SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black back drape and 3’ high plum side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please note that electrical service is not included in your booth equipment. To accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if electrical service is utilized without an order on file.

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

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

DISCOUNT PRICE DEADLINE DATE
To take advantage of advance order discount rates, place your order by SEPTEMBER 16, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>October 6</td>
<td>8:00 a.m.</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>October 7</td>
<td>8:00 a.m.</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>

All labor and inbound material handling services provided all day on the weekend and after 5:00 p.m. on Monday, October 7, 2019 will have overtime charges applied.

EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>October 8</td>
<td>11:00 a.m.</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 9</td>
<td>10:00 a.m.</td>
<td>3:00 p.m.</td>
</tr>
</tbody>
</table>

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>October 9</td>
<td>3:00 p.m.</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 10</td>
<td>8:00 a.m.</td>
<td>12:00 p.m.</td>
</tr>
</tbody>
</table>

All labor and outbound material handling services provided after 5:00 p.m. will have overtime charges applied.

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

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by 12:00 p.m. on Thursday, October 10. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 9:00 a.m. on Thursday, October 10.
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 (775) 355-4600 for a quote.

SERVICE CONTRACTOR CONTACTS/INFORMATION:
FREEMAN
2080 Brierley Way, Ste 102
Sparks, NV 89434
Ph: (775) 355-4600 Fax: (469) 621-5617
FreemanRenoES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by SEPTEMBER 16, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: http://folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app. If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.
SHIPPING INFORMATION

Warehouse Shipping Address:

World Millwork Alliance 2019 Annual Convention & Tradeshow
Exhibiting Company Name
Booth #__________
C/O FREEMAN / LEGACY TRANSPORTATION
855 E Greg St., Ste 103
Sparks, NV 89431

Freeman will accept crated, boxed or skidded material beginning **SEPTEMBER 6, 2019** at the above address. Material arriving after **SEPTEMBER 30, 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: (775) 355-4600

Show Site Shipping Address:

World Millwork Alliance 2019 Annual Convention & Tradeshow
Exhibiting Company Name
Booth #__________
Peppermill Resort
C/O FREEMAN
2707 S Virginia St.
Reno, NV 89502

Freeman will receive shipments at the exhibit facility beginning **OCTOBER 6, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

**Please note:** All items and materials that must be brought into the facility 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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Reno Exhibitor Services at (775) 355-4600 or Freeman’s Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
To take advantage of advance order discount rates, place your order by SEPTEMBER 16, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman’s Exhibitor Services department at (775) 355-4600 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.

5. Printing

Reduce printing and go digital with your booth literature.

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

Print on at least 50 percent post-consumer recycled paper.
6. **ON SITE**  
**save energy**
- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. **MOVE OUT**  
**train your team**
Educate your installation and dismantling teams about recycling and donation processes.

8. **shipping out**
Pack in, pack out.
Leave no traces on show site.

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

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.

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**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: Décor staging materials
- **Unused raw materials**: Plywood, subflooring, non-laminate wood
- **Flooring**: 100 square feet of flooring, excludes carpet
- **Left over giveaways**: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

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**FREEMAN**
FREEMAN.COM
1. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME-RETARDANT.** Fabrics must be certified as flame-retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

2. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.

3. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. **VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External charges are recommended for demonstration purposes. Fuel in fuel tanks shall not exceed one quarter of the tank capacity or five (5) gallons, whichever is less.

6. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. **VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.

8. **COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e. butane, propane, natural gas, et al, are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

9. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.

10. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107).** Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

11. **ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE DECORATOR’S ELECTRICAL CONTRACTOR.** All wiring on the floor must be Type “SO” cord, insulated to qualify for “extra hard usage” and must be No. 12 AWG or larger, and must be protected against injury or damage.

12. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard-backed booths must have power supplies dropped within the booth.

13. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one-day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR’S EXPENSE.

14. **AREAS ENCLOSED BY SOLID WALLS AND CEILING MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.**

15. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.**

16. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.
NAME OF SHOW:  World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

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 (476298) 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
We do not accept credit card information via email.
Account NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

FURNISHINGS & ACCESSORIES CARPET CLEANING/SHAMPOOING PORTER SERVICE RENTAL EXHIBITS & ACCESSORIES SIGNS INSTALLATION LABOR DISMANTLE LABOR

MATERIAL HANDLING RIGGING INSTALLATION RIGGING DISMANTLE EXHIBIT TRANSPORTATION HANGING SIGNS UTILITIES GRAND TOTAL

• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.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**

**EXHIBITING COMPANY NAME:**

**BOOTH #:**

**EXHIBITING COMPANY ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**EXT.:**

**FAX:**

**CONTACT’S E-MAIL:**

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

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

**ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**

**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

**CITY/STATE/ZIP:**

**01/17 (476298)**

**World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019**

**FREEMAN**

2080 Brierley Way, Ste 102
Sparks, NV 89434
(775) 355-4600  Fax: (469) 621-5617
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

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

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

ELECTRICAL
If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees, and agents harmless from such power loss. In NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, 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 ‘MATERIALL 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.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be considered as acknowledgement that Exhibitor is made aware of the nature of the above limitations and agrees to the aforementioned limitations.

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. Freeman and Exhibitor shall be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging not bearing an Exhibitor’s list or any labels other than Freeman’s labels. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All such labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the purchasing 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. Freeman does not accept any crates or packaging not bearing an Exhibitor’s list or any labels other than Freeman labels. Freeman reserves the right to reject or refuse delivery of any security services or guarding of any event. Freeman reserves the right to refuse to accept or handle any materiel that they consider damaged and/or unsafe. Materials shall be loaded by the Carrier according to exhibit loading instructions, or at the direction of Freeman's representatives who shall have the exclusive right to determine the manner of loading. Freeman assumes no responsibility or liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to $5.00 USD per pound per article with a maximum liability of $100.00 USD per item, or $1,500.00 USD per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman is not the carrier of the material under care and will not be held responsible for loss, damage, theft, or disappearance of any materials delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions of Freeman's appointed Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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 receiving and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH RECEIVING OR HANDLING.

7. FORCE MAJEUR. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalsim, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitor’s materials is Exhibitor’s sole and exclusive remedy is limited to $5.00 USD per pound per article with a maximum liability of $100.00 USD per item, or $1,500.00 USD per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES ARE DIRECT, INDIRECT, 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 TORT, OR IN ANY OTHER CAUSE WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE ON THE PREMISES, WHETHER PERMITTED TO ENTER THE PREMISES OR OTHER INJURY OR DAMAGE TO YOUR PROPERTY AND PROPERTY OF OTHERS.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select Carrier Only, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman does not accept any claims for Decided Value covering a Carriers maximum liability. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees) and expenses of any kind, which Freeman incurs in connection with the performance of the obligations owed to Exhibitor. Freeman’s obligation under this Paragraph shall survive the termination of this Agreement. FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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 obligations to Freeman. In the event of default by Exhibitor in the payment of any of its obligations to Freeman, Freeman shall have the right, without notice, to enter and appropriate the Collateral, and to apply the proceeds of the sale of or other disposition of the Collateral toward the payment of Exhibitor’s 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 of sale of the Collateral under this Agreement shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at Freeman’s offices, 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 Freeman’s material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER AND 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 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, DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.

