SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’X10’ booth will be set with 8’ high black back drape, 3’ high black side dividers, a 7”X44” one-line identification sign and a wastebasket. Nightly cleaning, electrical and internet service will also be provided.

BOOTH FURNITURE PACKAGE 1
– One 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 proved if the form is not submitted.)
– Two Black Diamond Arm Chairs.

BOOTH FURNITURE PACKAGE 2
– One Black Bistro table (42” x 36” diameter)
– Two Black Diamond Stools.
*Please contact Micki Allen, mickiallen@marac.com, with your choice by Friday, March 6th.

EXHIBIT HALL CARPET
All aisles and booths will be carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 06, 2020.

SHOW SCHEDULE
Preliminary - schedule is subject to change 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 Pre-Show FAQ
Saturday March 28, 2020 3:00 PM - 5:00 PM
Sunday March 29, 2020 8:00 AM - 2:00 PM

EXHIBIT HOURS
Sunday March 29, 2020 5:30 PM - 8:00 PM
Monday March 30, 2020 9:30 AM - 4:00 PM
Tuesday March 31, 2020 9:30 AM - 4:00 PM
Wednesday April 01, 2020 9:30 AM - 4:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Wednesday April 01, 2020 4:01 PM - 8:00 PM
We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, April 01, 2020 at 8:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, April 01, 2020 at 6:00 PM.

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (303) 320-5100 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**
4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@freeman.com

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

**FREEMAN ONLINE®**
Take advantage of discount pricing by ordering online at FreemanOnline by March 06, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

**SHIPPING INFORMATION**
Warehouse Shipping Address:
Exhibiting Company Name / Booth # _________
SAGEEP 2020
C/O FREEMAN
4493 FLORENCE ST.
DENVER, CO 80238
Freeman will accept crated, boxed or skidded materials beginning Thursday, March 05, 2020, at the above address. Material arriving after March 23, 2020 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: (303) 320-5100.

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
SAGEEP 2020
C/O FREEMAN
HILTON DENVER CITY CENTER
1701 CALIFORNIA ST.
DENVER, CO 80202-3402

Freeman will receive shipments at the exhibit facility beginning Saturday, March 28, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (303) 320-5100.

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

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (303) 320-5100.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (303) 320-5100 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 06, 2020.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman's Exhibitor Services department at (303) 320-5100 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 – Denver 2020
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
Friday, March 6th to:
Micki Allen
Marac Enterprises
mickiallen@marac.com
Phone:  905.474.9118
Fax:  905.474.1968
Interested in going green and saving money?

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

BEFORE THE SHOW

1. **booth structure**
   - **Option 1 Multiple Use**
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
   - **Option 2 One-time Use**
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

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

2. **carpet**
   - **Option 1 Rent**
     Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2 Color**
     Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.**
     Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.**
     Avoid packing peanuts and foam plastic materials that never decompose.
   - **Ship early.**
     Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **graphics**
   - **Option 1 Multiple Use**
     Print on a durable substrate without dates, event names, or locations.
   - **Option 2 One-time Use**
     Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

Reduce printing and go digital with your booth literature.

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

Print on at least 50 percent post-consumer recycled paper.
Use Energy Star-rated equipment for audio-visual equipment and monitors.

Power down. Turn off equipment at the end of each day.

Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

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

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

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

Remember to label. Clearly label recyclable leftover material for disposal.

Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs.

**Typically Recyclable**

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

**Typically Donateable**

- Furniture: Purchased items Home furnishing: Decor staging materials
- Unused raw materials: Plywood, subflooring, non-laminate wood
- Flooring: 100 square feet of flooring. Excludes carpet.
- Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information https://www.freemanpay.com/486394

2. Submit your order
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
PAYMENT & LABOR

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

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

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

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

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 36 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, 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
Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

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

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

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be considered when all of the following conditions are met: This Material Handling Agreement (the “Agreement”) is in writing; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. 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.

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

2. PACKAGING/Crates and Storage. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any packing or packaging is not tagging has for any at time Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSSES OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times. Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of services from Facility or Shipped Management. All FHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth or container(s). Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials that are loaded onto the carrier for storage or by the Exhibitor. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials that are loaded onto the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier.

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 date when Exhibitor’s materials are delivered to the carrier or driver of the carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.

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

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman assumes no responsibility or liability for loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the date when Exhibitor’s materials are delivered to the carrier or driver of the carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier.

