

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 acceptance of packages or packages for which Freeman should not use its property. Freeman shall not be responsible for damage to or loss of uncrated materials, packaged or uncrated unless damage is done to the crates by shipping, and unless the crates can be returned to the Shipper in bags or poly, or in original packages, products, and packaging materials. Robert Appleton & Associates is a design of a seal to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental control, unless otherwise specified. Unless otherwise specified, the property shall be loaded so as to be isolated from adjacent cargo and the temperature shall be set at a level which will maintain the required condition of the goods during the entire period of transport. Shipper shall give written notice of 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 temperature as required. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer was delivered to the receiving location. If the delivery site does not provide a site for refrigeration, there will be no guarantee 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 the temperature when loaded into the container and if the goods 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 or ship a parcel because of Shipper’s notification at the time of shipment of a missing or wrong destination or because of the absence of a warehouseman, (a) Shipper shall promptly advise the Consignee of the condition and (b) Shipper shall provide, to the extent feasible, all information and assistance necessary to facilitate the receipt of the property. Shipper shall be responsible for any expenses associated with the movement of the property.
Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it’s faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (less than truck load) shipping

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

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
RESULTS, DELIVERED

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

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

Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Freeman show services
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

**TIPS FOR EASY ORDERING**
- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  - (800) 995-3579 Toll Free US & Canada
  - (817) 607-5183 Local & International

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color __________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color __________________________)</td>
<td></td>
</tr>
<tr>
<td>Other ( _______________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**OUTBOUND SHIPPING**

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

  Ship to address:
  ________________________________
  ________________________________

- Number of Labels: _____________

**FAX THIS COMPLETED FORM VIA:**

E-mail: exhibit.transportation@freeman.com or Fax: (469) 621-5810

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

SHOW #: (486751)
Privately Owned Vehicle Cart Service

Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate: $121.50 per trip

Service to include:
- Unloading and delivery of exhibit materials from the dock to booth.
- Storage of empty containers during show hours and return of crates and containers at end of show.
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle.

Exhibitors will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart service area.

PLEASE CHECK DESIRED SERVICE:

☐ Inbound

  Approximate number of pieces: ____________

  Move-In day you will require this service: _________

☐ Outbound

  Approximate number of pieces: ____________

The above rates and procedures apply ONLY to passenger size vehicles. NO trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers. Freeman personnel will determine what constitutes a cartload.

01/18 (486751)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
FREIGHT SERVICES

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.
STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday.

CARPET AND/OR PAD ONLY:
Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

UNCRATED:
Material delivered in such a manner that it requires additional handling, such as ground unloading, stacking or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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 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, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

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, Sunday, and Holidays.
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$84.00</td>
<td>168.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$109.25</td>
<td>218.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$126.00</td>
<td>252.00</td>
</tr>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$77.75</td>
<td>155.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$116.75</td>
<td>233.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$116.75</td>
<td>233.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

* 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:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment after 04/29/2019</td>
<td>$21.00</td>
<td>42.00</td>
</tr>
<tr>
<td>Show Site Shipment after 05/05/2019</td>
<td>$19.50</td>
<td>39.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$19.50</td>
<td>39.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$25.50</td>
<td>51.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$19.50</td>
<td>39.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$25.50</td>
<td>51.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
</tbody>
</table>

**LATE SHIPMENT FEES:**
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

RUSH
DO NOT DELAY
MUST DELIVER BY SEPTEMBER 14, 2005

TO: ________________________________
EXHIBITOR NAME

C/O: FREEMAN
9258 PARK SOUTH VIEW
SUITE 100
HOUSTON, TX  77051

HANGING SIGN
64TH ISA ANALYSIS DIVISION
SYMPOSIUM - 486751

EVENT: ________________________________
BOOTH NO._______NO._______OF_______PCS.

RUSH
DO NOT DELAY
MUST DELIVER BY APRIL 29, 2019

TO: ________________________________
EXHIBITOR NAME

C/O: FREEMAN
9258 PARK SOUTH VIEW
SUITE 100
HOUSTON, TX  77051

HANGING SIGN
64TH ISA ANALYSIS DIVISION
SYMPOSIUM - 486751

EVENT: ________________________________
BOOTH NO._______NO._______OF_______PCS.
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME ______________________________ PHONE #: _______________________
CONTACT NAME: __________________________________________ PHONE #: _______________________
E-MAIL ADDRESS: __________________________________________

For Assistance, please call 713-770-6750 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING at the GRB, please contact Randy Carr or Ricki White at Freeman (713) 770-6800, 21 days prior to exhibitor move-in.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner Metal or Wood Other
- Shape: Square Triangle Rectangle Other
- Size: Height ________ Length ________ Width ________
- Weight of Sign: ________
- Does Your Sign Require Electricity Assembly: ________ Yes ________ No
- Is Your Sign Designed to Rotate: ________ Yes ________ No