Freeman REV 07/17
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates and entitled contractors, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom or to whom the property is being shipped to or from, respectively. Freeman is responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, damage, or delay beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockdown, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or war. The responsibility of Freeman under this section shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any provision of this Agreement is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, damage, or delay beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockdown, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or war. The responsibility of Freeman under this section shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any provision of this Agreement is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee, Freeman’s liability shall then become that of a warehouseman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING, BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, OR DELAYS IN DELIVERY, SHALL BE LIMITED TO THE LESSER OF THE FOLLOWING: (a) THE AMOUNT OF THE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), (c) NONDELIVERY, MISPLACED, PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF THE FOLLOWING: (i) THE ACTUAL VALUE OF THE CARGO OR, IF THE ACTUAL VALUE IS NOT IDENTIFIED BY THE TERMS OF THIS AGREEMENT, (IT IS IMPOSSIBLE TO IDENTIFY THE TERMS OF THIS AGREEMENT), (ii) THE ACTUAL VALUE OF THE CARGO. (iii) THE ACTUAL VALUE OF THE CARGO PLUS MANUFACTURER’S PROFIT. (b) Freeman reserves the right to periodically check the weight of all shipments and the weight of the property. If the weight of the property is lower than the weight of the property first comes into the physical possession of Freeman, and the responsibility of Freeman under such terms and conditions of carriage for any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Freeman understands that even if Shipper is not able to participate or fully participate in a binding arbitration pursuant to the Agreement, it shall remain bound by the terms of this Agreement and shall be continuing to be bound by any applicable mandatory arbitration provision applicable to either or both of the Parties. In the event that the property is not delivered, the amount of sale will be applied to Freeman’s invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the amount of sale. Freeman reserves the right to refuse the shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the amount of sale.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: (a) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no hazardous materials, Hazardous Materials, Chemicals, Explosives, Radioactive Materials, Biologicals, Hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of property, personnel, or the shipper, or to the property of another person or the property itself. Freeman reserves the right to refuse any shipment for which it deems the property may be hazardous to transport or otherwise unaccepted. Freeman reserves the right to refuse any shipment for which it deems the property may be hazardous to transport or otherwise unaccepted. Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no hazardous materials, Hazardous Materials, Chemicals, Explosives, Radioactive Materials, Biologicals, Hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of property, personnel, or the shipper, or to the property of another person or the property itself. Freeman reserves the right to refuse any shipment for which it deems the property may be hazardous to transport or otherwise unaccepted. Shipper warrants the accuracy of the weight and dimension data furnished in this Contract.

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 Freeman schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee’s agent without notice on the delivery receipt and/or delivery manifest that damage occurred constitutes a waiver of the claimant’s right to claim, unless otherwise agreed in writing. Freeman reserves the right to periodically check the weight of all shipments and the weight of the property. If the weight of the property is lower than the weight of the property first comes into the physical possession of Freeman, and the responsibility of Freeman under such terms and conditions of carriage for any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Freeman understands that even if Shipper is not able to participate or fully participate in a binding arbitration pursuant to the Agreement, it shall remain bound by the terms of this Agreement and shall be continuing to be bound by any applicable mandatory arbitration provision applicable to either or both of the Parties. In the event that the property is not delivered, the amount of sale will be applied to Freeman’s invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the amount of sale. Freeman reserves the right to refuse the shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the amount of sale.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES AND THE LAWS OF THE STATE OF TEXAS 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 ASSERTED ARISING FROM SAME, SHALL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. BREACHING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY RELATING TO LIABILITY THAT IS NOT A PART OF A CLAIM FOR BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no hazardous materials, Hazardous Materials, Chemicals, Explosives, Radioactive Materials, Biologicals, Hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of property, personnel, or the shipper, or to the property of another person or the property itself. Freeman reserves the right to refuse any shipment for which it deems the property may be hazardous to transport or otherwise unaccepted. Shipper warrants the accuracy of the weight and dimension data furnished in this Contract.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shopper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Agreement, the property shall be the property of Freeman, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Agreement to the Consignee or to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to handle the property in accordance with the instructions contained in this Agreement and for the purpose of confirming the right of Freeman to control the handling of the property.
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, 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 shipper, consignee, or any other person authorized by shipper to accept the consignee on the property. "Freeman" also includes any subsidiaries, divisions, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom the property shall be delivered or the party on behalf of whom or at whose expense the property is being transported.

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 may amend or modify this Contract by mutual written agreement. Any oral agreements with respect to this Contract shall be evidenced by a writing. The parties hereby agree that any amendment or modification to this Contract shall be in writing and signed by both parties. The parties agree that this Contract is a binding contract and shall be governed by the laws of the State of Texas.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes beyond its reasonable control or control of contractors appointed by Freeman. Freeman shall not be responsible for events or causes beyond its reasonable control or control of contractors appointed by Freeman. Freeman shall not be responsible for events or causes beyond its reasonable control or control of contractors appointed by Freeman.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of packing, packaging system or procedure for that property. Shipper shall make the decision as to whether or not it is necessary to improve the packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental control, in order to maintain the physical possession of Freeman for in-transit shipments and after-arriving shipments, and in the event property has been placed in the possession of the Consignee or its designee. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Shipper refuses to receive a shipment at the time of tender, the property shall be returned to Freeman. Any claims made by Shipper for damage or loss of such property are hereby waived.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, damaged or otherwise not received, Freeman's maximum liability shall be the amount of the declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, the limitation on the declared value for carriage of the said property has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, the item of damage at free value of $15,000.00 or less, shall be the maximum recoverable amount for loss or damage. The maximum liability of Freeman for cargo damaged by fire (including smoke), is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property if the property is destroyed.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION. Shipper shall be responsible for ensuring that the property is properly packaged and that all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final determination by the arbitrator(s) may be entered by any court having jurisdiction thereof.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for delay of delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given to the claimant that Freeman has denied the claim or part of the claim specified in the notice. For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciable value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

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

EXHIBIT TRANSPORTATION

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

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

• Shipping Information

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
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<tbody>
<tr>
<td>Crates (wooden)</td>
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<tr>
<td>Cartons (cardboard)</td>
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<tr>
<td>Cases/Trunks (color</td>
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<td>Other</td>
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Size of largest piece: (H) (W) (L)

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

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the Warehouse

FREEMAN / Exhibiting Company Name / Booth #
World Millwork Alliance 2019 Annual Convention & Tradeshows
C/O: FREEMAN C/O LEGACY TRANSPORTATION
855 E GREG ST, STE 103
SPARKS, NV 89431

MUST BE DELIVERED BY SEPTEMBER 30, 2019

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #
World Millwork Alliance 2019 Annual Convention & Tradeshows
C/O: FREEMAN

PEPPERMILL RENO
2707 S VIRGINIA ST
RENO, NV 89502

CANNOT BE DELIVERED BEFORE OCTOBER 06, 2019

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 # (476298)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the nearest 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

• All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.

• Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.

• The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

• Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.

• At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

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

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

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

• Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.

• To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.

• Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handing Agreement and labels will be available for pick up at the Freeman Service Center.

• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.

• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.

• For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

• Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.

• Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.

• Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

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

• All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES
(may not be available in all locations)

• Cranes

• Accessible storage at show site

• Exhibit transportation services (see enclosed brochure)

• Security storage at show site

• Short-term and long-term warehouse storage

• Local pick-up and delivery

• Priority empty return
Material Handling Services

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

**Special Handling:** Material delivered 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.

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

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

**Overtime:**
(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.)

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### Rate Classifications:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
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</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$80.50</td>
<td>161.00</td>
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<tr>
<td>Special Handling Shipment</td>
<td>$104.75</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$120.75</td>
<td>241.50</td>
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<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
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</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$75.25</td>
<td>150.50</td>
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<tr>
<td>Special Handling Shipment</td>
<td>$98.00</td>
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<td>Uncrated or Pad Wrapped Shipment</td>
<td>$113.00</td>
<td>226.00</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$113.00</td>
<td>226.00</td>
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<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$40.00</td>
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</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>
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<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
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<tr>
<td>Warehouse Shipment after SEPTEMBER 30, 2019</td>
<td>$20.25</td>
<td>40.50</td>
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<tr>
<td>Show Site Shipment after Show Opening</td>
<td>$19.00</td>
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<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
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<tr>
<td>Crated or Skidded Shipment</td>
<td>$19.00</td>
<td>38.00</td>
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<tr>
<td>Special Handling Shipment</td>
<td>$24.50</td>
<td>49.00</td>
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<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$28.25</td>
<td>56.50</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
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<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
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Shipments returned to warehouse after close of show (1,000 lb minimum)*... $31.75 317.50

*In addition to above rates.