8. CLAIM(S) FOR LOSS. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the date when Exhibitor’s materials are delivered to the carrier or driver of the carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier.

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor seguro through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor’s violation of 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.

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY RELEASE FREEMAN, ITSELF AND ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper’s behalf, it shall be deemed, conclusively to have been prepared by the Shipper. The Agreements that are subject to the TERMS stated herein All TERMS, including but not limited to, all limitations of liability, shall apply to our agents and their contract carriers.

1. DEFINITIONS. In this Contract, ‘Freeman’ means Freeman Decorating Service, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only ‘Shipper’.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations as outlined therein. In the event of any dispute, the parties agree that any controversy or claim arising out of the property has been placed in the possession of the Consignee or the Consignee’s designee. If any dispute is submitted to a reasonable jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockdown, work slowdown or stoppage, power failure, breakdown of machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, and must be well preserved for the entire period of transportation. Each piece must be individually marked with the name of the shipper and consignee, and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all labels, tags, markings, etc., and Shipper must ensure that the container retains its integrity, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, low-level, work slowdown, or stoppage, power failure, breakdown of machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, and any other cause or causes beyond the reasonable control of Freeman. THE PARTIES ARE RESPONSIBLE FOR PACKAGING OWN PACKAGING; IN THE EVENT OF ANY CLAIM FOR DAMAGE RESULTING FROM CONDITI on the Service Request and Shipping Instructions, Freight is subject to normal transportation standards and processes, and does not warrant the acceptability or suitability of any packaging system or procedure that Shipper might use in protecting its property. Freeman shall not be responsible for damage to loose or uncrated materials, for damage to packages not properly addressed or identified, for damage to packages not properly packed, for damage to packages improperly packed, for damage to packages not properly labeled or marked, for damage to packages receiving improper handling, or for damage to packages not properly palletized. Freeman shall not be liable for damage to loose or uncrated materials, for damage to packages not properly addressed or identified, for damage to packages not properly packed, for damage to packages improperly packed, for damage to packages not properly labeled or marked, for damage to packages receiving improper handling, or for damage to packages not properly palletized.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee, Freeman’s liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that provides reasonably equal protection. Freeman may place the shipment in public storage at the owner’s expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempted first notice, Freeman will attempt to operate any or all the storage charges for the owner. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the service for sale at a public auction and Freeman has the right to offer the shipment for sale at public auction in accordance with the procedures set forth in the Service Guide. Freeman shall not be liable for any storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods, and Shipper agrees to pay any or all of the storage charges that are not paid by the owner of the property sold thereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposal is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee to Consignor to unload or deliver property at a particular location where Consignee, Consignor, or the Agent of either, is not regularly engaged in the business of the shipment shall take place after unloading or delivery, or after storage charges are paid. In the event that the shipment is not claimed within 30 days after delivery, Freeman reserves the right to sell the property to the highest bidder. Freeman shall not be responsible for any damage incurred in the process of unloading or delivery.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO MISSTOPPINGS, DELAYS IN DELIVERY, INADEQUATE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE OF CARGO, SHALL BE LIMITED TO THE HIGHER OF THE HIGHER OF THE TWO AMOUNTS FOR ANY SHIPMENT

(a) $5.00 PER POUND (81.10 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT. THIS LIMITATION APPLIES BOTH TO THE TIME OF SHIPMENT AND TO THE TIME OF RECEIPT OF THE SHIPMENT AND THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARGA IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAY THE APPROPRIATE CHARGES.

(b) THE AMOUNT SHOWN ON THEOMIC HUGUE PROTOCOL OR THE MINIMUM AMOUNT SHOWN ON THE HUGUE PROTOCOL, NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE MARKET VALUE OF THE CARGO IS LESS THAN THE AMOUNT SHOWN ON THE HUGUE PROTOCOL, NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE MARKET VALUE OF THE CARGO IS MORE THAN THE AMOUNT SHOWN ON THE HUGUE PROTOCOL, NO. 4 OF 1975.

7. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT REGARD TO ITS CONFLICTS OF LAWS RULES.

8. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; ship the shipment in transit, or divert or reschedule same, and shipper shall be liable for all charges incurred thereon, and shipper shall indemnify Freeman for all costs and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) incurred in connection with the enforcement of this Contract. Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; ship the shipment in transit, or divert or reschedule same, and shipper shall be liable for all charges incurred thereon, and shipper shall indemnify Freeman for all costs and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) incurred in connection with the enforcement of this Contract.