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from

_____ Feet in from the back Aisle #_____
_____ Feet in from the front Aisle #_____
_____ Feet in from the left Aisle #_____
_____ Feet in from the right Aisle #_____

Number of feet from floor to top of sign: ________

EQUIPMENT AND LABOR RATES TO HANG SIGNS

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Straight Time</th>
<th>Overtime</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor/Boom Condor</td>
<td>$510.00</td>
<td>$614.00</td>
<td>$697.00</td>
</tr>
<tr>
<td></td>
<td>$714.00</td>
<td>$859.50</td>
<td>$976.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$101.00</td>
<td>$151.50</td>
<td>$202.00</td>
</tr>
<tr>
<td>Additional Crew - Assembly Labor (Per person / Per hour)</td>
<td>$141.50</td>
<td>$212.00</td>
<td>$283.00</td>
</tr>
<tr>
<td></td>
<td>$141.50</td>
<td>$212.00</td>
<td>$283.00</td>
</tr>
</tbody>
</table>

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman
- Exhibitor Personnel
- Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, GALVESTON ISLAND CC @ SAN LUIS RESORT, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _________________________________ Booth #: __________
Authorized Signature: _________________________________

Printed Name: _________________________________ Date: __________
E-Mail: ___________________________________________

Display House/Builder (if applicable): _________________________________
Authorized Signature: _________________________________

Printed Name: _________________________________ Date: __________
E-Mail: ___________________________________________

Complete and return form to address listed at the top of this form.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

For fast, easy ordering, go to www.freeman.com

NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME: BOOTH #: BOOTH SIZE:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

SHIP TO: COMPANY NAME:______________________________

DELIVERY ADDRESS:__________________________________________

CITY:__________________ STATE/PROVINCE:__________________ ZIP/POSTAL CODE:__________________

PHONE#:__________________ ATTN:__________________

SPECIAL INSTRUCTIONS:_____________________________________

BILL TO: □ Same as Ship to:

COMPANY NAME:______________________________

DELIVERY ADDRESS:__________________________________________

CITY:__________________ STATE/PROVINCE:__________________ ZIP/POSTAL CODE:__________________

METHOD OF SHIPMENT

Select a Carrier:

□ Freeman Exhibit Transportation □ Other Carrier

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

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

Select a Level of Service:

□ 1 Day: Delivery next business day □ Standard Ground

□ 2 Day: Delivery by 5:00 PM second business day □ Specialized: Pad wrapped, uncrated, or truckload

□ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

□ Have loading dock □ Lift gate required

□ Inside delivery □ Air ride required

□ Pad wrap required □ Residential

□ Do not stack

Select Desired Number of Labels: __________

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

07/17 (486751)
FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

BLACK DIAMOND ARMCHAIR  
71090  
20”W 21”D 33”H

BLACK DIAMOND SIDE CHAIR  
71089  
21”W 23”D 32”H

BLACK DIAMOND STOOL  
71088  
22”W 18”D 46”H

LIMERICK® CHAIR  
BY HERMAN MILLER  
ESSENTIALS  
gray 210108  
18”W 17.75”D 33”H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

LIMERICK® STOOL  
BY HERMAN MILLER  
ESSENTIALS  
gray 210109  
18”W 17.75”D 44”H

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

**Soho Series**

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Model</th>
<th>Size Options</th>
<th>Height</th>
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</thead>
<tbody>
<tr>
<td><strong>BLACK-TOP CAFÉ</strong></td>
<td>72069</td>
<td>24” Round, 30” Round</td>
<td>30”H</td>
</tr>
<tr>
<td><strong>72069</strong></td>
<td></td>
<td>24” Round, 30” Round</td>
<td>30”H</td>
</tr>
<tr>
<td><strong>72067</strong></td>
<td></td>
<td>36” Round, 30” Round</td>
<td>30”H</td>
</tr>
<tr>
<td><strong>BLACK-TOP MINI</strong></td>
<td>72066</td>
<td>18” Round</td>
<td>18”H</td>
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</tbody>
</table>

### Chelsea Series

**Chelsea Series**

<table>
<thead>
<tr>
<th>Table Type</th>
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<tbody>
<tr>
<td><strong>BLACK-TOP BISTRO</strong></td>
<td>72070</td>
<td>24” Round, 36” Round</td>
<td>42”H</td>
</tr>
<tr>
<td><strong>72068</strong></td>
<td></td>
<td>24” Round, 36” Round</td>
<td>42”H</td>
</tr>
<tr>
<td><strong>72063</strong></td>
<td></td>
<td>30” Round, 30” Round</td>
<td>30”H</td>
</tr>
<tr>
<td><strong>72064</strong></td>
<td></td>
<td>36” Round, 30” Round</td>
<td>30”H</td>
</tr>
</tbody>
</table>

### ORION COMPUTER KIOSK

**ORION COMPUTER KIOSK**

<table>
<thead>
<tr>
<th>Computer Kiosk</th>
<th>Model</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>black</strong> 75079</td>
<td></td>
<td>28”L × 28”D × 40.5”H</td>
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</table>

Computer not included.

