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 provided 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.

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

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by February 24, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ
Saturday March 18, 2017 3:00 PM - 5:00 PM
Sunday March 19, 2017 8:00 AM - 2:00 PM

EXHIBIT HOURS
Sunday March 19, 2017 5:30 PM - 8:00 PM
Monday March 20, 2017 9:30 AM - 5:00 PM
Tuesday March 21, 2017 9:30 AM - 4:00 PM
Wednesday March 22, 2017 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 www.freemanco.com/postshowFAQ
Wednesday March 22, 2017 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, March 22, 2017 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, March 22, 2017 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. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:
FREEMAN
4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@freemanco.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@freemanco.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 24, 2017. 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. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

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 2017
C/O FREEMAN
4493 FLORENCE ST
DENVER, CO 80238
Freeman will accept crated, boxed or skidded materials beginning Friday, February 17, 2017, at the above address. Material arriving after March 10, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (303) 320-5100
Show Site Shipping Address:

Exhibiting Company Name / Booth # _________
SAGEEP 2017
C/O FREEMAN
DENVER MARRIOTT CITY CENTER
1701 CALIFORNIA ST
DENVER, CO 80202-3402

Freeman will receive shipments at the exhibit facility beginning Saturday, March 18, 2017. 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. If required, provide your carrier with this phone number: (303) 320-5100

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

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 to take advantage of advance order discount rates, place your order by February 24, 2017.

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 www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (303) 320-5100 with any questions or needs you may have.
SAGEEP – Denver 2017
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 to:
Micki Allen
Marac Enterprises
mickiallen@marac.com
Phone:  905.474.9118
Fax:  905.474.1968
NAME OF SHOW:  SAGEEP 2017 / MARCH 19-22, 2017

COMPANY NAME:  

BOOTH #:  

ADDRESS:  

BOOTH SIZE :  

CITY/STATE/ZIP:  

PHONE:  

EXT.:  

FAX #:  

SIGNATURE:  

PRINT NAME:  

CONTACT'S E-MAIL:  

E-MAIL FOR INVOICE:  

☐ Check if you are a new Freeman customer  

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

ENTER TOTALS HERE

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

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

ACCOUNT NO.:  

EXP. DATE:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

METHOD OF PAYMENT

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

☐ COMPANY CHECK

Please make check payable to:  Freeman

Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (448800) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593  ACCT# 1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N  ACCT# 1252039192 Freeman

ACH Direct Deposit

ABA#:111000012  ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

We do not accept credit card information via email.

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

• Orders received without payment or after the discount price deadline date will be charged at the standard price.

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

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

07/16  (448800)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP: PHONE: FAX: CONTACT’S E-MAIL:

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

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

FOR ACCURACY PURPOSES, COPIES OF ALL INVOICES WILL BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP: PHONE: FAX: CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (448800)
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, Hollendorf Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, any Exhibitors Appointed Contractors, 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

Payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and 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. If 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 internal EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY and CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the 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

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

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
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 is a separate transaction and shall be considered a separate transaction and shall be resolved on their own merits.

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

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork lift and similar means. Freeman reserves the right to accept any packaging or packing that is not taring hazards for any mail time. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk.

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 representation. All empty labels must be removed and stored. 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.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s booth at show site or before they have been picked up for reloading at the conclusion of the event. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. 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.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

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

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

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 claims, demands, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act 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, City 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, equipment or the use of services of Freeman or breach of any of the provisions of this Contract, regardless of the form of action, whether in Contract or in Tort, including strict liability and negligence, even if Freeman has been advised or has notice of the possibility of such damages. Such excluded damages include but are not limited to lost profits, loss of use, and interruption of business or other consequential or indirect economic losses.

