SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ booth will be set with 8’ high black back drape, 3’ high black side dividers, 1 - wastebasket, daily vacuuming, electrical and a one-line identification sign.

BOOTH FURNITURE PACKAGE 1
• 1 - 6’ or 4’ black draped table (Please refer to the enclosed Booth Package Form to indicate your table size preference. A 6’ table will be provided if the form is not submitted.)
• 2 - black diamond arm chairs

BOOTH FURNITURE PACKAGE 2
• 1 - black bistro table (42” x 36” diameter)
• 2 - black diamond stools

* Please contact Micki Allen, mickiallen@marac.com, with your choice by Thursday, February 21, 2019.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by FEBRUARY 25, 2019.

SHOW SCHEDULE: Preliminary - schedule is subject to be changed by show management at any time

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ
Saturday March 16 3:00 p.m. - 5:00 p.m.
Sunday March 17 8:00 a.m. - 3:00 p.m.

EXHIBIT HOURS
Sunday March 17 5:30 p.m. - 7:30 p.m.
Monday March 18 10:00 a.m. - 5:00 p.m.
Tuesday March 19 10:00 a.m. - 4:00 p.m.
Wednesday March 20 10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ
Wednesday March 20 3:01 p.m. - 8:00 p.m.

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

For your convenience, the rates listed on the Material Handling Order Form include all inbound overtime charges. In addition, labor and outbound services provided after 4:30 p.m. on Wednesday, March 20, will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by 8:00 p.m. on Wednesday, March 20.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 6:00 p.m. on Wednesday, March 20.
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
850 Spice Island Drive
Sparks, NV 89431
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 FEBRUARY 25, 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:
SAGEEP 2019
Exhibiting Company Name
Booth # ____________
C/O FREEMAN / TRIUMPH
330 SE Division Pl
Portland, OR 97202

Freeman will accept crated, boxed or skidded material beginning **FEBRUARY 14, 2019** at the above address. Material arriving after **MARCH 11, 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:
SAGEEP 2019
Exhibiting Company Name
Booth # ____________
PORTLAND MARRIOTT DOWNTOWN WATERFRONT HOTEL
C/O FREEMAN
1401 SW Naito Pkwy
Portland, OR 97201

Freeman will receive shipments at the exhibit facility beginning **MARCH 16, 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
Order early to take advantage of advance order discount rates, place your order by FEBRUARY 25, 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 you booth. This can cause serious injury or damage to materials.

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on 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.
Booth Furniture Package
**ONE Includes:**
- 1 - 6’ or 4’ black draped table
- 2 - black diamond arm chairs
- 8’ high black back drape
- 3’ high black side dividers
- 1 - wastebasket
- ID sign

Booth Furniture Package
**TWO Includes:**
- 1 - black bistro table (42” x 36” diameter)
- 2 - black diamond stools
- 8’ high black back drape
- 3’ high black side dividers
- 1 - wastebasket
- ID sign
SAGEEP – Portland 2019
Booth Package 1

Booth Package Includes:

1 – Black Draped Table (Please indicate table size)
2 – Black Diamond Arm Chairs
1 – Wastebasket
Nightly Cleaning

Table size choice: (Choose one)
4’ __________ or 6’ __________

If a table selection is not submitted, a 6’ table will be supplied!

Company Name: _______________________________
Contact:  ______________________________________
Phone #:  ______________________________________
Booth #:  ______________________________________
Email:  ________________________________________

Please return form by
Thursday, February 21, 2019 to:
Micki Allen
Marac Enterprises
mickiallen@marac.com
Phone:  905.474.9118
Fax:  905.474.1968
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

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

Supplies and Ordering
• Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
• Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
• Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
• Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

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

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

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
FIRE MARSHAL’S RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal’s Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal’s office.

2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.

3. Booths with canopies larger than 10’ x 10’ are not allowed unless approved by the Fire Marshal’s Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.

4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.

5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well. All natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Each fireplace must additionally have a Carbon Monoxide detector with alarm and a protective barrier to safeguard against risk of being burned. No wood burning fireplaces are permitted.

6. Portable space heaters are not allowed unless approved by the Fire Marshal’s Office.

7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.

8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.

9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.