### BLACK-TOP CAFÉ

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Model</th>
<th>Size Options</th>
<th>Height</th>
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<tr>
<td><strong>72069</strong></td>
<td></td>
<td>24” Round, 30” Round</td>
<td>30”H</td>
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<tr>
<td><strong>72067</strong></td>
<td></td>
<td>36” Round, 30” Round</td>
<td>30”H</td>
</tr>
</tbody>
</table>

### BUTCHER BLOCK-TOP CAFÉ

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Model</th>
<th>Size Options</th>
<th>Height</th>
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<tbody>
<tr>
<td><strong>72063</strong></td>
<td></td>
<td>30” Round, 30” Round</td>
<td>30”H</td>
</tr>
<tr>
<td><strong>72064</strong></td>
<td></td>
<td>36” Round, 30” Round</td>
<td>30”H</td>
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</tbody>
</table>

### BUTCHER BLOCK-TOP BISTRO

<table>
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<th>Height</th>
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<tr>
<td><strong>72063</strong></td>
<td></td>
<td>30” Round, 42”H</td>
<td></td>
</tr>
<tr>
<td><strong>72064</strong></td>
<td></td>
<td>36” Round, 42”H</td>
<td></td>
</tr>
</tbody>
</table>

### BRUSHED ALUMINUM EASEL

<table>
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<tr>
<th>Table Type</th>
<th>Model</th>
<th>Dimensions</th>
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</thead>
<tbody>
<tr>
<td><strong>220134</strong></td>
<td></td>
<td>26” W × 62”H</td>
</tr>
</tbody>
</table>

when open

### CORRUGATED WASTEBASKET

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Model</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>220106</strong></td>
<td></td>
<td>30” Round, 42”H</td>
</tr>
</tbody>
</table>
**DRAPE OR UNDRAPED TABLES & COUNTERS**

**ESSENTIALS**

<table>
<thead>
<tr>
<th>TABLES</th>
<th>24&quot;D</th>
<th>30&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124330</td>
<td>124430</td>
<td>124630</td>
<td>124830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>125330</td>
<td>125430</td>
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<td>125830</td>
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<table>
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<tr>
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<th>42&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124342</td>
<td>124442</td>
<td>124642</td>
<td>124842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
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<td></td>
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<tr>
<td>Undraped</td>
<td>125342</td>
<td>125442</td>
<td>125642</td>
<td>125842</td>
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<table>
<thead>
<tr>
<th>TABLES*</th>
<th>30&quot;D</th>
<th>30&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
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<td>130430</td>
<td>130630</td>
<td>130830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>COUNTERS*</th>
<th>30&quot;D</th>
<th>42&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
<td>130842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table-top risers are also available in a variety of sizes. See order form for details.

---

**Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com**
### Pedestal Tables - Soho Series - Black Top

<table>
<thead>
<tr>
<th>Qty</th>
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<tr>
<td></td>
<td>72069</td>
<td>Café Table 24&quot;W x 30&quot;H .......</td>
<td>193.00</td>
<td>212.30</td>
<td>270.20</td>
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<td></td>
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<td>Café Table 36&quot;x30&quot; ..........</td>
<td>199.00</td>
<td>218.90</td>
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<td></td>
<td>72066</td>
<td>Mini Table 18&quot;W x 18&quot;H ......</td>
<td>118.00</td>
<td>129.80</td>
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<td></td>
<td>72070</td>
<td>Bistro Table 24&quot;x42&quot; ..........</td>
<td>194.00</td>
<td>213.40</td>
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<td>72068</td>
<td>Bistro Table 36&quot;x42&quot; ..........</td>
<td>209.50</td>
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### Pedestal Tables - Chelsea Series - Butcher Block Top

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<tr>
<td></td>
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<td>Café Table 30&quot;W x 30&quot;H .......</td>
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<td>212.30</td>
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<tr>
<td></td>
<td>720163</td>
<td>Bistro Table 30&quot;W x 42&quot;H ......</td>
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<td>212.30</td>
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<tr>
<td></td>
<td>720164</td>
<td>Bistro Table 36&quot;W x 42&quot;H ......</td>
<td>193.00</td>
<td>212.30</td>
<td>270.20</td>
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### Accessories & Tables