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 has no right to control the shipment; ship the shipment in transit, or divert or reschedule same, and shipper shall be liable for all charges incurred thereon, and shipper shall indemnify Freeman for all costs and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) incurred in connection with the enforcement of this Contract.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; ship the shipment in transit, or divert or reschedule same, and shipper shall be liable for all charges incurred thereon, and shipper shall indemnify Freeman for all costs and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) incurred in connection with the enforcement of this Contract.

Freeman REV 07/16
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- 
es, 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, firm, or corporation who shall be named as consignee of the 
property, 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. “Consignment” is the party to whom 
the property is consigned. “Claim” means a written request by the Shipper for a refund for damage or 
lack of delivery. “Freeman” is Freeman Transportation, Inc., or its successors in interest. “ damages” 
means the sum of money paid for the property, any suspension of the property, whether by fire or 
otherwise, including delays, and all other expenses and labor in connection with the property. “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 for failure to perform any service or to pay any charges. Freeman shall be responsible for 
transport by any particular means, means, vehicle, other vehicle or with other reasonable dispatch.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s 
services, which the parties have specified in this Contract, Freeman and Shipper each agree that this 
Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. 
This limitation shall not be applicable in the event the property is damaged or lost by any cause not foreseeable 
by Freeman, including but not limited to: theft by shipper’s employees or agents, acts of God, civil 
commotion or disturbance, terrorism, act of war, or any other cause not foreseeable by Freeman. 

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be 
responsible for events or causes beyond the reasonable control of Freeman, or for any actions caused 
by or through any assigned or engaged contractor or carrier. Freeman shall not be responsible for the 
availability of storage space. Freeman shall not be liable for damage caused by fire, explosion, or any 
other cause beyond Freeman’s control. Freeman shall not be responsible for any act or omission of the 
consignee or any agent of the consignee or third parties. Freeman shall not be responsible for 
theft, loss, or damage to property while in the possession of another. Freeman shall not be 
liable for damage caused by fire, explosion, or any other cause beyond Freeman’s control. 

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, 
storage and shipment using ordinary care. Freeman makes neither representation nor any warranty 
regarding the suitability or acceptability of any packaging or procedures for or by Shipper that might use for 
itself. Freeman shall not be responsible for damage to loose or unreasonably packed material, or if 
shipper’s equipment is not properly packed or labeled. Crates and packaging should be of a design to 
adequately protect contents for handling, storage, and transportation. Freeman retains the right to 
reject any shipment or package that Freeman considers unsuitable for transportation. 

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental 
control. Except where otherwise specified, all shipments are subject to the National Motor Freight 
Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment in question, Freeman reserves the right to improve packaging at shipper’s expense.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment for delivery or if Freeman is 
required to refuse a shipment for delivery to the Shipper for any reason, Freeman’s liability shall then 
be limited to the value of the property on receipt by the receiver. The receiver shall immediately notify 
Freeman of the fact of rejection. The receiver shall immediately notify Freeman of the fact of rejection. 
Freeman shall not be responsible for the delivery of packages to a designated receiver. 

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

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s 
property is lost, stolen, damaged, or destroyed, Freeman is not liable for any loss, damage, or 
consequential damages. FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL 
VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

9. SHIPPER’S RESPONSIBILITIES AND INDENFIABILITIES. (a) Shipper must pay for all services rendered under this Agreement at the time the services are requested. Shipper also agrees that Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of 
Freeman. Shipper must be responsible for obtaining insurance for its 
property.

10. INSURANCE. Shipper understands that if a claim is made by or on behalf of Shipper to Freeman 
for damage to or loss of property under the program, Shipper shall immediately file a claim with the 
Shipper’s insurance company for the amount of the claim.

11. CHOICE OF FORUM / ARBITRATION. This Contract shall be construed under the laws of 
the State of Texas without giving effect to its conflict of laws rules. Exclusive venue for all disputes 
arising out of this Contract, tort, common law or relating to the enforcement or interpretation of 
this Contract shall reside in a court of competent jurisdiction in Harris County, Texas. Any action or 
proceeding commenced by or against Freeman arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American 
 Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) shall be final and binding on all parties. 