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 GRANT AND ASSIGN TO FREEMAN, ITS AGENTS, OFFICERS, DIRECTORS, 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 this subject is under the TERMS stated herein All TERMS, including but not limited to, the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Service, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies and relatives including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes their respective employees, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only “Freeman.” “Property” is all objects of any type received from the Shipper for transportation by Freeman as described herein. “Consignee” means the person or business to whom the property is to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request Form), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding the transportation of Shipper’s property. This Contract shall take effect when both parties have signed this two-page Contract (including the Air Cargo Service Request Form).

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 delay, loss, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work stoppage or slowdown, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, or 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, storage and shipment. Each piece must be securely packed and adequately marked with the address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains its original degree of reliability. Freeman makes no warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated items or packages if damaged or not adequately protected or packaged (e.g., without bubble wrap, taping, padding, or insulation) or if inadequately boxed or crated, or if property is layered, stacked, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect the property and not exceed 36” in length. The cost of packing or crating the property may be included in the Guaranteed Service Fee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains its original degree of reliability. When international shipments are to be packed to travel without spoilage for 24 hours beyond an agreed deadline, Freeman reserves the right to periodically open the container for inspection. Freeman reserves the right to require shipping of property. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at the shipper’s expense.

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, Consignee’s liability shall then become that of a warehouseman.

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

(b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that provides reasonable protection to the property. 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 attempt to provide notification and the party refusing delivery has not indicated any intention to provide a new disposition, Freeman will store the shipment at the owner’s expense and without liability to Freeman. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to sell and dispose of the property as it may determine, and in any manner that it deems reasonable to such party. Freeman shall store the property at the owner’s expense and without liability to Freeman. Storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the property. Freeman will, in as long as possible, return shipping and storage and other lawful charges. Storage charges will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construe to relieve 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 expendable cannot be delivered and is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignee, Consignor, or the agent of either is not regularly employed for the shipment shall not endanger or unduly delay 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, IMPROPERLY LOCKED CONTAINER, IMPROPERLY PACKED OR LABELLED MATERI\ALS, PACKAGE INJURY, INCOMPLETE OR IMPROPERLY LABELLED INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT, NONDELIVERY, MISSED PICKUP, AND LOSSES OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES AS AGREED. INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO LOST PROFITS OR ANY OTHER DAMAGES ARE NOT RECOVERABLE OR ALLOWED. IF FOR ANY REASON, LESS THAN A DECLARED VALUE IS RECEIVED AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID, FOR INTERNATIONAL SHIPMENTS, THIS LIMITATION SHALL BE DEEMED AN AIRWAY BILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, pastries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) and other inherently fragile or unique items, including prototypes, etc.

Freeman’s responsibility for such items shall not exceed the value declared by Shipper for carriage of any shipment with a declared value in excess of the allowed maximum does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of the property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage or loss of contract. This limitation shall bind the parties:

(a) whenever or wherever the declared loss or damage may occur;
(b) even though the alleged negligence or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages; and
(d) Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman’s failure to deliver in accordance with the Guaranteed Service Fee of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to delay in payment accompanied by or caused by the misdelivery of the bill of lading or contract of carriage), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman’s sole negligence.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, pastries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) and other inherently fragile or unique items, including prototypes, etc.

Freeman will not be liable for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

Freeman will not be liable for delivery, or in the case of damage which could not have been noted at the time of delivery, within five (5) business days of delivery, for loss or damage to the shipment. Notice of concealed damage 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 when in damage was discovered. Receipt of the shipment by the Consignee or the Consignee’s agent without written notice on the delivery receipt and/or delivery manifest may constitute acceptance that there is no freight damage. Shipper is responsible for periodically opening the container for inspection and for notifying Freeman in writing of all visible or concealed damage within thirty (30) calendar days after the date of acceptance of the shipment by the Consignee. If the claim is for loss or for damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant may commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ-ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes the person or business to whom or to whose order the property is sent, and any and all owners, beneficiaries, assignees, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is finally directed by agreement of the parties. “Transportation” is the receipt by the Shipper of the property and its transportation by Freeman to the Consignee or the Consignee’s designated agent. “Storage” is the receipt of the property by Freeman for purposes of storage and the time during which the property is held in storage by Freeman. “Important Papers” are letters, cablegrams, enclosed cards, bills of lading, government documents, deeds, legal documents, insurance and similar papers. “MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT” establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, or in effect, except by written notice of agreement from an authorized representative of Freeman.
Double the convenience... zero surprises.