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<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
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<th>Estimated Total Cost (200 lb. Min.)</th>
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*In addition to above rates.
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.
TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN C/O LEGACY TRANSPORATION
855 E GREG ST, STE 103
SPARKS, NV 89431

WAREHOUSE

World Millwork Alliance 2019 Annual Convention & Tradeshow

BOOTH NO: _______ NO. _____ OF _____ PCS

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

EXHIBITOR NAME

C/O: FREEMAN

PEPPERMILL RENO

2707 S VIRGINIA ST

RENO, NV 89502

SHOW SITE

World Millwork Alliance 2019 Annual Convention & Tradeshow

EVENT: ____________________________

BOOTH NO: __________ NO. _____ OF _____ PCS

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

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth. It’s about designing a beacon.
Fairfax Sofa & La Brea Chairs
10’x10’ Booth

10’x10’ Munich Sectional Booth
10’x20’ Malba Café & Bench Theater Booth
Power Up In Style.

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

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

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

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

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

Powered Tables

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

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

Sydney Powered Cocktail Tables
48"L 26"D 18"H
E) 82073 (white)
F) 82076 (black)
Powered Banquettes.

Modular System

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

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

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

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

815119 Half Bench Ottoman
(white, vinyl)
39"L 22"D 18"H
Powered Pedestals

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

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

Powered Tech Desk

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

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

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

D) 85062 24”L 24”D 42”H
   (black)

Wireless Charging Table, Powered
E) 820710
   (white, AC plug-in)
   20”L 20”D 18”H
Soft Seating

Create Engaging Booth Environments

HOPI
(gray linen)
810140, Chair
21”L 25”D 34”H
830150, Loveseat
48”L 25”D 34”H

REGIS
82075 End Table
(brushed metal)
16”L 15.5”D 16.5”H

PEDESTAL
85063
Powered Locking
(white)
24”L 24”D 42”H

HEDGE
7 ft 85030
7’ Boxwood Hedge
36.5”L 12”D 84”H

CAFÉ TABLE
8201233
Hydraulic Chrome Base
(laminate white top)
30”Round 29”H

MARCHE
815159 Swivel Ottoman
(blue fabric)
17”RND 18”H

10’x20’ Hopi Lounge & Zenith Café Booth
Soft Seating Collections

NAPLES
A) 810119 Chair (black vinyl) 36"L 30"D 33.25"H
B) 830119 Sofa (black vinyl) 86"L 28"D 30"H
C) 830120 Loveseat (black vinyl) 61"L 30.5"D 28"H

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

BAJA
A) 81050 Chair (white vinyl) 36"L 30.5"D 28.5"H
B) 83019 Sofa (white vinyl) 86"L 28"D 30"H
C) 83020 Loveseat (white vinyl) 61"L 30.5"D 28.5"H

visit freeman.com | 9
Munich Collection
Modular Seating to Design Custom Exhibits

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>810150</td>
<td>Munich Corner Chair (gray fabric)</td>
<td>26&quot;L x 27&quot;D x 28.5&quot;H</td>
</tr>
<tr>
<td>810151</td>
<td>Munich Armless Chair (gray fabric)</td>
<td>22.5&quot;L x 27&quot;D x 28.5&quot;H</td>
</tr>
<tr>
<td>830200</td>
<td>Munich Armless Loveseat (gray fabric)</td>
<td>45&quot;L x 27&quot;D x 28.5&quot;H</td>
</tr>
<tr>
<td>830201</td>
<td>Munich Sectional 3pc. (gray fabric)</td>
<td>93.5&quot;L x 27&quot;D x 28.5&quot;H</td>
</tr>
</tbody>
</table>

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

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

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

Denotes Powered Products
Soft Seating Collections

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

TANGIERS
A) 830118 Sofa
   (beige textured)
   78"L 37"D 36"H
B) 810118 Chair
   (beige textured)
   34"L 37"D 36"H
C) 830220 Loveseat
   (beige textured)
   57.5"L 37"D 37"H

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

SOUTH BEACH
(platinum suede)
A) 8301 Sofa
   69"L 29"D 33"H
B) 8151 Ottoman
   25"L 31"D 18"H

visit freeman.com
Accent Chairs

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

KEY WEST
8103 Chair
(black)
31"L 31"D 31"H

LA BREA
810874 Chair
(charcoal grey, fabric)
35"L 27"D 40"H

WENTWORTH
810145 Chair
(brown vinyl)
32.1"L 26"D 31.5"H

AURA
820844 Round Table
(white metal)
15" Round 22"H
Accent Chair Styles

Madrid Chair
A) 81816
(white vinyl)
30"L 30"D 31"H
B) 8102
(black vinyl)
30"L 30"D 31"H
C) 810949
Fairfax Chair
(white vinyl, brushed metal)
27" L 26"D 30"H
D) 810151
Munich Armless Chair
(gray fabric)
22.5"L 27" D 28.5"H
E) 810140
Hopi Chair
(gray linen)
21" L 25"D 34"H
F) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs

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

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

**ZENITH**
A) 810851 Chair (white, chrome) 18.25"L 22"D 32"H  
B) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30”RND 29"H

**LAGUNA**
C) 810861 Chair (maple, chrome) 18"L 19"D 34"H  
D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

**MALBA**
A) 810131 Chair (gray)  
B) 810130 Chair (green)

**MARINA**
17.5"L 19.5"D 35"H  
A) 810164 (white vinyl)  
B) 810160 (black vinyl)  
C) 810161 (brown fabric)  
D) 810162 (ocean blue fabric)  
E) 810163 (red fabric)
Mix & Match

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

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

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

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

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

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

D) 81063
   Altura Guest Chair
   (black crepe)
   25"L 20"D 34"H

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

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

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

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

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

J) 81089
   Diamond Side Chair
   (black)
   21"W X 23"L X 32"H

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

Visit freeman.com
Ottomans

Vibe Cube
18"L 18"D 18"H

A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
Styles & Shapes

**Marche Swivel Ottomans**
17” RND 18”H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158 (pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155 (rose quartz fabric)
H) 815152 (linen fabric)
I) 815153 (raspberry fabric)
J) 815157 (meadow green fabric)
K) 815160 (orange fabric)

**Marche Swivel**
17” RND 18”H
A) 815156 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)
H) 815119 (white vinyl)
39” L 22” D 18” H

**ENDLESS Square**
34” L 34” D 15” H
I) 815123 (black)
J) 815122 (white)

**ENDLESS Curved**
60.5” L 37.5” D 15” H
K) 815952 (black)
L) 815953 (white)

**Beverly Bench**
60” L 20” D 18” H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)
H) 815119 (half bench)
39” L 22” D 18” H

**Ring**
(4 ottoman seats)
(white vinyl)
72” RND 18” H

**N) 81526 Edge LED Cube**
(white plastic)
19” L 19” D 19” H
A/C power only

**O) 82074 Regis Bench**
(brushed metal)
47” L 15.5” D 16” H
**Accent Tables**

**ALONDRA**

**Cocktail Table**
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

**End Table**
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

**GEO**

**Cocktail Table**
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

**End Table**
20"L 20"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
### Styles & Shapes

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

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

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

#### Silverado Tables
- **(glass, chrome)**
  - **K) 82015** End Table
    - **24” Round 22”H**
  - **L) 82014** Cocktail Table
    - **36” Round 17”H**

#### Oliver Tables
- **(walnut finish)**
  - **M) 82088** End Table
    - **22” Round 22”H**
  - **N) 82087** Cocktail Table
    - **47”L 27”D 19”H**

#### Aura Round Table
- **O) 820844** (white metal)
  - **15” Round 22”H**

#### Edge LED Cube Table
- **P) 82057** (plexi top, white plastic)
  - **20”L 20”D 20”H**
  - **A/C power only**

#### Wireless Charging Table, Powered
- **Q) 820710** (white, AC plug-In)
  - **20”L 20”D 18”H**

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**Available in Power**

[Visit freeman.com](http://freeman.com)
Café Tables

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

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

30" Round Café Tables
A) 898240
Standard Black Base (red top) 30" RND 29" H
B) 898895 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5" H

A) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30" RND 29" H
B) 810130 Malba Chair (green) 20"L 20"D 32" H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

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

Café Tables
Standard Black Base
30" RND 29"H
A) 8201220 (white)
also available
820265 (Madison/gray acajou)
820941 (blue)
820943 (wood)

Café Tables
Hydraulic Chrome Base
30" RND 29"H
B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

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

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

C) 72063 Chelsea butcher block-top café table
(oak) 30"RND 30"H
also available
72064 36"RND 30"H

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

A) 8201222
30" Round Bar Table
(white top, chrome hydraulic base)
30"RND 45"H

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

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

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

E) 820930
30" Round Bar Table
(blue top, chrome hydraulic base)
30"RND 45"H

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

G) 820240 30"
Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

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

22 | visit freeman.com
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

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

A. 720163 Chelsea butcher block-top bistro
   (oak) 30”RND 42”H
   also available
   720164 36”RND 42”H

B. 810922 (graphite nebula)
   also available
   8201207 (maple)
   820920 (red)
   820930 (blue)
   820932 (wood)
   820924 (silver)
   36” RND 45”H
   820125 (white)
   8201211 (graphite nebula)
   8201205 (maple)

C) 720163 Chelsea butcher block-top bistro
   (oak) 30”RND 42”H
   also available
   720164 36”RND 42”H

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

E) 72070 SOHO blacktop bistro
   (black) 24”RND 42”H
   also available
   72068 36”RND 42”H

F) 810953 Apex Barstools
   (red vinyl) 21”L 21”D 33”H
Barstools

LIFT Barstools
15” Round 23–33.5”H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)
Styles & Shapes

Mix & Match

A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)
E) 810840 (white, chrome)
F) 810834 (black, chrome)
G) 810104 (black, chrome)
H) 810103 (white, chrome)
I) 810201 Oslo Barstool (white) 17" L 20" D 45" H
J) 810848 Christopher Barstool (white vinyl, chrome) 19" L 15" D 41" H
K) 810202 Shark Barstool (white, chrome) 22" L 19" D 34-44" H
L) 810850 Zenith Barstool (white, chrome) 19" L 20" D 44" H
M) 81092 Lucent Barstool (frosted, acrylic) 22" L 22.5" D 45.5" H
N) 810860 Laguna Barstool (maple, chrome) 18" L 20" D 47" H
O) 81080 Blade Barstool (red) 20.5" L 20.125" D 40.5" H
P) 81081 (sky blue)
Q) 71088 Black Diamond Stool (black) 22" W X 18" L X 46" H
R) Gas Lift Stool w/ arms 24" W X 20" L X 46" H
S) 810839 Rustique Barstool (gunmetal) 13" L 13 " D 30" H

Blade Barstool

Butcher Block-Top Bistro

LIMERICK® Stool BY HERMAN MILLER™

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# Conference Tables

### MADISON

- **C)** 820261 5’ Table
  - 60”L x 48”W x 29”H

- **D)** 820262 8’ Table
  - 96”L x 48”W x 29”H

- **E)** 820263 10’ Table
  - 120”L x 48”W x 29”H

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### 42” Round Conference Table

- **A)** 820708 (white laminate)
- **B)** 820260 (Madison/gray acajou)

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Visit [freeman.com](http://freeman.com)
Styles & Shapes

Atomic Round Tables (glass, chrome)
A) 8201225 42" RND 30" H
B) 8201224 36" RND 30" H

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

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

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

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

J) 810946 Pro Executive High Back Chair (black vinyl) 25" L, 24" D, 48" H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24" L, 22" D, 40" H Adjustable

Mix & Match

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Executive Seating

Pro Executive High Back Chair
25" L 24" D 48" H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

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

Task Stool
810135 (black fabric)
27.5" L 27.5" D
Adjustable height

Gas Lift Chair
24" W X 20" L X 38" H
A) 71045 (gray, adjustable)
71046 w/ arms

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

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

Visit freeman.com
Communal and Powered Tables
Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Bar Tables

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

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

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

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820951 (grommets)
White Top
C) 820953 (grommets)
820956 (solid)
Black Top
E) 820952 (solid)

Cafe´ Tables

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

Ventura Communal Cafe Tables (silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820960 (grommets)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)

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Office Essentials

MADISON
A) 84075 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza
   (gray acajou) 60"L 20"D 29"H
C) 810135 Task Stool
   (black fabric) 22.5"L 22.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive
   High Back Chair
   (white classic vinyl) 25"L 24"D 48"H Adjustable

visit freeman.com
Tech Powered Desk

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

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

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

Denotes AC and USB charging outlets

Lighting & Shelving

A. 850708 Floor Lamp 18" RND 55"H
B. 850707 Table Lamp 16" RND 26"H

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

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

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

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

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

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

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

810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H
**Midtown Bar**
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

**Lighted & Greenery Products**

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

**A) 81526 Edge LED Cube Ottoman**
(white plastic)
20”L 20”D 20”H
A/C power only

**B) 820857 Edge LED Cube Table**
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only

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

**A) 850101**
(unlighted)

**B) 850100**
(lighted with plug-in)

**C) 7 ft 85030**
7’ Boxwood Hedge
36.5”L 12”D 84”H

**D) 4 ft 85035**
4’ Boxwood Hedge
46”L 9”D 47”H

visit freeman.com
Draped or Undraped
Tables & Counters

Table-top Colors

black  blue  brown  gray  plum

green  flax  gold  white  red

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

Sizing Chart*

*Table and counter widths are available in select cities

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

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

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

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

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

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

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

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

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

4th Side | Table Draped 42"
12404642  Drape Table 4th Side  6' X 42"
12404842  Drape Table 4th Side  8' X 42"
A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

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

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

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

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

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

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

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

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

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

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

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

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

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

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

REFRIGERATORS
F) 8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 38"L X 64"H

G) 8983000
Small Refrigerator
(brown) 4.0 cu feet
20"W X 22"L X 33"H
Show & Office Accessories

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

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

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

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

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

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

G) 220143
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H

H) 220106
Corrugated Wastebasket
(black)
Nationwide Service

24 hours a day, 7 days a week, 365 days a year. Visit us at freeman.com or call 1.888.508.5058 for customer service.

FREEMAN® Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make FREEMAN® Trade Show Furnishings your furniture solution.
NAME OF SHOW: World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

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

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**SOFT SEATING**

Naples Group - Black Vinyl

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**CASUAL SEATING**

Ottomans

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

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**NAME OF SHOW:** World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME :**

**PHONE #:**

**E-MAIL ADDRESS :**

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### Draped Tables & Counters

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### Pedestal Tables - Soho Series

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### Pedestal Tables - Chelsea Series

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# Pedestal Tables

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

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

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<td>Display Cylinder - Black - Low</td>
<td>193.00</td>
<td>212.30</td>
<td>270.20</td>
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<tr>
<td></td>
<td>75021</td>
<td>Display Cylinder - Black - Medium</td>
<td>205.75</td>
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<tr>
<td></td>
<td>75022</td>
<td>Display Cylinder - Black - High</td>
<td>233.20</td>
<td>256.50</td>
<td>326.50</td>
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<tr>
<td></td>
<td>75030</td>
<td>Display Cube - Black - 12&quot; Small</td>
<td>218.30</td>
<td>240.15</td>
<td>305.60</td>
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<td></td>
<td>75031</td>
<td>Display Cube - Black - 18&quot; Medium</td>
<td>218.30</td>
<td>240.15</td>
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<tr>
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<td>75032</td>
<td>Display Cube - Black - 24&quot; Large</td>
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<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk - Black</td>
<td>392.55</td>
<td>431.80</td>
<td>549.55</td>
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<tr>
<td></td>
<td>72056</td>
<td>Display Counter - Black</td>
<td>392.95</td>
<td>432.25</td>
<td>550.15</td>
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**Total Cost**