10. Empty cardboard boxes are not to be stored within booths overnight.

11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.
NAME OF SHOW: SAGEEP 2019 / MARCH 17 - 20, 2019

COMPANY NAME: 

BOOTH #: 

ADDRESS: 

BOOTH SIZE: X 

CITY/STATE/ZIP: 

PHONE: 

EXT.: 

FAX #: 

SIGNATURE: 

PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

Check if you are a new Freeman customer

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

METHOD OF PAYMENT

BY SUBMITTING THIS FORM 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 (478041) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

ACCOUNT NO.: EXP. DATE: 

CARDHOLDER NAME (PRINT): 

SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

ENTER TOTALS HERE

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

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

• Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

07/17 (478041)
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 #:  CITY/STATE/ZIP:

PHONE:  EXT:  FAX:

CONTACT’S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:  CONTACT NAME:

THIRD PARTY BILLING ADDRESS:  CITY/STATE/ZIP:

PHONE:  EXT:  FAX:

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS  MASTERCARD  VISA  We do not accept credit card information via email.

ACCOUNT NO:  EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):  CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:  CITY/STATE/ZIP:
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 (including Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event.

PAYMENT & LABOR

If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is reselling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. 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 any 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 directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
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 unpackaged materials, bar codes, cellophane, cardboard, carpeting, cartons, cases, crates, dealers, displays, drapes, electronic equipment, except Freematic packaging, freestanding, freight, furniture, glass, graphic materials, hanging systems, hazards materials, high-value items, handles, labels, literature, materials, materials loaded after Freeman’s warehouse, or to an event site for which Freeman is the Official Show Contractor, or any order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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 empty labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman will not be liable for loss or damage to crates or containers or their contents while same are in empty container storage.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. Freeman is not responsible or liable for any loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s booth at show site or before they have been picked up for reloading at the conclusion of the event. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items on the bills of lading. 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 transmission 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.

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 responsible or liable for any loss, damage, theft, or disappearance of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including but not limited to reason of force of nature or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to wait Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $50.00 (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 damage, whether such damages are direct, indirect, or related to, or arise in any other connection 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, and shall not be liable for any claim arising from the transmission 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.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier Only, and are in no way an extension of Freeman’s maximum liability stated herein. 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 costs) relating to such rerouting and handling. 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 wait Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under Federal, State, County or Local ordinance and/or Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOU AS EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, and affiliated contacts, including any contractors appointed by Freeman. The term “Shipper” means the person or business who contracted for services, or for whom any services were contracted for, including the consignor or consignee. “Freeman” is responsible for cargoes that result in excess damage to a shipment. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman’s liability for cargo lost, damaged or otherwise adversely affected thereby, plus transportation charges (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), is limited to a maximum declared value of $500.00 (USD): (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture; (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing; (c) baseball cards, stamps, coins, other collectibles, and other items of like nature; (d) and other inherently fragile or unique items, including prototypes, etc. If the integrity of the shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense. Freeman shall not be responsible for damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense. In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract shall be governed by the laws of the State of Texas, without giving effect to the State’s conflict of laws rules. Freeman and Shipper agree that ALL CLAIMS OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, WHETHER BASED IN CONTRACT, TORT OR OTHERWISE, SHALL BE ARBITRATED IN DALLAS, TEXAS, AND THE UNITED STATES ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. THIS AGREEMENT TO LIQUIDATE OR SETTLE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

9. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract, and that Shipper will have no control over the property after it is delivered to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming a transport or storage charge.
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes any person or business ultimately responsible for payment of freight charges, consignee, and any tax or excise representative, and agents, successors, 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 property is consigned for delivery.