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<tr>
<td></td>
<td>75020</td>
<td>Black Display Cylinder/Low....</td>
<td>219.50</td>
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<td></td>
<td>75021</td>
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<tr>
<td></td>
<td>75022</td>
<td>Black Display Cylinder/High....</td>
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<td>330.00</td>
<td>420.00</td>
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<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk ..........</td>
<td>402.50</td>
<td>442.75</td>
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</table>

### Draped Tables & Counters

#### Draped Tables & Counters - Tables are 30" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
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<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>130330</td>
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<td>98.00</td>
<td>107.80</td>
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<tr>
<td></td>
<td>130430</td>
<td>Draped Table 4'L x 30&quot;H .......</td>
<td>115.00</td>
<td>126.50</td>
<td>161.00</td>
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<td></td>
<td>130630</td>
<td>Draped Table 6'L x 30&quot;H .......</td>
<td>145.75</td>
<td>160.35</td>
<td>204.05</td>
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<td>130830</td>
<td>Draped Table 8'L x 30&quot;H .......</td>
<td>162.00</td>
<td>178.20</td>
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<tr>
<td></td>
<td>12404630</td>
<td>4th Side Drape 6'L x 30&quot;H ..</td>
<td>38.50</td>
<td>42.35</td>
<td>53.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404830</td>
<td>4th Side Drape 8'L x 30&quot;H ..</td>
<td>38.50</td>
<td>42.35</td>
<td>53.90</td>
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<tr>
<td></td>
<td>130342</td>
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<td>151.50</td>
<td>166.65</td>
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<tr>
<td></td>
<td>130442</td>
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<td>235.20</td>
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<tr>
<td></td>
<td>130642</td>
<td>Draped Counter 6'L x 42&quot;H ....</td>
<td>179.50</td>
<td>197.45</td>
<td>251.30</td>
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<td>130842</td>
<td>Draped Counter 8'L x 42&quot;H ....</td>
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<td>227.15</td>
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<tr>
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<td>12404642</td>
<td>4th Side Drape 6'L x 42&quot;H ..</td>
<td>46.50</td>
<td>51.15</td>
<td>65.10</td>
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<tr>
<td></td>
<td>12404842</td>
<td>4th Side Drape 8'L x 42&quot;H ..</td>
<td>46.50</td>
<td>51.15</td>
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### Undraped Tables & Counters - Tables are 30" wide

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<tr>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
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<tr>
<td></td>
<td>131330</td>
<td>Undraped Table 3'L x 30&quot;H ....</td>
<td>50.50</td>
<td>55.55</td>
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<td>Undraped Table 4'L x 30&quot;H ....</td>
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<td>61.05</td>
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<td>131630</td>
<td>Undraped Table 6'L x 30&quot;H ....</td>
<td>68.00</td>
<td>74.80</td>
<td>95.20</td>
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<td></td>
<td>131830</td>
<td>Undraped Table 8'L x 30&quot;H ....</td>
<td>80.50</td>
<td>88.55</td>
<td>112.70</td>
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<tr>
<td></td>
<td>131342</td>
<td>Undraped Counter 3'L x42&quot;H</td>
<td>70.50</td>
<td>77.55</td>
<td>98.70</td>
<td></td>
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<tr>
<td></td>
<td>131442</td>
<td>Undraped Counter 4'L x42&quot;H</td>
<td>76.00</td>
<td>83.60</td>
<td>106.40</td>
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<tr>
<td></td>
<td>131642</td>
<td>Undraped Counter 6'L x42&quot;H</td>
<td>91.50</td>
<td>100.65</td>
<td>128.10</td>
<td></td>
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<tr>
<td></td>
<td>131842</td>
<td>Undraped Counter 8'L x42&quot;H</td>
<td>104.00</td>
<td>114.40</td>
<td>145.60</td>
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### Special Drape

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<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.) ..</td>
<td>20.00</td>
<td>22.00</td>
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<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.) ..</td>
<td>23.50</td>
<td>25.85</td>
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### Miscellaneous

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<tr>
<td></td>
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<td>57.75</td>
<td>73.50</td>
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<td>Corrugated Wastebasket .......</td>
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### TOTAL COST

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<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
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<td></td>
<td></td>
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</tbody>
</table>
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

For Assistance, please call (713) 770-6750 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

CLEANING SERVICES

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.50</td>
<td>.70</td>
<td></td>
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<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.00</td>
<td>1.40</td>
<td></td>
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<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.50</td>
<td>2.10</td>
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<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>2.00</td>
<td>2.80</td>
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</table>

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

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

<table>
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<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.00</td>
<td>1.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
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### PORTER SERVICE (per day)

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<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>186.50</td>
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<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>210.50</td>
<td>294.70</td>
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<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td>Call for Quote</td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL COST**

\[
\text{Sub-Total} + 8.25\% \text{Tax} = \text{Total Cost}
\]
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.

* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.
SMARTFABRIC® RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

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

FRAME ONLY UNIT

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

RENTAL EXHIBITS INCLUDE:

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

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

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
CLASSIC CARPET

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

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Image</th>
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</thead>
<tbody>
<tr>
<td>black</td>
<td>![Black Carpet Image]</td>
</tr>
<tr>
<td>blue</td>
<td>![Blue Carpet Image]</td>
</tr>
<tr>
<td>gray</td>
<td>![Gray Carpet Image]</td>
</tr>
<tr>
<td>green</td>
<td>![Green Carpet Image]</td>
</tr>
<tr>
<td>latte</td>
<td>![Lavender Carpet Image]</td>
</tr>
<tr>
<td>midnight blue</td>
<td>![Midnight Blue Carpet Image]</td>
</tr>
<tr>
<td>plum</td>
<td>![Plum Carpet Image]</td>
</tr>
<tr>
<td>red</td>
<td>![Red Carpet Image]</td>
</tr>
<tr>
<td>red pepper</td>
<td>![Red Pepper Carpet Image]</td>
</tr>
<tr>
<td>tuxedo</td>
<td>![Tuxedo Carpet Image]</td>
</tr>
</tbody>
</table>

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

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options

<table>
<thead>
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<th>Color</th>
<th>Image</th>
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<tbody>
<tr>
<td>black*</td>
<td>![Black Carpet Image]</td>
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<tr>
<td>cardinal</td>
<td>![Cardinal Carpet Image]</td>
</tr>
<tr>
<td>charcoal*</td>
<td>![Charcoal Carpet Image]</td>
</tr>
<tr>
<td>cream</td>
<td>![Cream Carpet Image]</td>
</tr>
<tr>
<td>gray pearl*</td>
<td>![Gray Pearl Carpet Image]</td>
</tr>
<tr>
<td>navy*</td>
<td>![Navy Carpet Image]</td>
</tr>
<tr>
<td>toast</td>
<td>![Toast Carpet Image]</td>
</tr>
<tr>
<td>wedgewood</td>
<td>![Wedgewood Carpet Image]</td>
</tr>
<tr>
<td>white*</td>
<td>![White Carpet Image]</td>
</tr>
</tbody>
</table>

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W x 8"H x 16"D

One SmartFabric zipper bag is included with purchase.

CLEAR ACRYLIC SHELF

36"W x .25"H x 12"D
(holds up to 15 lbs each)

CUSTOM GRAPHICS

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

FREEMAN SUSTAINABILITY FOCUS

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

**SMARTFABRIC EXHIBIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit</td>
<td>$2,155.00</td>
<td>$3,017.00</td>
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</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit</td>
<td>$4,155.00</td>
<td>$5,817.00</td>
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</tr>
</tbody>
</table>

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

**CUSTOM GRAPHICS**

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

**FRAME ONLY UNIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit</td>
<td>$1,410.00</td>
<td>$1,974.00</td>
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<tr>
<td></td>
<td>10' x 20' Frame Only Unit</td>
<td>$2,350.00</td>
<td>$3,290.00</td>
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**ACCESSORIES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
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<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td>$67.00</td>
<td>$93.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)</td>
<td>$154.50</td>
<td>$216.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$20.50</td>
<td>$28.70</td>
<td></td>
</tr>
</tbody>
</table>

**QUICK TIPS**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

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

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25 % Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 2

10 X 20

10 X 10

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

black fabric  blue fabric  gray fabric  white  white perfboard

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

black  blue  gray  green  latte

midnight blue  plum  red  red pepper  tuxedo

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

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

black*  cardinal  charcoal*  cream  gray pearl*

navy*  toast  wedgewood  white*

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

Rental Exhibits Include:

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

questions?

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

“CLEAN FOOTPRINT” MATERIALS

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

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (713) 770-6750 to speak with one of our experts.