Package includes:
• Round trip standard ground transportation AND material handling services
• No additional fees, no surprises
• Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
• Pre-printed shipping labels & 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
• All charges on your Freeman invoice
• LTL (less than truck load) shipping

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

*Services apply to destinations anywhere in the Continental U.S.
For fast, easy ordering, go to www.freemanco.com/store

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

NAME OF SHOW: SAGEEP 2017 / MARCH 19-22, 2017

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

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

SHIPPING INFORMATION

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

Total

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

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

OUTBOUND SHIPPING

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

Ship to address:

________________________________________________________________________

________________________________________________________________________

Number of Labels: ___________________

FAX THIS COMPLETED FORM VIA:

E-mail: exhibit.transportation@freemanco.com

Fax: (469) 621-5810

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

SHOW # (448800)
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 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
**FREIGHT SERVICES**

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

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

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

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

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

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

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

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

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

**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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: SAGEEP 2017 / MARCH 19-22, 2017

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.

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

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday, all day Saturday, Sunday, and Holidays

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

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$85.50</td>
<td>171.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$111.25</td>
<td>222.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$128.25</td>
<td>256.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$78.50</td>
<td>157.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$102.25</td>
<td>204.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$117.75</td>
<td>235.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$117.75</td>
<td>235.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Cart Service - Intended for “privately owned vehicles”**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Trip</td>
<td>$177.00</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.

**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>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after Deadline</td>
<td>$21.50</td>
<td>43.00</td>
</tr>
<tr>
<td>Show Site Shipment after Deadline</td>
<td>$19.75</td>
<td>39.50</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$19.75</td>
<td>39.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$25.75</td>
<td>51.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$29.50</td>
<td>59.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>100</td>
<td></td>
<td></td>
<td>7.65% Tax N/A</td>
</tr>
</tbody>
</table>
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

EXHIBITOR NAME

C/O: FREEMAN

4493 FLORENCE ST

DENVER, CO 80238

WAREHOUSE

EVENT: SAGEEP 2017

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.
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.

---

**OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS**

**NAME OF SHOW:** SAGEEP 2017 / MARCH 19-22, 2017

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE: **

**CONTACT NAME :**

**PHONE #:**

**E-MAIL ADDRESS :**

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

---

**FOR FAST, EASY ORDERING, GO TO www.freemanco.com/store**

---

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.

---

**SHIPPING INFORMATION**

**SHIP TO:** COMPANY NAME: ____________________________

DEVELOPMENT ADDRESS: ____________________________

CITY: ____________________ STATE/PROVINCE: ______________ ZIP/POSTAL CODE: ___________

PHONE#: ____________________________ ATTN: ____________________________

SPECIAL INSTRUCTIONS: ____________________________

**BILL TO:** □ Same as Ship to:

COMPANY NAME: ____________________________

DEVELOPMENT ADDRESS: ____________________________

CITY: ____________________ STATE/PROVINCE: ______________ ZIP/POSTAL CODE: ___________

---

**METHOD OF SHIPMENT**

**Select a Carrier:**

□ Freeman Exhibit Transportation

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

□ Other Carrier

Carrier Name: ____________________________

Carrier Phone: ____________________________

**Select a Level of Service:**

□ 1 Day: Delivery next business day

□ 2 Day: Delivery by 5:00 P.M. second business day

□ Deferred: Delivery within 3-5 business days

□ Standard Ground

□ Specialized: Pad wrapped, uncrated, or truckload

□ Lift gate required

□ Air ride required

□ Residential

**Select Shipment Options (if applicable)**

□ Have loading dock

□ Inside delivery

□ Pad wrap required

□ Do not stack

---

**Select Desired Number of Labels:** _____________

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

1/16 (448800)
FURNISHINGS

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.