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 each agree that the provisions of this Contract follow the interpretation of law of the state in which the property is loaded. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or the acts or omissions of Fleet. Freeman is not liable to transport by any particular schedule, means, vehicle, or otherwise other than with reasonable dispatch.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war, confiscation, or loss or damage resulting from the failure of shipper to correctly label the property or floor it for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, or any loose items in a container or package, or for the loss or damage of any loose, boxed, cartoned, or packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls or, where environmental controls are specified, only in a temperature-controlled environment. Physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility for maintaining the condition of the property has been placed in the possession of the Consignee or the Consignee’s 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.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, damaged, or destroyed, Freight will be only acceptable liability for loss or damage to or from these packages. "Freeman’s Maximum Liability Will Never Be More Than $100,000 Per Shipment." Shipper understands that if Shipper is not able to participate or fully participate in a Show due to loss of, theft, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, indirect damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, false statements, or misrepresentations, violation of contract or warranty, or however, or whatever the claim may be for, or whatever the loss may come from, or however or whenever the claim is made.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION. This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM’S LENGTH SALE, OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED IN THE SHIPMENT. SHIPPER AGREES THAT FREEMAN’S MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. SHIPPER AGREES THAT FREEMAN’S MAXIMUM LIABILITY WILL NEVER BE MORE THAN $500.00 (USD): (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolor, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, fans, and fur-trimmed clothing; (c) Furniture, not otherwise specifically described, not antique furniture, and not excessive value, except to the extent otherwise described in this section; (d) Glassware, silverware, silver and silver-plated tableware, giftware, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other uninsured, unbonded, or impersonally packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximum allowed herein null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximum does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Shipper understands that if Shipper is not able to participate or fully participate in a Show due to loss of, theft, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, indirect damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, false statements, or misrepresentations, violation of contract or warranty, or however, or whenever the claim may be for, or whatever the loss may come from, or however or whenever the claim is made.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the delivery of the property (or of the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by the claimant to Freeman that has disclosed the claim or any part or parts of the claim specified therein. In all cases, written notice must state the nature of the claim and must include the name and address of the party making the claim and the claimant’s estimate of the amount of plus or minus five (5) percent of the property’s value. Claims may be filed by the Consignee’s agent without notice of loss or damage to property being served on Freeman within 5 business days of receipt of the property. It is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was received in good order and condition as they were when in damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred. For shipping containers designed for repeated use (tradehow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman’s maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the current 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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

__________________________

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #
SAGEEP 2019
C/O: FREEMAN / TRIUMPH
330 SE DIVISION PL
PORTLAND, OR 97202
MUST BE DELIVERED BY MARCH 11, 2019

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #
SAGEEP 2019
C/O: FREEMAN
PORTLAND MARRIOTT DOWNTOWN WATERFRONT
1401 SW NAITO PKWY
PORTLAND, OR 97201
CANNOT BE DELIVERED BEFORE MARCH 16, 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 # __________________________
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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

OTHER AVAILABLE FREIGHT SERVICES

(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

For your convenience, the rates listed below include all inbound overtime charges

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum - Includes Inbound Overtime)
Crated or Skidded Shipment .......................................................... $137.50 275.00
Special Handling Shipment ......................................................... $178.75 357.50
Carpet and/or Pad Only Shipment ................................................ $206.25 412.50

Show Site Shipment (200 lb. minimum - Includes Inbound Overtime)
Crated or Skidded Shipment .......................................................... $143.00 286.00
Special Handling Shipment ......................................................... $186.00 372.00
Uncrated or Pad Wrapped Shipment .......................................... $214.50 429.00
Carpet and/or Pad Only Shipment ................................................ $214.50 429.00

Small Package - Maximum weight is 30 lbs per shipment*
Per Shipment .............................................................................. $ 40.00

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)
Warehouse Shipment after MARCH 11, 2019 ............................... $27.25 54.50
Show Site Shipment after Show Opening ...................................... $28.75 57.50

Overtime Charge - Outbound (in addition to above rates)
Crated or Skidded Shipment ........................................................ $28.75 57.50
Special Handling Shipment ......................................................... $37.25 74.50
Uncrated or Pad Wrapped Shipment .......................................... $43.00 86.00
Carpet and/or Pad Only Shipment ................................................ $43.00 86.00

Shipments returned to warehouse after close of show (1,000 lb minimum)* $30.50 305.00

* In addition to above rates.

For Assistance, please call (775) 355-4600 to speak with one of our experts.
Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on “Estimate My Material Handling Costs”. From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE 
HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE 
ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: SAGEEP 2019 / MARCH 17 - 20, 2019
COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: 
DELIVERY ADDRESS: 

CITY: 
STATE/PROVINCE: 
ZIP/POSTAL CODE: 

PHONE#: 
ATTN: 

SPECIAL INSTRUCTIONS: 

BILL TO: 
Same as Ship to: 
COMPANY NAME: 
DELIVERY ADDRESS: 

CITY: 
STATE/PROVINCE: 
ZIP/POSTAL CODE: 

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation
☐ Other Carrier

Select a Level of Service:

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

Select Shipments Options (if applicable)

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

Select Desired Number of Labels: 