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
<tr>
<td>2,626.50</td>
<td>2,283.50</td>
<td>2,854.00</td>
<td>2,626.50</td>
<td>2,626.50</td>
</tr>
<tr>
<td>3,677.10</td>
<td>3,196.90</td>
<td>3,995.60</td>
<td>3,677.10</td>
<td>3,677.10</td>
</tr>
<tr>
<td>2,626.50</td>
<td>2,283.50</td>
<td>2,854.00</td>
<td>2,626.50</td>
<td>2,626.50</td>
</tr>
<tr>
<td>3,677.10</td>
<td>3,196.90</td>
<td>3,995.60</td>
<td>3,677.10</td>
<td>3,677.10</td>
</tr>
</tbody>
</table>

**CHOSE 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:

- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

**LIGHTING**

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

- Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.
- Additional power must be ordered separately.

**HEADER IDENTIFICATION SIGN**

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

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

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

**ENHANCE YOUR EXHIBIT**

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

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

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

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

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

DISCOUNT PRICE
DEADLINE DATE
APRIL 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

For fast, easy ordering, go to www.freeman.com

For Assistance, please call (713) 770-6750 to speak with one of our experts.

Rental Units Include:
- Draped Table (select color below) 1-Case
- Classic Carpet 9’ X 10’ (select color below) One Time Installation & Dismantle
- 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:
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue

*Other Colors Also Available for Purchase Units:
- 9’ x 10’ Classic Carpet:
  - Black
  - Blue
  - Green
  - Gray
  - Latte
  - Midnight Blue
  - Plum
  - Red
  - Red Pepper
  - Tuxedo

Table Drape:
- Black
- Blue
- Brown
- Green
- Flax
- Gold
- Gray
- Plum
- Red
- White

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.

<table>
<thead>
<tr>
<th>PART #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>184.50</td>
<td>258.30</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>95.00</td>
<td>133.00</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>72.00</td>
<td>100.80</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>72.00</td>
<td>100.80</td>
</tr>
</tbody>
</table>

* 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.

For fast, easy ordering, go to www.freeman.com

Rental Units TOTAL COST

<table>
<thead>
<tr>
<th>PURCHASE UNITS TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total + 8.25% Tax = Total Cost</td>
</tr>
</tbody>
</table>

RENTAL UNITS TOTAL COST

<table>
<thead>
<tr>
<th>PURCHASE UNITS TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total + 8.25% Tax = Total Cost</td>
</tr>
</tbody>
</table>
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16’ wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10’ fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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

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

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

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

**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

**Backin Material:**

- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)
- Other

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

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
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<td>51.50</td>
<td>77.25</td>
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<tr>
<td>7&quot; x 22&quot;</td>
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<td>56.50</td>
<td>84.75</td>
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<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>58.50</td>
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<td>9&quot; x 44&quot;</td>
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<td>71.00</td>
<td>106.50</td>
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<tr>
<td>11&quot; x 14&quot;</td>
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<td>65.00</td>
<td>97.50</td>
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<td>14&quot; x 22&quot;</td>
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<td>74.00</td>
<td>111.00</td>
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<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>77.50</td>
<td>116.25</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>116.00</td>
<td>174.00</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td></td>
<td>171.50</td>
<td>257.25</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>208.50</td>
<td>312.75</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

**INDICATE YOUR SIGN COPY HERE:**

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

**BACKING MATERIAL:**

- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman Polyfoam (PVC)
- Freeman Polyfoam (Ultra Board)
- Other

**BACKGROUND COLOR:**

- Vertical
- Horizontal
- Use Your Judgment

**LETTERING COLOR:**

- Vertical
- Horizontal
- Use Your Judgment

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

01/19 (486751)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:
• AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
• EPS file with embedded links and outlined fonts
• INDD file with Packaged supporting links and fonts

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

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

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

WAYS TO SEND ARTWORK
Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (713) 770-6750 for assistance.
UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS
To assist you in planning your participation in your Houston show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

CARPENTERS LOCAL 551
Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Installation & Dismantle Labor section in the Freeman order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING
Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY
Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation & Dismantle Labor section in the Freeman order form and the necessary ladders and/or tools will be provided.

NOTE:
• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Freeman. Please refrain from voicing complaints directly to craft personnel.
• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME ____________________________________________
BOOTH #: _________________________

CONTACT NAME:____________________________________________
PHONE #: _____________________________________

E-MAIL ADDRESS ___________________________________,
For Assistance, please call 713-770-6750 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$101.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$151.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$202.00</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth. Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: ______________________________________ Phone Number: ____________________________

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

Emergency contact: ______________________________________ Phone Number: ____________________________

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: ____________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $ (N/A)
Tax = $ (N/A)
Total Dismantle = $ (N/A)
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME:  

CONTACT NAME:  

PHONE#:  