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

---

Asterisk indicates item is a Freeman Select furnishing.
### ACCESSORIES

**PERFBOARDS / BULLETIN BOARDS**

<table>
<thead>
<tr>
<th>Qty</th>
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<td></td>
<td>1020178</td>
<td>1/2 M x 8'H Single Side-Vert</td>
<td>159.80</td>
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<tr>
<td></td>
<td>1020179</td>
<td>1 M x 8'H Single Side-Vert (Gray)</td>
<td>159.80</td>
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<tr>
<td></td>
<td>1020180</td>
<td>4' x 8' Single Side-Horz</td>
<td>212.40</td>
<td>233.65</td>
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**GRIDS**

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<tr>
<td></td>
<td>100308</td>
<td>4&quot; Single Hook</td>
<td>2.70</td>
<td>2.95</td>
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<tr>
<td></td>
<td>100309</td>
<td>6&quot; Single Hook</td>
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<td>2.95</td>
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<tr>
<td></td>
<td>100310</td>
<td>8&quot; Single Hook</td>
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<tr>
<td></td>
<td>100311</td>
<td>12&quot; Shelf Bracket</td>
<td>17.55</td>
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<tr>
<td></td>
<td>100312</td>
<td>7-Ball Waterfall Arm</td>
<td>32.80</td>
<td>36.10</td>
<td>45.90</td>
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**GRID ACCESSORIES**

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<td>100313</td>
<td>3-Ball Waterfall Arm</td>
<td>27.50</td>
<td>30.25</td>
<td>38.50</td>
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<td></td>
<td>100314</td>
<td>5-Ball Waterfall Arm</td>
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<td>32.30</td>
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<td></td>
<td>100315</td>
<td>7-Ball Waterfall Arm</td>
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<tr>
<td></td>
<td>100316</td>
<td>Cleaver Clip</td>
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<td>6.20</td>
<td>7.90</td>
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<tr>
<td></td>
<td>100317</td>
<td>4&quot; Single Hook</td>
<td>2.70</td>
<td>2.95</td>
<td>3.80</td>
<td></td>
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<tr>
<td></td>
<td>100318</td>
<td>6&quot; Single Hook</td>
<td>2.70</td>
<td>2.95</td>
<td>3.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100319</td>
<td>8&quot; Single Hook</td>
<td>2.70</td>
<td>2.95</td>
<td>3.80</td>
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**GRID LEGS**

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<tbody>
<tr>
<td></td>
<td>100320</td>
<td>Collapsible Security Container</td>
<td>303.65</td>
<td>334.00</td>
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<tr>
<td></td>
<td>100321</td>
<td>Fish Bowl</td>
<td>38.50</td>
<td>42.35</td>
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<tr>
<td></td>
<td>100322</td>
<td>Ticket Tumbler - Small</td>
<td>117.00</td>
<td>128.70</td>
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<tr>
<td></td>
<td>100323</td>
<td>Garment Rack</td>
<td>127.60</td>
<td>140.35</td>
<td>178.65</td>
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<tr>
<td></td>
<td>100324</td>
<td>4-way Slant Arm</td>
<td>159.80</td>
<td>175.80</td>
<td>223.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100325</td>
<td>2-way Straight Arm</td>
<td>127.10</td>
<td>139.80</td>
<td>177.95</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

| | | | | |
| + | 8.265 % Tax | = | Total Cost |

---

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

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

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 16, 2019
FROM THE GROUND UP

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

Sustainability Tip:

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

• Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
• Diverse customization options guarantee the fulfillment of your brand standards
• All carpet and padding is manufactured with recycled material
• Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
• Renting carpet from Freeman minimizes your shipping footprint.
PRESTIGE CARPET
Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

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

black*  cardinal  charcoal*  cream  gray pearl*
navy*  toast  wedgewood  white*
*Colors available in both 28 oz. and 40 oz.

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

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

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

black  blue  gray  green  latte
midnight blue  plum  red  red pepper  tuxedo

Actual colors may vary slightly

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

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

Orders received after the deadline or without payment will be charged the Standard price.

Include the Freeman Method of Payment Form with your order.

---

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

---

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>Classic Carpet</td>
<td>$262.25</td>
<td>$288.50</td>
<td>$367.15</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>Classic Carpet</td>
<td>$524.50</td>
<td>$576.95</td>
<td>$734.30</td>
<td></td>
</tr>
<tr>
<td>10' x 30'</td>
<td>Classic Carpet</td>
<td>$786.75</td>
<td>$865.45</td>
<td>$1,101.45</td>
<td></td>
</tr>
<tr>
<td>10' x 40'</td>
<td>Classic Carpet</td>
<td>$1,049.00</td>
<td>$1,153.90</td>
<td>$1,468.60</td>
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<tr>
<td>10' x 10'</td>
<td>Carpet Padding - Single Layer</td>
<td>$87.00</td>
<td>$95.70</td>
<td>$121.80</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>Carpet Padding - Single Layer</td>
<td>$174.00</td>
<td>$191.40</td>
<td>$243.60</td>
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</tr>
<tr>
<td>10' x 30'</td>
<td>Carpet Padding - Single Layer</td>
<td>$261.00</td>
<td>$287.10</td>
<td>$365.40</td>
<td></td>
</tr>
<tr>
<td>10' x 40'</td>
<td>Carpet Padding - Single Layer</td>
<td>$348.00</td>
<td>$382.80</td>
<td>$487.20</td>
<td></td>
</tr>
<tr>
<td>10' x 10'</td>
<td>Carpet Padding - Double Layer</td>
<td>$174.00</td>
<td>$191.40</td>
<td>$243.60</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>Carpet Padding - Double Layer</td>
<td>$348.00</td>
<td>$382.80</td>
<td>$487.20</td>
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</tr>
<tr>
<td>10' x 30'</td>
<td>Carpet Padding - Double Layer</td>
<td>$522.00</td>
<td>$574.20</td>
<td>$730.80</td>
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<tr>
<td>10' x 40'</td>
<td>Carpet Padding - Double Layer</td>
<td>$696.00</td>
<td>$765.60</td>
<td>$974.40</td>
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<tr>
<td>Plastic Covering</td>
<td>(price per sq. ft.)</td>
<td>$.50</td>
<td>$.55</td>
<td>$.70</td>
<td></td>
</tr>
</tbody>
</table>

**9' CLASSIC CARPET, PADDING & PLASTIC COVERING**

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

---

**Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 16, 2019.**

---

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

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>Tax</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>$8,265.00</td>
<td>8.265%</td>
<td>$9,013.00</td>
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NAME OF SHOW: World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
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</thead>
<tbody>
<tr>
<td>CONTACT NAME:</td>
<td>PHONE #:</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Sample:

<table>
<thead>
<tr>
<th>Booth Size: 10 x 25 = 250 sq. ft. @</th>
<th>$2.80</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Per sq. ft.</td>
<td>$2.80</td>
<td>$3.10</td>
<td>$3.90</td>
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<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
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#### PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

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

Sample:

<table>
<thead>
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<th>Booth Size: 250 sq. ft. @ $3.50</th>
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</table>

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

- Black □  Cardinal □  Charcoal □  Cream □  Gray Pearl □  Navy □  Toast □  Wedgewood □  White

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$3.50</td>
<td>$3.85</td>
<td>$4.90</td>
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<tr>
<td>Over 700 sq. ft.</td>
<td>$3.20</td>
<td>$3.50</td>
<td>$4.50</td>
<td></td>
</tr>
<tr>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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

- Black □  Charcoal □  Gray Pearl □  Navy □  White

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$4.00</td>
<td>$4.40</td>
<td>$5.60</td>
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<tr>
<td>Over 700 sq. ft.</td>
<td>$3.65</td>
<td>$4.00</td>
<td>$5.10</td>
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<tr>
<td>Booth Size: ___ x ___ = _____ sq. ft.</td>
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### CARPET Padding - includes delivery, material handling, installation and removal

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

Sample:

<table>
<thead>
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<th>Booth Size: 10 x 25 = 250 sq. ft. @</th>
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<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$.95</td>
<td>$1.05</td>
<td>$1.35</td>
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<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$.65</td>
<td>$.70</td>
<td>$.90</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.90</td>
<td>$2.10</td>
<td>$2.70</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.30</td>
<td>$1.40</td>
<td>$1.80</td>
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**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub- Total</th>
<th>8.265% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Assistance, please call (775) 355-4600 to speak with one of our experts.

