SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ booth will be set with 8’ high navy and white back drape, 3’ high white side dividers, one (1) 6’ x 30” white draped table, two (2) side chairs, one (1) wastebasket, and one (1) 7” x 44” one-line identification sign.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by early deadline date of September 6, 2017.
Save money by ordering furniture and labor in advance.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Wednesday September 27, 2017 2:00 PM - 5:00 PM

All exhibits must be fully installed by exhibitor personel by 5:00 PM on Wednesday, September 27, 2017.

EXHIBITOR HOURS
Thursday September 28, 2017 8:00 AM - 5:00 PM
Friday September 29, 2017 8:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Friday September 29, 2017 12:00 PM - 2:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
• Freeman will begin returning empty containers as soon as the conference ends.
• All exhibitor materials must be removed from the exhibit facility by Friday, September 29 at 2:00 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 September 29 at 1:00 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
One Washington Blvd., Ste. 1056
Detroit, MI 48226
(313) 393-0250 • Fax: (469) 621-5619
freemandetroitES@freemanco.com
FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or (512) 982-4187 Outside the US or +1(817)607-5183
International Shipping Service fax (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 September 6, 2017.
Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.
To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the “Login” link to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the “Login” link.
*If you need assistance with Freeman OnLine please call our Customer Support Center at (888)508-5054 US and Canada, or (512) 982-4186 Local and International.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth #
NEXT CONFERENCE
Freeman
c/o UPS Freight
6150 Inkster Rd.
Romulus, MI 48174

Freeman will accept crated, boxed or skidded material beginning Wednesday, August 30, 2017 at 8:00 AM. at the above address. Shipments received at the warehouse after Wednesday, September 20, 2017 will be charged an additional after deadline fee. To trace the arrival of your shipment, or for directions to the warehouse please call (313)295-1300.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
NEXT CONFERENCE
C/O Freeman - Cobo Center
One Washington Blvd.
Detroit, MI 48226

Freeman will receive shipments at the exhibit facility during the move-in period of Wednesday, September 27, 2017. **As an exhibitor, it is your responsibility to instruct your carrier of the proper dates and times for direct deliveries to the convention facility.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items delivered by the exhibitor and items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 313-393-0250.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman (add the branch name) Exhibitor Services at (their phone number) or Freeman’s Customer Support Center at (888)508-5054 US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS
SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by early deadline order date of September 6, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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

Call Freeman’s Exhibitor Services department at (313-393-0250) with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

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

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

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

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

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: NEXT Conference / September 27 - 29, 2017

COMPANY NAME: Booth #: 

ADDRESS: 

CITY/STATE/ZIP: Booth Size: 

PHONE: EXT.: FAX #: 

SIGNATURE: PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

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. 

CHECK if you are a new Freeman customer 

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 (459030) 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: 

  We do not accept credit card information via email. 

- 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  

  Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202 Please reference Name of Show & Booth Number so we can properly credit your account. 

  Note: Customers are responsible for any bank processing fees. 

- AMERICAN EXPRESS  
- MASTER CARD  
- VISA  

ACCOUNT NO.: EXP. DATE: 

CARDHOLDER NAME (PRINT): SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

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

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

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

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

07/17 (459030)
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:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

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

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

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

NEXT Conference / September 27 - 29, 2017

01/17 (459030)
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 FREEMAN.

DEFINITIONS
For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its 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, or representatives.

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 Exhibitor’s, 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 GOVERNE 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 hold Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account.

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 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, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor, The Exhibitor’s indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event 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.
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 construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; 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.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, agents, affiliates 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, contemplated damages in bins, crates, or containers which are not properly inflated, and materials 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 design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the container is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for error in the above procedures; removal of containers with old empty labels and replacing with new labels and their implications 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 service communications 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 at the time of pickup. Freeman is not responsible for any damages or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from 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. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.

7. FORCIBLE ENTRY. 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.

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 the Transmittal of, or failure to transmit, Declared Value Instructions to the Carrier nor for failure of the Carrier to uphold the Declared Value or any other term of carriage.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all claims, actions, 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, deliberate act, negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) by show or event or 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 on 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 Exhibitor's indebtedness for monies paid by Freeman on its behalf, services performed and 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") at any time after the Collateral comes 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 or delivered by certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, its employees, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Freeman REV 5/15
AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Cargo Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Freeman, or by Freeman or another party. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its Representatives, authorized agents, consignees, subsidiaries, and any other parties, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, the consignee, the consignee’s agent, the employees of the consignee, the consignee’s contractors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as designated herein. “Consignee” is the party to whom Shipper has designated the goods are 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 and the shipping instructions), and subject to the respective rights and obligations regarding transportation of Shipper’s property. This Contract shall take effect only when both parties have signed their respective portions and the property is accepted by Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of 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 or limitation of the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, failure to provide sufficient supervision or control of Freeman, non-delivery, acts of God, fire, loss, theft, delay, undeliverable pickup, delay on international shipments, loss or damage caused by any of the following: consequential damages, direct damages, indirect damages, losses or damages for failure of performance, breach of contract damages, fraud damages, or any sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) whenever or wherever the claimed loss or damage may occur, (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of warranty, or any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related thereto.

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) jewelry (including costume jewelry), fun and fur-covered clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.