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

07/17 (478041)
TO: ________________________________  EXHIBITOR NAME

C/O: FREEMAN / TRIUMPH
     330 SE DIVISION PL
     PORTLAND, OR 97202

WAREHOUSE

EVENT: SAGEEP 2019

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.
FIRST-CLASS FURNISHINGS

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

BLACK DIAMOND ARMCHAIR [ESSENTIALS]
71090
20"W 21"D 33"H

BLACK DIAMOND SIDE CHAIR [ESSENTIALS]
71089
21"W 23"D 32"H

BLACK DIAMOND STOOL [ESSENTIALS]
71088
23"W 18"D 46"H

LIMERICK® CHAIR BY HERMAN MILLER [ESSENTIALS]
gray 210108
18"W 17.75"D 33"H

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

LIMERICK® STOOL BY HERMAN MILLER [ESSENTIALS]
gray 210109
18"W 17.75"D 44"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
DISPLAY CYLINDERS  ESSENTIALS
black

low 75020
30"W  15"H

medium 75021
18"W  20"H

high 75022
24"W  36"H
Available in rectangular sizes.

ORION COMPUTER KIOSK  ESSENTIALS
black 75079
28"L  28"D  40.5"H
Computer not included.

Soho Series

BLACK-TOP CAFÉ  ESSENTIALS
72069
24" Round  30"H

72067
36" Round  30"H

BLACK-TOP MINI  ESSENTIALS
72066
18" Round  18"H

Chelsea Series

BLACK-TOP BISTRO  ESSENTIALS
72070
24" Round  42"H

72068
36" Round  42"H

BUTCHER BLOCK-TOP CAFÉ  ESSENTIALS
72063
30" Round  30"H

72064
36" Round  30"H

BUTCHER BLOCK-TOP BISTRO  ESSENTIALS
720163
30" Round  42"H

720164
36" Round  42"H

BRUSHED ALUMINUM EASEL  ESSENTIALS
220134
26" W  62"H
when open

CORRUGATED WASTEBASKET  ESSENTIALS
220106

WASTEBASKET  ESSENTIALS
220107
Wastebasket color may vary.
DRAPE OR UNDRAPED TABLES & COUNTERS

<table>
<thead>
<tr>
<th>TABLES</th>
<th>24&quot;D 30&quot;H</th>
<th>3'L 4'L 6'L 8'L</th>
<th>Draped</th>
<th>124330</th>
<th>124430</th>
<th>124630</th>
<th>124830</th>
<th>Draped on Fourth Side</th>
<th>12404630</th>
<th>12404830</th>
<th>Undraped</th>
<th>125330</th>
<th>125430</th>
<th>125630</th>
<th>125830</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTERS</td>
<td>24&quot;D 42&quot;H</td>
<td>3'L 4'L 6'L 8'L</td>
<td>Draped</td>
<td>124342</td>
<td>124442</td>
<td>124642</td>
<td>124842</td>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td>Undraped</td>
<td>125342</td>
<td>125442</td>
<td>125642</td>
<td>125842</td>
</tr>
<tr>
<td>TABLES*</td>
<td>30&quot;D 30&quot;H</td>
<td>3'L 4'L 6'L 8'L</td>
<td>Draped</td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
<td>130830</td>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
</tr>
<tr>
<td>COUNTERS*</td>
<td>30&quot;D 42&quot;H</td>
<td>3'L 4'L 6'L 8'L</td>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
<td>130842</td>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
</tr>
</tbody>
</table>