**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>
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<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.40</td>
<td>.55</td>
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<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.80</td>
<td>1.10</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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<th>Qty (sq. ft.)</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>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.65</td>
<td>.90</td>
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### PORTER SERVICE  *(per day)*

<table>
<thead>
<tr>
<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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</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>115.40</td>
<td>161.55</td>
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<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>142.70</td>
<td>199.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>167.55</td>
<td>234.55</td>
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<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
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</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**

\[
\text{Sub-Total} + \text{N/A} \times \text{Tax} = \text{Total Cost}
\]
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.
CLASSIC CARPET

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

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

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

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

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 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.

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

**SmartFabric Exhibits**

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>
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</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td></td>
<td>$2,155.00</td>
<td>$3,017.00</td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td></td>
<td>$4,155.00</td>
<td>$5,817.00</td>
</tr>
</tbody>
</table>

**SmartFabric Rental Exhibit**

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

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

**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>
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<td></td>
<td>10’ x 10’ Frame Only Unit</td>
<td></td>
<td>$1,410.00</td>
<td>$1,974.00</td>
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<td></td>
<td>10’ x 20’ Frame Only Unit</td>
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<td>$2,350.00</td>
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**Accessories**

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<th>Standard</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td>$65.00</td>
<td>$91.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs.)</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$20.00</td>
<td>$28.00</td>
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</table>

TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8,265</th>
<th>% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

**Discount Price Deadline Date**

**September 16, 2019**

Include the Freeman Method of Payment Form with your order.
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

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 5

10 X 20

10 X 10

PACKAGE 6

10 X 20

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

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

### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10’ x 10’</th>
<th>Discount Price</th>
<th>10’ x 20’</th>
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<tr>
<td>Package 1</td>
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<td>3,515.40</td>
<td>□</td>
<td>4,921.55</td>
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<td>Package 2</td>
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<td>□</td>
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<td>Package 3</td>
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<td>Package 4</td>
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<td>3,735.05</td>
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<td>Package 5</td>
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<td>□</td>
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<tr>
<td>Package 6</td>
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<td>2,546.25</td>
<td>□</td>
<td>3,564.75</td>
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</table>

### 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
- Vegas
- White
- White Perforated

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
- Red
- Teal
- White
- Green
- PMS Color
- 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
- Recyclable Graphics
- Graphics & Custom Logo
- White Eco-Board

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.265% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

For fast, easy ordering, go to www.freeman.com
**NAME OF SHOW:** World Millwork Alliance 2019 Annual Convention & Tradeshows / October 8 - 9, 2019

**DISCOUNT PRICE DEADLINE DATE**
**SEPTEMBER 16, 2019**

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

<table>
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<tr>
<th>Qty</th>
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<th>Description</th>
<th>Discount Price</th>
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<tr>
<td></td>
<td></td>
<td><strong>LIGHT FIXTURES</strong> (electrical service &amp; labor to install lights not included)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>137.60</td>
<td>192.65</td>
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</tr>
<tr>
<td></td>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>233.40</td>
<td>326.75</td>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>GONDOLAS</strong></td>
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<tr>
<th>Qty</th>
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<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>SHELVES</strong> (use only on rentals)</td>
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<thead>
<tr>
<th>Qty</th>
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<th>Standard Price</th>
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<tbody>
<tr>
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<td><strong>LITERATURE POCKETS</strong></td>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>ACCESSORIES FOR RENTAL UNITS</strong></td>
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<table>
<thead>
<tr>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td></td>
<td></td>
<td><strong>CABINETS &amp; LOCKS</strong></td>
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<th>Standard Price</th>
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<td><strong>SHELVES</strong></td>
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<td></td>
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<td><strong>LITERATURE POCKETS</strong></td>
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<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL COST</strong></td>
<td></td>
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</tr>
</tbody>
</table>

|     |        | Sub-Total                          | 8.265% Tax      | Total Cost      |        |

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

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

07/17 (476298)
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
NAME OF SHOW: World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

COMPANY NAME: ____________________________

CONTACT NAME: ____________________________

E-MAIL ADDRESS: ____________________________

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

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

L X W = sq. ft. $ 15.80 per sq. ft. discount price

sq. ft. _______ x _______ = $ _______

$ 23.70 per sq. ft. standard price

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

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

File Information:
Electronic File Name ____________________________

Application ____________________________
PMS Colors ____________________________

Backling Material:
Freeman Foam (Foamcore) Masonite
Freeman PVC (PVC) Plexi
Freeman HD Foam (Gatorfoam) Freeman Honeycomb (Eco-Board)
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.

Indicate your sign copy here:
Vertical ____________________________ Horizontal ____________________________ Use Your Judgment For Sign Layout ____________________________

Background Color: ____________________________

Lettering Color: ____________________________

TOTAL COST
Sub-Total ____________________________ + 8.265 % Tax = Total Cost ____________________________
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:
- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:
- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

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

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

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

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (775) 355-4600 for assistance.
To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Freeman's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

### EXHIBIT LABOR
Freeman, as show contractor, has jurisdiction for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

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

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

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

To secure labor, please utilize the labor forms enclosed.

### FREIGHT HANDLING
Freeman, as show contractor, has jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Freeman will not be responsible for any material it does not handle.

An exhibitor may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.

### GRATUITIES
Freeman requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Freeman employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage, and tipping is not an accepted company policy.

### IN GENERAL
Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Freeman’s jurisdiction or practices must be directed to a Freeman company management representative.
**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>$ 93.50</td>
<td>$ 131.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday..........................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and observed holidays........</td>
<td>$ 140.25</td>
<td>$ 196.50</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 man - 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</th>
<th>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>
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</thead>
<tbody>
<tr>
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<td>x</td>
<td></td>
<td>@ $</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

---

**DISMANTLE LABOR**

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

  Emergency contact: __________________________________________________________________________
  Phone Number: ____________________________

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

  Supervisor will be: __________________________________________________________________________
  Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>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>
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<tbody>
<tr>
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<td>x</td>
<td></td>
<td>@ $</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________________
Tax = $ (N/A)
Total 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: | Shipped Separately |
| Comments: | |

| Special Tools/Hardware Required: | |

**OUTBOUND SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>SHIP TO:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select a Carrier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Exhibit Transportation:</td>
</tr>
<tr>
<td>No need to schedule your outbound shipment.</td>
</tr>
<tr>
<td>Charges will appear on your Freeman invoice.</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments.</td>
</tr>
<tr>
<td>Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Level of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day: Delivery next business day</td>
</tr>
<tr>
<td>2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>Deferred: Delivery within 3-5 business days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freight Charges:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as ship to</td>
</tr>
<tr>
<td>Bill To:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Shipment Options (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have loading dock</td>
</tr>
<tr>
<td>Inside delivery</td>
</tr>
<tr>
<td>Pad wrap required</td>
</tr>
<tr>
<td>Do not stack</td>
</tr>
</tbody>
</table>

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

**PLEASE NOTE:** Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
**NAME OF SHOW:** World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019

**COMPANY NAME**

**CONTACT NAME**

**E-MAIL ADDRESS**

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

---

**FORKLIFT RIGGING EQUIPMENT AND LABOR**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$181.75</td>
<td>$254.50</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$272.75</td>
<td>382.00</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$194.00</td>
<td>271.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$291.00</td>
<td>407.50</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$220.25</td>
<td>308.50</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$330.50</td>
<td>462.75</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$252.50</td>
<td>343.50</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$378.75</td>
<td>530.25</td>
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</tbody>
</table>