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING & SET UP INFORMATION

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of:</td>
<td>Crates</td>
<td>Cartons</td>
</tr>
<tr>
<td>Setup Plan/Photo:</td>
<td>Attached</td>
<td>To Be Sent With Exhibit</td>
</tr>
<tr>
<td>Carpet:</td>
<td>With Exhibit</td>
<td>Rented From Freeman</td>
</tr>
<tr>
<td>Electrical Placement:</td>
<td>Drawing Attached</td>
<td>Drawing With Exhibit</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Graphics: | With Exhibit | Shipped Separately |
| Comments: |

| Special Tools/Hardware Required: |

### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**

Select a Carrier:

- □ Freeman Exhibit Transportation:
  - No need to schedule your outbound shipment.
  - Charges will appear on your Freeman invoice.
  - Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

- □ Other Carrier:
  - Carrier Name:___________
  - Carrier Phone:_________

Select Level of Service:

- □ 1 Day: Delivery next business day
- □ 2 Day: Delivery by 5:00 PM second business day
- □ Deferred: Delivery within 3-5 business days
  - □ Standard Ground
  - □ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

- □ Same as ship to

Bill To:

Select Shipment Options (if applicable):

- □ Have loading dock
- □ Inside delivery
- □ Pad wrap required
- □ Do not stack
- □ Lift gate required
- □ Air ride required
- □ Residential

**Please note:** Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.

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

- □ Re-route via Freeman's choice
- □ Deliver back to the warehouse at exhibitor’s expense
NAME OF SHOW: 64TH ISA ANALYSIS DIVISION SYMPOSIUM - 486751 / MAY 5-8, 2019

COMPANY NAME ______________________________ BOOTH #: ___________________________

CONTACT NAME: __________________________ PHONE #: ___________________________

E-MAIL ADDRESS ____________________________

For Assistance, please call 713-770-6750 to speak with one of our experts.

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time -  8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime -  6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
            6:00 A.M. to 12:00 Midnight Saturday and Sunday

- Show Site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FORKLIFT LABOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST.</td>
<td>$136.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT.</td>
<td>$183.50</td>
<td>$256.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST.</td>
<td>$147.50</td>
<td>$206.50</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT.</td>
<td>$194.50</td>
<td>$272.50</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST.</td>
<td>$153.50</td>
<td>$215.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT.</td>
<td>$201.00</td>
<td>$281.00</td>
</tr>
<tr>
<td>3140300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST.</td>
<td>$178.00</td>
<td>$248.50</td>
</tr>
<tr>
<td>3140301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT.</td>
<td>$225.50</td>
<td>$315.50</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$51.50</td>
<td></td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$51.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RIGGING LABOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3020100</td>
<td>Rigger - ST.</td>
<td>$101.00</td>
<td>$141.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT.</td>
<td>$151.50</td>
<td>$212.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MOBILE UNIT SPOTTING FEE</td>
<td>$267.00</td>
<td></td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: _____________________________

Sub-Total

Tax N/A

Total

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: _____________________________

Sub-Total

Tax N/A

Total
Utility Service Order Form

Name of Exhibition or Show: __________________________________________

Exhibitor's Name: ___________________________ Booth Number: ____________

Exhibitor Company/Organization: ______________________________________

Date of Show: ___________________________ Phone: ________________________

Method of Payment: ____________________________________________________

**Electrical Current Charges:**
Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. ALL PRICES ARE SUBJECT TO CHANGE. Deadline for service request is seven (7) days prior to arrival. PLEASE NOTE THAT IF PAID ON PROPERTY-THERE WILL BE AN INCREASE IN PRICE OF $25.00 (plus tax)* PER DAY-ON EACH ITEM REQUESTED.

<table>
<thead>
<tr>
<th>Quantity/Requirements</th>
<th>Amps</th>
<th>Unit Charge (tax included)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 volts (1 Duplex Outlet)</td>
<td>20</td>
<td>$75.78 (per day)*</td>
<td>$</td>
</tr>
<tr>
<td>220 volts (1 Duplex Outlet)</td>
<td>50</td>
<td>$270.63 (per day)*</td>
<td>$</td>
</tr>
<tr>
<td>10' to 25' Extension Cord</td>
<td></td>
<td>$5.42 (per day)*</td>
<td>$</td>
</tr>
<tr>
<td>Power Strip</td>
<td></td>
<td>$10.83 (per day)*</td>
<td>$</td>
</tr>
</tbody>
</table>

- THIS CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.

**Phone Charges:** This is a per day charge.

<table>
<thead>
<tr>
<th>Quantity/Item</th>
<th>Unit Charge (tax included)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Phone Line/ with phone</td>
<td>$108.25 (per day)*</td>
<td>$</td>
</tr>
</tbody>
</table>
- Direct Lines are not available

**Internet Charges:**

<table>
<thead>
<tr>
<th>Quantity/Item</th>
<th>Unit Charge (tax included)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired (T1) Highspeed Internet Line</td>
<td>$108.25 (per day)*</td>
<td>$</td>
</tr>
</tbody>
</table>
- The Convention Center does provide complimentary wireless internet.