*Table and counter widths available in select cities

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

black  blue
brown  green
flax   gold
gray  plum
red  white

ESSENTIALS

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>71090</td>
<td>Black Diamond Arm Chair ..........</td>
<td>174.60</td>
<td>192.05</td>
<td>244.45</td>
<td></td>
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<tr>
<td></td>
<td>71089</td>
<td>Black Diamond Side Chair .........</td>
<td>144.25</td>
<td>158.70</td>
<td>201.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71088</td>
<td>Black Diamond Stool ..............</td>
<td>174.60</td>
<td>192.05</td>
<td>244.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>210108</td>
<td>Limerick® Chair...................</td>
<td>97.90</td>
<td>107.70</td>
<td>137.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>by Herman Miller</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210109</td>
<td>Limerick® Stool...................</td>
<td>149.70</td>
<td>164.85</td>
<td>209.60</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>by Herman Miller</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75020</td>
<td>Black Display Cylinder/Low.......</td>
<td>220.35</td>
<td>242.40</td>
<td>308.50</td>
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<tr>
<td></td>
<td>75021</td>
<td>Black Display Cylinder/Medium....</td>
<td>238.10</td>
<td>261.90</td>
<td>333.35</td>
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<tr>
<td></td>
<td>75022</td>
<td>Black Display Cylinder/High......</td>
<td>256.55</td>
<td>282.20</td>
<td>359.15</td>
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<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk.............</td>
<td>421.80</td>
<td>464.00</td>
<td>590.50</td>
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<tr>
<td></td>
<td>72069</td>
<td>Cafe Table 24&quot;W x 30&quot;H ..........</td>
<td>181.40</td>
<td>199.55</td>
<td>253.95</td>
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<tr>
<td></td>
<td>72067</td>
<td>Cafe Table 36&quot;x30&quot;..............</td>
<td>238.05</td>
<td>261.85</td>
<td>333.25</td>
<td></td>
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<tr>
<td></td>
<td>72066</td>
<td>Mini Table 18&quot;W x 18&quot;H..........</td>
<td>128.25</td>
<td>141.10</td>
<td>179.55</td>
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<tr>
<td></td>
<td>72070</td>
<td>Bistro Table 24&quot;x42&quot;.............</td>
<td>236.35</td>
<td>260.00</td>
<td>330.90</td>
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<tr>
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<td>72068</td>
<td>Bistro Table 36&quot;x42&quot;.............</td>
<td>267.65</td>
<td>294.40</td>
<td>374.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72063</td>
<td>Cafe Table 30&quot;W x 30&quot;H ..........</td>
<td>238.10</td>
<td>261.90</td>
<td>333.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>720163</td>
<td>Bistro Table 30&quot;W x 42&quot;H .......</td>
<td>267.70</td>
<td>294.45</td>
<td>374.80</td>
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</tr>
<tr>
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<td>720164</td>
<td>Bistro Table 36&quot;W x 42&quot;H .......</td>
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<td>294.45</td>
<td>374.80</td>
<td></td>
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<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel ..................</td>
<td>61.55</td>
<td>67.70</td>
<td>86.15</td>
<td></td>
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<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket ..........</td>
<td>27.70</td>
<td>30.45</td>
<td>38.80</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pedestal Tables - Soho Series - Black Top

- 72069: Cafe Table 24"W x 30"H
- 72067: Cafe Table 36"x30"
- 72066: Mini Table 18"W x 18"H
- 72070: Bistro Table 24"x42"
- 72068: Bistro Table 36"x42"
- 72063: Cafe Table 30"W x 30"H
- 720163: Bistro Table 30"W x 42"H
- 720164: Bistro Table 36"W x 42"H

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

- 72069: Cafe Table 30"W x 30"H
- 720163: Bistro Table 30"W x 42"H
- 720164: Bistro Table 36"W x 42"H

### Miscellaneous

- 220134: Aluminum Easel
- 220106: Corrugated Wastebasket

### Draped Tables & Counters - Tables are 24" wide

- 12430: Draped Table 3'L x 30"H
- 12440: Draped Table 4'L x 30"H
- 12460: Draped Table 6'L x 30"H
- 12480: Draped Table 8'L x 30"H
- 12404630: 4th Side Drape 6'L x 30"H
- 12404830: 4th Side Drape 8'L x 30"H
- 124342: Draped Counter 3'L x 42"H
- 124442: Draped Counter 4'L x 42"H
- 124642: Draped Counter 6'L x 42"H
- 124642: Draped Counter 8'L x 42"H

### Undraped Tables & Counters - Tables are 24" wide

- 12530: Undraped Table 3'L x 30"H
- 12540: Undraped Table 4'L x 30"H
- 12560: Undraped Table 6'L x 30"H
- 12580: Undraped Table 8'L x 30"H
- 125342: Undraped Counter 3'L x 42"H
- 125442: Undraped Counter 4'L x 42"H
- 125642: Undraped Counter 6'L x 42"H
- 125842: Undraped Counter 8'L x 42"H

### Special Drape

- 12103: Special Drape 3'H (per ft.)
- 12108: Special Drape 8'H (per ft.)

### 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.

### TOTAL COST

- Sub-Total: [Calculate total cost]
- 0% Tax
- Total Cost

For assistance, please call (775) 355-4600 to speak with one of our experts.
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.