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. (b) Shipper agrees that it is the property of the shipper, and that it is the property of the shipper, and that the property shall be delivered in proper quantity and in good condition. Notice of consigned cargo must be confirmed in writing or via e-mail at exhibit.transportation@freemanco.com. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, 
damaged or destroyed while in Freeman’s possession, FREEMAN’S MAXIMUM LIABILITY SHALL BE $100 per 
package. HOWEVER, THIS LIMITATION DOES NOT APPLY TO THE TIME OF SHIPMENT. 
THE SHIPPER MAY OBTAIN A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE 
VALUATION CHARGE. If even Shipper has made a declaration of value, liability shall never exceed the depreciated 
value of the property, and if there is no declared value, liability shall never exceed $100 per package. 

THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION 
OF THE SHIPMENT. If Shipper pays for the property, FREEMAN’S LIABILITY WILL BE $100 PER PACKAGE. 
If Shipper pays for the property, FREEMAN’S LIABILITY WILL BE $100 PER PACKAGE.
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.*
EXHIBIT TRANSPORTATION

RESULTS, DELIVERED

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

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

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

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

Freeman Exhibit Transportation promise:

- **ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE**
- **ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES**
- **ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW**
- **RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION**

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at [international.freight@freeman.com](mailto:international.freight@freeman.com)

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)
TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICT UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

SAEGEE 2020

C/O: FREEMAN

4493 FLORENCE ST.

DENVER, CO 80238

MUST BE DELIVERED BY MARCH 23, 2020

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

SAEGEE 2020

C/O: FREEMAN

HILTON DENVER CITY CENTER

1701 CALIFORNIA ST.

DENVER, CO 80202-3402

CANNOT BE DELIVERED BEFORE MARCH 28, 2020

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

Fax: (469) 621-5810

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

SHOW # (486394)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW 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.

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 DO I SHIP TO SHOW SITE?

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

HOW SHOULD 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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
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
NAME OF SHOW:  SAGEEP 2020 / MARCH 29 - APRIL 1, 2020

COMPANY NAME

CONTACT NAME

E-MAIL ADDRESS

BOOTH #:_________________________

PHONE #:_________________________

For Assistance, please call 303-320-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

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

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

CARPET AND/OR PAD ONLY:  
Shipment that consists of loose carpet and/or padding only requiring additional labor and equipment to unload.

STRAIGHT TIME:  
8:00 A.M. to 4:30 P.M. Monday through Friday  
4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$97.50</td>
<td>195.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$126.75</td>
<td>253.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$146.25</td>
<td>292.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$89.50</td>
<td>179.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$116.50</td>
<td>233.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$134.25</td>
<td>268.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$134.25</td>
<td>268.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
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<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Cart Service - Intended for “privately owned vehicles”**
Per Trip.........................................................$201.75

*A “privately owned vehicle” is any vehicle that is primarily designated to transport passengers, not cargo or freight.  Included in this category are:  pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
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<tr>
<td>Warehouse Shipment after Deadline</td>
<td>$24.50</td>
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<td>Show Site Shipment after Deadline</td>
<td>$22.50</td>
<td>45.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$22.50</td>
<td>45.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
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<td>58.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$33.75</td>
<td>67.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$33.75</td>
<td>67.50</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$22.50</td>
<td>45.00</td>
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<tr>
<td>Special Handling Shipment</td>
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<tr>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$33.75</td>
<td>67.50</td>
</tr>
</tbody>
</table>

\[\begin{array}{|c|c|c|c|}
\hline
\text{Description} & \text{Weight} & \text{CWT} & \text{Price per CWT} & \text{Estimated Total Cost (200 lb. Min.)} \\
\hline
\div{100} & \text{Surcharges} & \div{100} & 8.31\% \text{ Tax} & N/A \\
\text{Total} & & & & \\
\hline
\end{array}\]
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.
TO: ________________________________
EXHIBITOR NAME

C/O: FREEMAN
4493 FLORENCE ST.
DENVER, CO 80238

WAREHOUSE

EVENT: SAGEEP 2020

BOOTH NO: _____ NO. _____ OF _____ PCS

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

EXHIBITOR NAME

C/O: FREEMAN
Hilton Denver City Center
1701 California St.
DENVER, CO 80202-3402

SHOW SITE

EVENT: SAGEEP 2020

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.
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/store

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

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

Select a Level of Service:

□ 1 Day: Delivery next business day
□ 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 Shipment 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.
FIRST-CLASS FURNISHINGS

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

BLACK DIAMOND ARMCHAIR | ESSENTIALS 71090
20"W 21"L 33"H

BLACK DIAMOND SIDE CHAIR | ESSENTIALS 71089
21"W 23"L 32"H

BLACK DIAMOND STOOL | ESSENTIALS 71088
22"W 18"L 46"H

LIMERICK® CHAIR BY HERMAN MILLER | ESSENTIALS gray 210108
18"W 17.75"L 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"L 44"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
DISPLAY CYLINDERS
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
black 75079
28”L 28”D 40.5”H
Computer not included.