**RIGGERING LABOR**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$93.50</td>
<td>131.00</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$140.25</td>
<td>196.50</td>
</tr>
</tbody>
</table>

**VEHICLE SPOTTING**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>257024</td>
<td>Vehicle Spotting (Round Trip)</td>
<td>$220.25</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

---

FY18 R_S 476298
ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it’s an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show’s electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don’t underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.
The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>1500-2000</td>
</tr>
</tbody>
</table>
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*

3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

**SHOW NAME _______________________________________________________ DATES ___________________
COMPANY NAME ___________________________________________________ BOOTH # _________________

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot  
20 x 20 use 1 square = 1/2 foot  
40 x 40 use 1 square = 1 foot
SAMPLE LAYOUTS

IN LINE BOOTHs
Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet =

<table>
<thead>
<tr>
<th>#401</th>
<th>#405</th>
<th>#407</th>
<th>#409</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 peninsula</td>
<td>10 x 20 in line booth</td>
<td>10 x 10 in line booth</td>
<td>10 x 10 in line booth</td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#504</td>
<td>#506</td>
<td>#508</td>
<td>#510</td>
</tr>
</tbody>
</table>

Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations must be included. Examples based on above floor plan:

20 x 20 Peninsula – Booth #401
Order = 2-10 amp, 1-20 amp outlets

10 x 20 In Line – Booth #409
Order = 2 x 5 amp outlets

Please place outlets in front corners of booth

BACKWALL
ISLAND BOOTHs

Electrical layouts are always required for island booths and **must include** the following information:

1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than x x x) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

   ![Section of show floor plan](image)

   **20 x 20 Island – Booth # 401**
   Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets

   ![Booth 401 layout](image)

   **Booth 407**
   Main Drop & 208 volt, 3 phase 10 amp 2 ft in from side

   ![Booth 506 layout](image)

   **Booth 506**
   20 amp In bottom corner
For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

<table>
<thead>
<tr>
<th>110/120 VOLT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td><strong>Price</strong></td>
</tr>
<tr>
<td><strong>Show</strong></td>
<td><strong>24 Hr.</strong></td>
</tr>
<tr>
<td>500 Watts (5 amps)</td>
<td>712.50</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td>215.25</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>285.00</td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th><strong>208 VOLT THREE PHASE (Labor Required for Connection)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td><strong>Show</strong></td>
</tr>
<tr>
<td>20 Amps</td>
</tr>
<tr>
<td>30 Amps</td>
</tr>
<tr>
<td>60 Amps</td>
</tr>
<tr>
<td>100 Amps</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $6.50 per Amp (20 Amp Min.)

**480 VOLT THREE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th><strong>480 VOLT THREE PHASE (Labor Required for Connection)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td><strong>Show</strong></td>
</tr>
<tr>
<td>20 Amps</td>
</tr>
<tr>
<td>30 Amps</td>
</tr>
<tr>
<td>60 Amps</td>
</tr>
<tr>
<td>100 Amps</td>
</tr>
<tr>
<td>200 Amps</td>
</tr>
</tbody>
</table>

**LIGHTING (Price Includes Power & Labor for Installation)**

<table>
<thead>
<tr>
<th><strong>Lighting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Light Stand (200w)</strong></td>
</tr>
<tr>
<td><strong>Double Light Stand (400w)</strong></td>
</tr>
<tr>
<td><strong>4’ Tracklight (3 lights)</strong></td>
</tr>
<tr>
<td><strong>Overhead Quartz Light</strong></td>
</tr>
</tbody>
</table>

*Note: Overhead light installation fee is $155.75 per light for pre-show orders and $226.65 per light for on site orders*

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Center.

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:**

**SEPTEMBER 16, 2019**

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTH**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTH**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTH**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

**TOTAL COST**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outlet(s)</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>8.265% Tax</strong></td>
<td>$ N/A</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.

2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.

3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.

4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.

5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.

6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (e.g., power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

7. Exhibitor’ equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors’ equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.

8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.

9. Power sharing is not permitted between exhibitors.

10. For Equipment:

   All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

   For Lighting:

   Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

### LOCATION OF POWER IN YOUR BOOTH

**In-Line and Peninsula Booths**

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

- **In-Line Booths / Peninsula**: ![Diagram of In-Line Booths / Peninsula]
- **Back to Back Peninsula**: ![Diagram of Back to Back Peninsula]

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

**Island Booths / Multiple Outlets**

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.
FLOOR WORK:
Complete Before: Date__________ Time_________.
Work is completed prior to your arrival. Freeman must receive
detailed blue prints/floor plans for power distribution under
carpet.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:
Distribution of electrical overhead (more than one drop
location in your booth).
Distribution of electrical through booth structure.
Mounting of plasmas/LCD monitors and lights.
Connection or hard wiring of all exhibitor equipment.
Lighting used as spot or flood lights.
Assembly and installation of all lighting from truss or
beams (including assembly and hanging of truss).
Wiring of overhead signs.
Installation of electrical headers and/or light boxes.
Other_______________________________________

LABOR RATES & SCHEDULE:
Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday
Overtime: 5:00 P.M. to 8:00 A.M Monday through Friday and all day Saturday, Sunday and Observed Holidays.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$119.75</td>
<td>$167.75</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$179.75</td>
<td>$251.75</td>
</tr>
<tr>
<td>Scissor Lift w/crew - ST</td>
<td>$315.25</td>
<td>$441.50</td>
</tr>
<tr>
<td>Scissor Lift w/crew - OT</td>
<td>$473.00</td>
<td>$662.25</td>
</tr>
<tr>
<td>Condor w/crew - ST</td>
<td>$490.75</td>
<td>$687.25</td>
</tr>
<tr>
<td>Condor w/crew - OT</td>
<td>$736.25</td>
<td>$1030.75</td>
</tr>
<tr>
<td>Forklift w/operator - ST</td>
<td>$181.75</td>
<td>$254.50</td>
</tr>
<tr>
<td>Forklift w/operator - OT</td>
<td>$272.75</td>
<td>$382.00</td>
</tr>
</tbody>
</table>

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour. This applies to Electrician labor only; equipment/crews will be charged a one hour minimum.

LABOR REQUEST
Date__________ Time__________ # Electrician_____ Est. # Hours_____ Floor Work_______ Booth Work_______
Date__________ Time__________ # Electrician_____ Est. # Hours_____ Floor Work_______ Booth Work_______
Date__________ Time__________ # Electrician_____ Est. # Hours_____ Floor Work_______ Booth Work_______
Date__________ Time__________ Est. # Hours_____ Lift Type________
Date__________ Time__________ Est. # Hours_____ Lift Type________

NAME OF ON-SITE CONTACT:________________________________________________________________________________
Special Instructions:_________________________________________________________________________________________
_________________________________________________________________________________________________________
PRINT NAME: _______________________________________
AUTHORIZED SIGNATURE:____________________________

BOOTH WORK:
Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other_______________________________________

NAME OF SHOW: World Millwork Alliance 2019 Annual Convention & Tradeshow / October 8 - 9, 2019
COMPANY NAME:____________________________________________________________ BOOTH #:__________________________
CONTACT NAME:________________________________________________________ PHONE #:__________________________
E-MAIL ADDRESS:_______________________________________________________________________________________
For Assistance, please call (775) 355-4600 to speak with one of our experts.
For fast, easy ordering, go to www.freeman.com
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman service center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
# Audio Visual General Rate Sheet