- **SLATWALL**
- **COLORED PANELS**
- **SHELVES**
- **BLACK METAL**
- **CABINETS**
Booth Panel Options – Color Options Included with Rental Package

black fabric  blue fabric  gray fabric  white  white 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.
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>Discount Price</th>
<th>Standard Price</th>
<th>10' x 10'</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>3,275.35</td>
<td>4,585.50</td>
<td>10' x 20'</td>
<td>6,240.15</td>
<td>8,736.20</td>
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<td>Package 2</td>
<td>1,889.70</td>
<td>2,645.60</td>
<td>10' x 20'</td>
<td>3,607.25</td>
<td>5,050.15</td>
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<tr>
<td>Package 3</td>
<td>2,628.55</td>
<td>3,679.95</td>
<td>10' x 20'</td>
<td>5,011.15</td>
<td>7,015.60</td>
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<tr>
<td>Package 4</td>
<td>2,789.45</td>
<td>3,905.25</td>
<td>10' x 20'</td>
<td>5,316.70</td>
<td>7,443.40</td>
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<tr>
<td>Package 5</td>
<td>2,464.60</td>
<td>3,450.45</td>
<td>10' x 20'</td>
<td>4,699.60</td>
<td>6,579.45</td>
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<td>Package 6</td>
<td>2,570.45</td>
<td>3,598.65</td>
<td>10' x 20'</td>
<td>4,900.85</td>
<td>6,861.20</td>
</tr>
</tbody>
</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
- White
- Teal
- White Perfboard

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
- Green
- Red
- Font Type

Indicate exactly how you want your company name to appear:

**ENHANCE YOUR EXHIBIT**

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

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

**TOTAL COST**

\[
\text{Sub-Total} + 0 \% \text{ Tax} = \text{Total Cost}
\]
NAME OF SHOW: SAGEEP 2019 / MARCH 17 - 20, 2019

COMPANY NAME: 

CONTACT NAME: 

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

ACCESSORIES FOR RENTAL UNITS

<table>
<thead>
<tr>
<th>LIGHTS (use only on rentals)</th>
<th>SHELVES (use only on rentals)</th>
<th>CABINETS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GONDOLAS</th>
<th>RADIUS CABINET (does not have doors)</th>
<th>LITERATURE POCKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Qty</th>
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<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
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| LIGHT FIXTURES (electrical service & labor to install lights not included) |
|-----------------------------|-------------------------------|----------|
|                             |                               |          |

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<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
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<table>
<thead>
<tr>
<th>CABINETS &amp; LOCKS</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
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<th>GONDOLAS</th>
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<thead>
<tr>
<th>SHELVES</th>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Standard Price</th>
<th>Total</th>
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<table>
<thead>
<tr>
<th>LITERATURE POCKETS</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total  + 0% Tax  = Total Cost</td>
</tr>
</tbody>
</table>

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 (478041)
UNION REGULATIONS

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

CARPENTERS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. Full time employees of the exhibiting companies may set their own exhibits without assistance in a booth no larger than 10' x 20' provided the exhibit can be set up without the use of power tools or ladders. This does not apply to the unpacking and placement of your merchandise.

If your exhibit is larger than 200 sq. ft., you must use union personnel which can be supplied by the Official Decorating Contractor.

MATERIAL HANDLING

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.
NAME OF SHOW:____________________________________________________
COMPANY NAME:____________________________________________________
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

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></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$123.75</td>
<td>$173.25</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$222.25</td>
<td>$311.25</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.
• Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

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

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)
Supervisor will be: __________________________ Phone Number: __________________________

<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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<tr>
<td>Freeman Supervision (30%/45.00)</td>
<td>$</td>
<td></td>
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<tr>
<td>Tax</td>
<td>N/A</td>
<td></td>
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<tr>
<td>Total Installation</td>
<td>$</td>
<td></td>
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</tbody>
</table>

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>
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<td>Freeman Supervision (30%/45.00)</td>
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<tr>
<td>Tax</td>
<td>N/A</td>
<td></td>
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<td></td>
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<tr>
<td>Total Dismantle</td>
<td>$</td>
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<td></td>
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</tr>
</tbody>
</table>

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.
NAME OF SHOW: SAGEEP 2019 / MARCH 17 - 20, 2019  
COMPANY NAME:  
BOOTH#:  
CONTACT NAME:  
PHONE#:  