Soho Series
BLACK-TOP CAFÉ 72069
24” Round 30”H
72067
36” Round 30”H
BLACK-TOP MINI 72066
18” Round 18”H

BLACK-TOP BISTRO 72070
24” Round 42”H
72068
36” Round 42”H

BUTCHER BLOCK-TOP CAFÉ 72063
30” Round 30”H
72064
36” Round 30”H

BUTCHER BLOCK-TOP BISTRO 720163
30” Round 42”H
720164
36” Round 42”H

BRUSHED ALUMINUM EASEL 220134
26” W 62”H
when open

CORRUGATED WASTEBASKET 220106
# Furnishings

## Draped or Undraped Tables & Counters

![Table and Counter Image]

### Essentials

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

<table>
<thead>
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<th>30&quot;D</th>
<th>30&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
</tr>
</thead>
<tbody>
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<td>130430</td>
<td>130630</td>
<td>130830</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
<td></td>
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</table>

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

*Table and counter widths available in select cities

Table-top risers are also available in a variety of sizes. See order form for details.
### Pedestal Tables - Chelsea Series - Butcher Block Top

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>72064</td>
<td>Cafe Table 36&quot;W x 30&quot;H...........</td>
<td>189.25</td>
<td>208.20</td>
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<td>264.95</td>
</tr>
<tr>
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<td>208.20</td>
<td>264.95</td>
<td>264.95</td>
</tr>
</tbody>
</table>

### Pedestal Tables - Soho Series - Black Top

<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>
</tr>
</thead>
<tbody>
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<tr>
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<td>Mini Table 18&quot;W x 18&quot;H.........</td>
<td>165.95</td>
<td>182.55</td>
<td>232.35</td>
<td>232.35</td>
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<td>Bistro Table 24&quot;x42&quot;............</td>
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<td>208.20</td>
<td>264.95</td>
<td>264.95</td>
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<tr>
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<td>210.35</td>
<td>231.40</td>
<td>294.50</td>
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### Special Drape

<table>
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<tr>
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<th>Part #</th>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12016</td>
<td>Special Drape 3'H (per ft.)...</td>
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<td>25.70</td>
<td>32.70</td>
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<tr>
<td>1</td>
<td>12015</td>
<td>Special Drape 8'H (per ft.)...</td>
<td>27.60</td>
<td>30.35</td>
<td>38.65</td>
<td>38.65</td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.31% Tax = Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
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
PACKAGE 2

PACKAGE 3

PACKAGE 4
RENTAL EXHIBITS

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

10 X 20

10 X 10

PACKAGE 6

10 X 20

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, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
NAME OF SHOW: SAGEEP 2020 / MARCH 29 - APRIL 1, 2020

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

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

RENTAL EXHIBITS

<table>
<thead>
<tr>
<th></th>
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<td>4,888.95</td>
<td>10’ x 20’</td>
<td>6,570.25</td>
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<tr>
<td>2</td>
<td>2,171.80</td>
<td>3,040.50</td>
<td>10’ x 20’</td>
<td>3,929.70</td>
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<tr>
<td>3</td>
<td>3,134.80</td>
<td>4,388.70</td>
<td>10’ x 20’</td>
<td>5,855.70</td>
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<td>4</td>
<td>2,809.15</td>
<td>3,932.80</td>
<td>10’ x 20’</td>
<td>7,286.30</td>
</tr>
<tr>
<td>5</td>
<td>2,538.55</td>
<td>3,553.95</td>
<td>10’ x 20’</td>
<td>6,539.35</td>
</tr>
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<td>2,631.45</td>
<td>3,684.05</td>
<td>10’ x 20’</td>
<td>6,848.80</td>
</tr>
</tbody>
</table>