## Event/Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Daily Rate</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECTION SCREENS</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6’ Tripod</td>
<td></td>
<td>$20.00</td>
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<tr>
<td>8’ Tripod</td>
<td></td>
<td>$25.00</td>
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</tr>
<tr>
<td>12’ Cradle</td>
<td></td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7x10 Fastfold w/Drape</td>
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<td>7x13 Fastfold w/Drape</td>
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<td>9x12 Fastfold w/Drape</td>
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<td>9x16 Fastfold w/Drape</td>
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<td>10x14 Fastfold w/Drape</td>
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<tr>
<td>10x18 Fastfold * (Flown)</td>
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<td>$400.00</td>
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<tr>
<td>12x21 Fastfold * (Flown)</td>
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<td>$500.00</td>
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<td>30x20 *** (Flown)</td>
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<td>10x80 *** (Flown)</td>
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<tr>
<td>3K Lumen</td>
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<td>5K Lumen</td>
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<td>$700.00</td>
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<td>10K Lumen</td>
<td></td>
<td>$750.00</td>
<td></td>
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<tr>
<td>12K Lumen**</td>
<td></td>
<td>$800.00</td>
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<td>26K Lumen**</td>
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<tr>
<td><strong>PRESENTATION ACCESSORIES &amp; AUDIO</strong></td>
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<tr>
<td>Laptop Computer</td>
<td></td>
<td>$230.00</td>
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<tr>
<td>Navigator PP Remote</td>
<td></td>
<td>$25.00</td>
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<td>25’ VGA Extension Cable</td>
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<td>VGA Splitter</td>
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<tr>
<td>PC Audio Patch</td>
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</tr>
<tr>
<td>Wired Mic / Stand</td>
<td></td>
<td>$25.00</td>
<td></td>
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<tr>
<td>Wireless Mic / Lavallier</td>
<td></td>
<td>$100.00</td>
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<tr>
<td>8 Channel Mixer</td>
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<td>$50.00</td>
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<tr>
<td>24 Channel Mixer *</td>
<td></td>
<td>$175.00</td>
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<tr>
<td>Small Sound System **</td>
<td></td>
<td>$125.00</td>
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<tr>
<td>Audio Patch</td>
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<tr>
<td>Press Box</td>
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<td>$40.00</td>
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<tr>
<td>AV Cart/Table</td>
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<td>$25.00</td>
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</table>

## Dates of Use:

<table>
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<tr>
<th>Item</th>
<th>Qty</th>
<th>Daily Rate</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONITORS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” Monitor-Table Stand</td>
<td></td>
<td>$150.00</td>
<td></td>
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</tr>
<tr>
<td>40” Monitor (w/ Stand)</td>
<td></td>
<td>$250.00</td>
<td></td>
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<tr>
<td>52” Monitor (w/ Stand)</td>
<td></td>
<td>$300.00</td>
<td></td>
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<tr>
<td>90” Monitor (w/ Stand)</td>
<td></td>
<td>$800.00</td>
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<tr>
<td>Audio Monitor</td>
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<tr>
<td><strong>PLAYBACK</strong></td>
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<tr>
<td>1/2” VCR</td>
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<td>DVD Player</td>
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<td>$50.00</td>
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</tr>
<tr>
<td>CD Player</td>
<td></td>
<td>$50.00</td>
<td></td>
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</tr>
<tr>
<td>Cassette Player</td>
<td></td>
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</tr>
<tr>
<td>Blu-Ray Player</td>
<td></td>
<td>$75.00</td>
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</tr>
<tr>
<td><strong>VIDEO CAMERAS &amp; SWITCHERS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sony PWD 350 XD Cam**</td>
<td></td>
<td>$650.00</td>
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<tr>
<td>Sony HDR FX7 DVCam**</td>
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<tr>
<td>Screen Pro II HD Switcher**</td>
<td></td>
<td>$500.00</td>
<td></td>
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<tr>
<td>ImagePro HD Processor **</td>
<td></td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TELEPHONE &amp; INTERNET</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Analog Phone Line</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Speed Internet Drop</td>
<td></td>
<td>$255.00</td>
<td></td>
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</tr>
<tr>
<td>Polycom Teleconference Unit</td>
<td></td>
<td>$75.00</td>
<td></td>
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</tr>
<tr>
<td>Comrex Digital Hybrid Interface</td>
<td></td>
<td>$200.00</td>
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<tr>
<td><strong>LIGHTING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Wash</td>
<td></td>
<td>$200.00</td>
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<tr>
<td>Podium Lighting</td>
<td></td>
<td>$20.00</td>
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<tr>
<td>Head Table Lighting</td>
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<td>$40.00</td>
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## Rates Subject To Change

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Daily Rate</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
</table>

## Total Charges:

If an item you want is not on this list, please contact us to make special arrangements. Weekly rate is equal to 3 day rental.

Contact Name: ____________________________  
Phone: ____________________________  
Fax: ____________________________  
Email: ____________________________  
Address: ____________________________  

* Items require set up labor.  
** Items require Peppermill Operator. Labor pricing is subject to change if contract labor is required to support your event.  
*** Items require specific Projectors

Method of Payment:

Hotel Acct: ____________________________  
Room: ____________________________  
MC, Visa, AmEx  
Exp: ____________________________  
CVV#2: ____________________________  
Print Name as it appears on Card: ____________________________  
Signature: ____________________________  

updated 3/1/2016
# Plant/Floral Order Form for Trade Shows and Special Events

<table>
<thead>
<tr>
<th>Item</th>
<th>At Site Price</th>
<th>Advance Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Green Plant: 2’ to 3’ Height</strong></td>
<td>$42.00</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Green Plant: 3’ to 4’ Height</strong></td>
<td>$54.00</td>
<td>$45.00</td>
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</tr>
<tr>
<td><strong>Green Plant: 4’ to 5’ Height</strong></td>
<td>$66.00</td>
<td>$55.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Green Plant: 5’ to 6’ Height</strong></td>
<td>$78.00</td>
<td>$65.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Green Plant: 6’ to 7’ Height</strong></td>
<td>$90.00</td>
<td>$75.00</td>
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</tr>
<tr>
<td><strong>Green Plant: 7+ Height</strong> Quote Only</td>
<td>Quote Only</td>
<td>Quote Only</td>
<td></td>
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<tr>
<td><strong>Ivy/Fern: Small Size</strong></td>
<td>$30.00</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ivy/Fern: Medium Size</strong></td>
<td>$36.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ivy/Fern: Large Size</strong></td>
<td>$42.00</td>
<td>$35.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Blooming Plant: Mum (6” Pot)</strong></td>
<td>$22.00</td>
<td>$18.00</td>
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</tr>
<tr>
<td><strong>Blooming Plant: Azalea (6” Pot)</strong></td>
<td>$27.00</td>
<td>$22.00</td>
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</tr>
<tr>
<td><strong>Blooming Plant: Other (8” Pot)</strong></td>
<td>Quote Only</td>
<td>Quote Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Floral Arrangement: Small Size</strong></td>
<td>$54.00</td>
<td>$45.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Floral Arrangement: Medium Size</strong></td>
<td>$78.00</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Floral Arrangement: Large Size</strong></td>
<td>$114.00</td>
<td>$95.00</td>
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<td></td>
</tr>
</tbody>
</table>

**Nevada State Sale Tax %8.265 (Floral Arrangements Only)**

**Total Payment Enclosed** $________________________

**Company Info:**

**Event Name**_________________ **Event Location**_________________ **Event Date**__________

**Booth#**_________ **Delivery Date**_________________ **Rental End Date**_________________

**Representative Name**_________________ **Company Name**_________________

**Billing Address**________________________________________ **Phone**_________________

**Fax**_________________ **Payment Method** _VISA _MC _AMEX _CHECK

**Credit Card#**_________________ **Expiration Date (Month/Year)**________

**Amount to Be Charged:**$_________________ **Authorized Signature**_________________

---

*Please fill out completely and fax or mail to Giraffe Inc.*

*All orders will be delivered during show set up time, in the order in which orders are received.*

*Orders must be received 14 days prior to show opening date for advance pricing and to guarantee availability.*

*Winter weather can cause shipping delays or cancellations of products. Giraffe Inc. is not responsible for the non-fulfilling of this order due to natural calamities, civil disorder, or disaster in areas where our products originate.*

*SPECIALTY PLANTS MAY NOT BE AVAILABLE ON SHOW DATE AND SUBSTITUTIONS MAY OCCUR AT GIRAFFE INC.'S DISCRETION.*

*All items are for rental only, for the duration of the show/event.*