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

Studio Series

BLACK END TABLE  
ESSENTIALS  
115104  
17”W  17”L  18”H

BLACK COCKTAIL TABLE  
ESSENTIALS  
115103  
36”W  20”L  15”H

ALUMINIUM EASEL  
ESSENTIALS  
220134

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

low 75020
30"W 15"H

medium 75021
18"W 20"H

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

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

LIMERICK® CHAIR BY HERMAN MILLER  ESSENTIALS
gray 210108
18"W 17.75"L 33"H

LIMERICK® STOOL BY HERMAN MILLER  ESSENTIALS
gray 210109
18"W 17.75"L 44"H

BLACK-TOP CAFÉ  ESSENTIALS
72069
24" Round 30"H
72067
36" Round 30"H

BLACK-TOP BISTRO  ESSENTIALS
72070
24" Round 42"H
72068
36" Round 42"H

BUTCHER BLOCK-TOP CAFÉ  ESSENTIALS
72063
30" Round 30"H
72064
36" Round 30"H

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

SOHO SERIES

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

CHELSEA SERIES

CORRUGATED WASTEBASKET  ESSENTIALS
220106

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

**ESSENTIALS**

<table>
<thead>
<tr>
<th>TABLES (30&quot; HEIGHT)</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
<td>130830</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
</tr>
</tbody>
</table>

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

Colors available:
- Black
- Blue
- Brown
- Green
- Flax
- Gold
- Gray
- Plum
- Red
- White

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>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N72063</td>
<td>Café Table 30&quot;W x 30&quot;H</td>
<td>166.65</td>
<td>183.30</td>
<td>233.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N72064</td>
<td>Café Table 36&quot;W x 30&quot;H</td>
<td>166.65</td>
<td>183.30</td>
<td>233.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N720163</td>
<td>Bistro Table 30&quot;W x 42&quot;H</td>
<td>185.25</td>
<td>203.80</td>
<td>259.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N720164</td>
<td>Bistro Table 36&quot;W x 42&quot;H</td>
<td>185.25</td>
<td>203.80</td>
<td>259.35</td>
<td></td>
</tr>
</tbody>
</table>

### Pedestal Tables - SoHo Series

<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>
<tr>
<td></td>
<td>N75020</td>
<td>Black Display Cylinder/Low.</td>
<td>251.35</td>
<td>276.50</td>
<td>351.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75021</td>
<td>Black Display Cylinder/Med.</td>
<td>269.10</td>
<td>296.00</td>
<td>376.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75022</td>
<td>Black Display Cylinder/Lg</td>
<td>305.45</td>
<td>336.00</td>
<td>427.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N75079</td>
<td>Orion Computer Kiosk</td>
<td>374.40</td>
<td>411.85</td>
<td>524.15</td>
<td></td>
</tr>
</tbody>
</table>

### Undraped Tables - Tables are 24" wide

<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>
<tr>
<td></td>
<td>C210108</td>
<td>Limerick® Chair</td>
<td>78.45</td>
<td>86.30</td>
<td>109.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C210109</td>
<td>Limerick® Stool</td>
<td>103.20</td>
<td>113.50</td>
<td>144.50</td>
<td></td>
</tr>
</tbody>
</table>

### Special Drape

<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>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>20.60</td>
<td>22.65</td>
<td>28.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>24.30</td>
<td>26.75</td>
<td>34.00</td>
<td></td>
</tr>
</tbody>
</table>
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 booth 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

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

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

10 X 20

10 X 10

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10
RENTAL EXHIBITS

PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

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

10 X 20

10 X 10

PACKAGE 6

10 X 20

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above

- 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” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth 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 on a reusable and recyclable substrate.
**NAME OF SHOW:** SAGEEP 2017 / MARCH 19-22, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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