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

<table>
<thead>
<tr>
<th>INBOUND SHIPPING &amp; SET UP INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight will be shipped to Warehouse</td>
</tr>
<tr>
<td>Total No. of:</td>
</tr>
<tr>
<td>Setup Plan/Photo: Attached</td>
</tr>
<tr>
<td>Carpet: With Exhibit</td>
</tr>
<tr>
<td>Electrical Placement:</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OUTBOUND SHIPPING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics: With Exhibit</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

Special Tools/Hardware Required: 

Select a Carrier:  
☐ Freeman Exhibit Transportation:  
☐ Other Carrier:  
No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.  
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

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

Freight Charges:  
☐ Same as ship to  
Bill To:  

Select Shipment Options (if applicable)  
☐ Have loading dock  
☐ Inside delivery  
☐ Pad wrap required  
☐ Lift gate required  
☐ Air ride required  
☐ Residential  
☐ Do not stack  

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.
### FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time:** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime:** 4:30 P.M. to 8:00 A.M Monday through Friday and all day Saturday, Sunday and Observed Holidays.

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

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>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>$241.50</td>
<td>$338.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$205.25</td>
<td>$287.50</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$250.25</td>
<td>$350.50</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$236.25</td>
<td>$330.75</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$296.00</td>
<td>$414.50</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$194.25</td>
<td>$272.00</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$252.25</td>
<td>$353.25</td>
</tr>
</tbody>
</table>

<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>$148.50</td>
<td>$208.00</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$222.75</td>
<td>$312.00</td>
</tr>
</tbody>
</table>

**RIGGING LABOR**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>257024</td>
<td>Vehicle Spotting (Round Trip)</td>
<td>$368.00</td>
<td></td>
</tr>
</tbody>
</table>

### INSTALLATION

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

Describe work to be done:

- **Sub-Total**
- **Tax**
- **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**
- **Total**
SAGEEP 2019

Exhibit Setup Date ____________________ Exhibit Tear Down Date ____________________________

Company/Exhibitor ________________________________________ Booth# ___________________

Contact Name ______________________________________________________________________

E-mail Address _____________________________________________________________________

Address ___________________________________________________________________________

City ___________________________________ State __________ Zip _____________________

Phone# _______________________________ Fax # _____________________________________
# Exhibit Guide

## AUDIO EQUIPMENT (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JBL Powered Loudspeaker w/Stand</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SM-58 Hardwire Microphone w/Stand</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UHF Wireless Microphone (Handheld or Lavaliere)</td>
<td>$155.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Channel Mono Mixer</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.

## VIDEO EQUIPMENT (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HD Flat Panel Display Package:</td>
<td>$575.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes: HD 52” Flat Panel LCD Display, Display Stand, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HD Flat Panel Video Package:</td>
<td>$475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes: HD 46” Flat Panel LCD Display, Display Stand, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
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<td></td>
</tr>
</tbody>
</table>

## COMPUTER, INTERNET & PHONE EQUIPMENT (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PC Laptop Computer</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Polycom Speaker Phone</td>
<td>$185.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Phone setup charges do not include usage fees.

<table>
<thead>
<tr>
<th>Equipment Total</th>
<th>Enter →</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Charge</td>
<td>x 24%</td>
<td>$</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

A 24% Service Charge applies to all items with the exception of labor.
Exhibit Guide

CREDIT CARD AUTHORIZATION

Please make your selection below and email or fax completed to:
Encore Event Technologies:
FAX: (503) 499.6393
EMAIL: eventspdx@encore-us.com

I authorize Encore Event Technologies & Marriott Downtown Waterfront to charge my credit card for:

Date of Function ______________________________________________________________________

Name of Event/Group: _________________________________________________________________

Type of Card (Check One):
American Express _________________    Visa ________________     MasterCard ________________

Card Holder Name: ____________________________________________________________________

Card Holder Address: __________________________________________________________________

Card Holder Email: ____________________________________________________________________

Card Number: ________________________________________________________________________

Expiration Date: _________ _______ CCID:__________ Total Estimated Charges: $ _________________

Phone Number: ___________________________________ Date: ___________________________

Signature: ____________________________________________________________________________

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day’s rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day’s rental plus handling charges.

2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Insurance for the subject equipment is Lessee’s responsibility.

4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

Please make checks payable to: Portland Marriott Downtown Waterfront

A 24% Service Charge applies to all items with the exception of labor.