**Water Charges:**

<table>
<thead>
<tr>
<th>Quantity/Item</th>
<th>Unit Charge (tax included)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Connection</td>
<td>$108.25 (per day)*</td>
<td>$</td>
</tr>
<tr>
<td>Gallons of Water</td>
<td>$1 per gallon</td>
<td>$</td>
</tr>
</tbody>
</table>
CREDIT CARD BILLING AUTHORIZATION FORM

DATE: ______________________________________

CONVENTION NAME: ____________________________________________

CONVENTION DATES: ___________________________________________

EXHIBITOR COMPANY/ORGANIZATION: _____________________________

EXHIBITOR BOOTH NUMBER: _________________________________

CONTACT NAME: ______________________________________________

CONTACT PHONE: ______________________________________________

CONTACT FAX: ________________________________________________

CONTACT EMAIL: ______________________________________________

NAME ON CREDIT CARD: __________________________________________

CARD: (MASTER CARD, AMERICAN EXPRESS, VISA, DISCOVER, OR Diners Club)

CARD NUMBER: _______________________________________________

EXPIRATION DATE: ____________________________________________

AMOUNT APPROVED FOR BILLING: $___________________________

AUTHORIZED SIGNATURE: ______________________________________

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to leemons@ldry.com. If you have any questions, please contact me at (409) 740 8686. To send payment in advance via check, mail to Galveston Island Convention Center (The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. PLEASE NOTE THIS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS. (Galveston Island Convention Center, 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments).

Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you (this will not take place until the event concludes), please list your email address: ____________________________
<table>
<thead>
<tr>
<th>FOR SALE (circle color choice)</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted Mum Yellow White Lavendar</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reiger Begonia Pink Yellow Red</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliad Red Purple Orange</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orchid Purple White</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Cut Flowers (circle shape &amp; style)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small - Round or One sided / Traditional or Tropical Flowers</td>
<td>70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large - Round or One sided / Traditional or Tropical Flowers</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>RENTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' green plant</td>
</tr>
<tr>
<td>4' green plant</td>
</tr>
<tr>
<td>5' green plant</td>
</tr>
<tr>
<td>6' green plant</td>
</tr>
<tr>
<td>8' green plant</td>
</tr>
<tr>
<td>Fern Large</td>
</tr>
<tr>
<td>Fern Small</td>
</tr>
<tr>
<td>Ivy (6&quot; pot)</td>
</tr>
<tr>
<td>Green plant (6&quot; pot)</td>
</tr>
</tbody>
</table>

Note: Decorative pots are black.

---

<table>
<thead>
<tr>
<th>DISCOUNT PACKAGES (circle color choice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package #1 Yellow White Lavendar</td>
</tr>
<tr>
<td>Package #2 Yellow White Lavendar</td>
</tr>
<tr>
<td>Package #3 Yellow White Lavendar</td>
</tr>
</tbody>
</table>

---

| WHITE LIGHTS for Ficus (additional cost per tree) | 45.00 |

Note: Customer must provide power and extension cords.

---

| BUBBLE BOWL (for business cards) | 25.00 |

---

**NOTE: A 10% fee will be added to all orders placed at the show site.**

Sub-total ____________________
Sales Tax (8.25%) ______________
TOTAL ____________________

---

**PAYMENT POLICY:** Please include your payment with order to receive pre-show prices. All orders must be paid in full prior to delivery. Sale items are not refundable. Rental items cancelled after the move-in begins will be refunded at 50% off original price.

**COMPANY NAME ________________________________________________________**
**BILLING ADDRESS ______________________________________ CITY __________**
**STATE ______ ZIP ______**
**TELEPHONE (____) __________________ ORDERED BY __________________**
**CONTACT E-MAIL ADDRESS: ____________________________________________**
**( ) CHECK ENCLOSED (PAYABLE TO SPENCER FLORABUNDA LTD.)**
**( ) VISA ( ) MasterCard ( ) AMEX CARD # ____________________________**
**EXPIRATION DATE: __________ SECURITY CODE: ______________**
**PRINT NAME ON CARD __________________ SIGNED __________________**

---

**RENTAL POLICY:**
* Rental price includes delivery, pick-up, container, top dressing and service.
* Plants are not intended for use outside.
* All rental items remain the property of Spencer Florabunda Ltd. Missing items will be billed to the customer.
* All prices are for the entire show.
* Call for items not listed.