CHOSE YOUR PANEL

- [ ] Black Fabric
- [ ] Blue Fabric
- [ ] Gray Fabric
- [ ] White Hardwall
- [ ] White Perfboard

CARPET

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

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.31% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

For Assistance, please call (303) 320-5100 to speak with one of our experts.
NAME OF SHOW: SAGEEP 2020 / MARCH 29 - APRIL 1, 2020
COMPANY NAME: ____________________________________________
BOOTH #: __________________________
CONTACT NAME: ____________________________________________
PHONE #: __________________________
E-MAIL ADDRESS ____________________________________________

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

<table>
<thead>
<tr>
<th>ACCESSORIES FOR RENTAL UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTS (use only on rentals)</td>
</tr>
<tr>
<td>SHELVES (use only on rentals)</td>
</tr>
<tr>
<td>CABINETS</td>
</tr>
<tr>
<td>GONDOLAS</td>
</tr>
<tr>
<td>SHOW CASES</td>
</tr>
<tr>
<td>LITERATURE POCKETS</td>
</tr>
</tbody>
</table>

**GONDOLAS** *(Circle Color) Black Fabric, Blue Fabric, Gray Fabric, White PVC*

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>174541</td>
<td>Single Sided 1m x 4' High</td>
<td>338.50</td>
<td>473.90</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>174581</td>
<td>Single Sided 1m x 8' High</td>
<td>473.05</td>
<td>662.25</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>174542</td>
<td>Double Sided 1m x 4' High</td>
<td>465.10</td>
<td>651.15</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>174582</td>
<td>Double Sided 1m x 8' High</td>
<td>599.60</td>
<td>839.45</td>
<td></td>
</tr>
</tbody>
</table>

**SHOWCASES** *(White PVC Only) -Lighting & Electrical not included*

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17551200</td>
<td>Full Vision 1m x ½m x 36&quot; H</td>
<td>665.40</td>
<td>931.55</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17551202</td>
<td>Full Vision 1m x ½m x 42&quot; H</td>
<td>665.40</td>
<td>931.55</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17551201</td>
<td>Full Vision 2m x ½m x 36&quot; H</td>
<td>754.50</td>
<td>1056.30</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17551203</td>
<td>Full Vision 2m x ½m x 42&quot; H</td>
<td>754.50</td>
<td>1056.30</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17552035</td>
<td>Half Vision 1m x ½m x 36&quot; H</td>
<td>665.40</td>
<td>931.55</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17552037</td>
<td>Half Vision 1m x ½m x 42&quot; H</td>
<td>665.40</td>
<td>931.55</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17552036</td>
<td>Half Vision 2m x ½m x 36&quot; H</td>
<td>754.50</td>
<td>1056.30</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>17552038</td>
<td>Half Vision 2m x ½m x 42&quot; H</td>
<td>754.50</td>
<td>1056.30</td>
<td></td>
</tr>
</tbody>
</table>

All showcases are MRE and made of plexiglass and pvc. Other options & sizes are available. Please call for pricing.

Sub-Total + Tax 8.31% = TOTAL
COLORADO LABOR CONDITIONS
CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association for Exposition Management.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:
All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:
Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

Revised 3/06
LET US DO THE HEAVY LIFTING

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

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

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com
Straight Time-
8:00 A.M. to 4:30 P.M. Monday through Friday ....................................................
.............................................
.............................................
$ 106.75 $ 149.50

Overtime-
7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
7:00 A.M. to 12:00 Midnight Saturday and Sunday .............................................
.............................................
$ 160.25 $ 224.50

Double Time-
12:00 Midnight to 7:00 A.M. and recognized holidays ...........................................
.............................................
.............................................
$ 213.50 $ 299.00

Show Site prices will apply to all labor orders placed at show site.

Price is per person/per hour.

Start time guaranteed only at start of working day.

One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.

Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth. Please include setup plan/photo, special instructions & inbound shipping information with this order.