---

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>3,075.20</td>
<td>4,305.30</td>
<td>5,785.85</td>
<td>8,100.20</td>
<td>3,460.55</td>
<td>4,844.75</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,912.50</td>
<td>2,677.50</td>
<td>3,464.75</td>
<td>7,219.25</td>
<td>3,864.75</td>
<td>5,584.75</td>
</tr>
<tr>
<td>Package 3</td>
<td>2,760.55</td>
<td>3,864.75</td>
<td>5,156.60</td>
<td>6,416.35</td>
<td>4,583.10</td>
<td>6,146.35</td>
</tr>
<tr>
<td>Package 4</td>
<td>2,473.80</td>
<td>3,463.30</td>
<td>4,113.25</td>
<td>5,758.55</td>
<td>4,307.95</td>
<td>6,031.15</td>
</tr>
</tbody>
</table>

**CARPET**

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

- Black
- Blue
- Gray
- Green
- Red
- Gray Fabric
- White Hardwall
- White Perfboard

**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
- Dark Green
- Red Pepper
- Tuxedo

*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
- Specialty Colored Metal
- Recyclable Graphics
- Colored Panels
- Creating a Custom Exhibit
- Graphics & Custom Logo
- White Eco-Board

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

**DISCOUNT PRICE DEADLINE DATE**

FEBRUARY 24, 2017

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

---
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
NAME OF SHOW: SAGEEP 2017 / MARCH 19-22, 2017

COMPANY NAME:

CONTACT NAME:

E-MAIL ADDRESS:

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$93.50</td>
<td>$131.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 A.M. to 12:00 Midnight Saturday and Sunday</td>
<td>$140.25</td>
<td>$196.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 Midnight to 7:00 A.M. and recognized holidays</td>
<td>$187.00</td>
<td>$262.00</td>
</tr>
</tbody>
</table>

• Show Site prices will apply to all labor orders placed at show site.
• Price is per person/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.
• Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

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

Emergency contact: ___________________________ Phone Number: _________________________

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

Supervisor will be: ___________________________ Phone Number: _______________________

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

Freeman Supervision (30%/$45.00) = $             Tax 7.65% = $ (N/A) Total Installation = $     

DISMANTLE LABOR

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

Emergency contact: ___________________________ Phone Number: _________________________

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

Supervisor will be: ___________________________ Phone Number: _______________________

<table>
<thead>
<tr>
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<tbody>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $             Tax 7.65% = $ (N/A) Total Dismantle = $     

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
NAME OF SHOW: SAGEEP 2017 / MARCH 19-22, 2017

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.
Denver Marriott City Center Hotel  
Exhibitor Order Form  

*SAGEEP*  
March 2017  

1) Audio-Visual  

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Quantity</th>
<th>Dates needed</th>
<th>Rate Per Day</th>
<th># of days</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>50” Plasma Monitor</td>
<td></td>
<td></td>
<td>$600.69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” LCD Monitor</td>
<td></td>
<td></td>
<td>$467.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” LCD Monitor</td>
<td></td>
<td></td>
<td>$333.71</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All prices are inclusive of 24% service charge and 7.65% tax.  
A complete list of AV items is available upon request.

4) Credit Card information  

Master Account #.............................................  
Company .................................................................  
Exp. Date .................................................................  
Event ...........................................................................  
Signature .................................................................  
Date needed .............................................................  
Booth # .................................................................  
Print name ...............................................................  
Group Contact .........................................................  
E-mail .................................................................  
Address ...............................................................  
Phone Number .........................................................  
Print name ...............................................................  

Denver code requires that no electrical equipment or apparatus can be connected unless it conforms to Denver Electrical code. Flexible cords and cables less than #14 gauge wire shall not be permitted. The use of lamp cords or similar devices are not permitted. All cords must be three wire.

RETURN FORM WITH CHECK OR CREDIT CARD TO:  
Denver Marriott City Center Hotel, 1701 California Street, Denver, CO 80202  

Event Manager: Michelle Louvado  
E-mail: michelle.louvado@marriott.com  
Fax: 303-293-3736