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>
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<td>$ 213.50</td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $

Tax 8.31% = $ (N/A)

Total Installation = $

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)

Date Start Time No. of People Approx. Hrs. per Person Total Hrs. Hourly Rate Estimated Total Cost

Freeman Supervision (30%/45.00) = $

Tax 8.31% = $ (N/A)

Total Installation = $

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

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

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

Emergency contact: _______________________________ Phone Number: _______________________________

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

Date Start Time No. of People Approx. Hrs. per Person Total Hrs. Hourly Rate Estimated Total Cost

Freeman Supervision (30%/45.00) = $

Tax 8.31% = $ (N/A)

Total Dismantle = $
NAME OF SHOW:  SAGEEP 2020 / MARCH 29 - APRIL 1, 2020
COMPANY NAME:  BOOTH#:  
CONTACT NAME:  PHONE#:  

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _______ Show Site _______ Date Shipped _______.
Total No. of:  ___________ Crates  ___________ Cartons  ___________ Fiber Cases
Setup Plan/Photo:  Attached  To Be Sent With Exhibit  In Crate No.  
Carpet:  With Exhibit  Rented From Freeman  Color  Size
Electrical Placement:  Drawing Attached  Drawing With Exhibit  Electrical Under Carpet
Comments:  
Graphics:  With Exhibit  Shipped Separately
Comments:  
Special Tools/Hardware Required:  

OUTBOUND SHIPPING INFORMATION

SHIP TO:  

METHOD OF SHIPMENT

Freeman Exhibit Transportation:
- Common Carrier
- Air Freight  Next Day  2nd Day  Deferred  Expedited

Other (list carrier name & phone number):
- Other Common Carrier:
- Other Air Freight:
- Van Line:

FREIGHT CHARGES

- Prepaid  Collect
Bill To:  

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

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

PLEASE NOTE:  Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
EXHIBITOR SERVICES
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

Erica Kiss
Sales Coordinator - PSAV
Hilton Denver City Center
1701 California St., Denver, CO 80202
office: 303.503.5508  email: ekiss@psav.com

ORDERING INSTRUCTIONS:
To ensure equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

NAME OF CONFERENCE

ORGANIZATION NAME

STREET ADDRESS

TELEPHONE NUMBER

START DATE

DELIVERY DATE

DELIVERY TIME

EMAIL ADDRESS

ORDERED BY

END DATE

NO. OF EVENT DAYS

ON-SITE CONTACT NAME

CITY

DELIVERY DATE

DELIVERY TIME

AM

PM

ROOM/EXHIBIT BOOTH NO.

STATE

ZIP CODE

PICKUP DATE

PICKUP TIME

AM

PM

NAME OF CONFERENCE START DATE END DATE NO. OF EVENT DAYS

ORGANIZATION NAME

STREET ADDRESS

TELEPHONE NUMBER

DELIVERY DATE

DELIVERY TIME

PICKUP DATE

PICKUP TIME

EMAIL ADDRESS

ORDERED BY

NAME OF CONFERENCE START DATE END DATE NO. OF EVENT DAYS

ORGANIZATION NAME

STREET ADDRESS

TELEPHONE NUMBER

DELIVERY DATE

DELIVERY TIME

PICKUP DATE

PICKUP TIME

EMAIL ADDRESS

ORDERED BY

MONITORS

PRICE

QTY

TOTAL

24” LCD monitor

$______

_____

$________

55” LCD monitor

$______

_____

$________

75” LCD monitor

$______

_____

$________

Dual-post stand

$______

_____

$________

55” LCD monitor

$______

_____

$________

Dual-post stand

$______

_____

$________

AUDIO EQUIPMENT

CD player

$______

_____

$________

Wired handheld microphone

$______

_____

$________

Wireless microphone

$______

_____

$________

Handheld

Lavalier

Wireless headset microphone

$______

_____

$________

Requires wireless microphone unit to operate

Powered speaker

$______

_____

$________

Up to five people

Sound system

$______

_____

$________

two speakers, two stands, one mixer, one wired microphone

up to 20 people

4-channel mixer

$______

_____

$________

ACCESSORIES

DVD player

$______

_____

$________

Laptop

$______

_____

$________

PROJECTION

LCD projector

$______

_____

$________

42”- 54” Rolling cart

$______

_____

$________

6’ Tripod screen

$______

_____

$________

CUSTOM ITEMS

PRICE

QTY

TOTAL


SPECIAL REQUESTS
Please add any items not listed above that you require.

Shipping Instructions
– Mark any materials sent to the venue as follows:
1. To: Hilton Denver City Center, 1701 California St., Denver, CO 80202
2. Hold for Arrival - Attn: Guest’s Name and/ or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission
– Email completed forms to: ekiss@psav.com or fax to: 303.293.3736.

Tax Exempt Status
– If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations
– Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

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