4. PACKAGE LIMITATIONS: In excess of the maximum allowed and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these limitations. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss, theft, or damage, to its 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) the following: consequential 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, losses or damages for failure of performance, breach of contract damages, fraud damages, or any sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) whenever or wherever the claimed loss or damage may occur, (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of warranty, or any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related thereto.

Freeman REV 5/15

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, affiliates, and companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being carried. "Freeman's" means Freeman Expositions, Inc., its respective employees, officers, directors, agents, affiliates, companies, and contractors appointed by the Shipper, excluding only Freeman. "Goods" is all owner's property of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods 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 Contract, 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 the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman, including but not limited to the following: 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): weather; acts of war or terrorism; shipper's acts or omissions; strike, riot, civil commotion, obstruction, or failure to perform by the presence of National Guard or military forces; fire, flood, electrical failure, vandalism, theft, theft of documents or records, act of God, or any other cause or causes beyond Freeman's control. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman, including (by way of illustration only, and not as a limitation on the breadth of this clause) such as the following: consequential damages, loss of use, damages, loss or destruction of intellectual property, loss or damage to or loss of copyright, trade secret, or other intellectual property, or any cause from or control of, or any other cause than the negligence of Freeman. Freeman shall not be bound to transport by any particular mode, means, vehicles, or otherwise than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage, and movement. Upon receipt of Shipper's written request and regarding the acceptance and adequacy of the art to be shipped, Freeman agrees to pack and crate the property. Shipper shall give written evidence of the 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 unsecured materials, packages, or crates in any bags or packages, or loss due to inadequate labeling, marking, or packaging, or any other cause or causes beyond Freeman's control. Property is to be packed and crated at the Shipper's expense. Freeman shall not be liable or responsible for damages caused by or due to the negligence or failure of the consignee or the consignee's designee. The consignee or the consignee's designee shall be liable and responsible for the property at the time of delivery to the consignee or the consignee's designee. The property shall be delivered to the consignee or the consignee's designee at the consignee's or the consignee's designee's option, in any location that provides reasonable and safe storage for the property, and can accept the property and all matters related to payment for the shipment. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without cooling or refrigeration. Shipper shall assume responsibility for the preservation of perishable goods and shall indemnify Freeman for any and all damages. Shipper's responsibility includes, but is not limited to, the following: special attention to the goods, and shall comply with all provisions of this Contract. Shipper shall give written notice of the nature of the goods to Freeman at the time of delivery. If the nature of the goods is not properly caged or not marked, or if any other requirement or condition is not met, Freeman will not accept the property for transportation.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery to the property and all matters related to payment for the shipment. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense.

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

The "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A BUYER WILLING AND A WOLLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR $25.00 (USD) PER POUND (WHICH EVER IS LESS). IN NO EVENT SHALL FREEMAN'S RESPONSIBILITY BE LIMITED TO ANY DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION. (a) Shipper must pay in full for the services rendered under this Agreement at the time of the services are rendered. (b) Shipper agrees to accept all terms and conditions of this Agreement. (c) Shipper agrees to accept all terms and conditions of this Agreement. (d) Shipper agrees to accept all terms and conditions of this Agreement. (e) Shipper agrees to accept all terms and conditions of this Agreement.

9. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for damage to property shall be filed within nine (9) months after the date of delivery or delivery at the port of export). Freeman shall not be liable or responsible for damages caused by or due to the negligence or failure of the consignee or the consignee's designee. The consignee or the consignee's designee shall be liable and responsible for the property at the time of delivery to the consignee or the consignee's designee. The property shall be delivered to the consignee or the consignee's designee at the consignee's or the consignee's designee's option, in any location that provides reasonable and safe storage for the property, and can accept the property and all matters related to payment for the shipment. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense. Shipper agrees that all property delivered to Freeman is at Shipper's risk and expense.

10. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAW PROVISIONS. ANY PROCEEDING BASED ON OR ARISING OUT OF OR ASSERTED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE OF ACTION, INCLUDING ANY OTHER LEGAL THEORY OR CAUSE OF ACTION, INCLUDING ANY OTHER LEGAL THEORY OR CAUSE OF ACTION, INCLUDING ANY OTHER LEGAL THEORY OR CAUSE OF ACTION.
FURNISH FORWARD

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees
SUPERIOR SEATING

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS Pictured BELOW

- Swanson Swivel Chair | 810875 | Page 10
- Silverado Cocktail Table | 82014 | Page 18
- Powered Locking Pedestal, 42” | 85063 | Page 27
SEATING

Naples

**CHAIR** SELECT
black vinyl 810119
36"L 30"D 33"H
Powered options available

**LOVESEAT** SELECT
black vinyl 830120
62"L 30"D 33"H
Powered options available

**SOFA** SELECT
black vinyl 830119
67"L 30"D 33"H
Powered options available

Heathrow

**ARMLESS CHAIR** SELECT
black vinyl 810116
24"L 24"D 28"H

**CORNER CHAIR** SELECT
black vinyl 810117
24"L 24"D 28"H

**SOFA** SELECT
black vinyl 830116
48"L 24"D 28"H

possible configurations

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately
SEATING

South Beach

**SOFA**  
SELECT  
platinum suede 8301  
69"L  29"D  33"H

**OTTOMAN**  
SELECT  
platinum suede 8151  
26"L  31"D  18"H

possible configurations

Key Largo

**LOVESEAT**  
SELECT  
black fabric 830950  
57"L  35"D  24"H

**SOFA**  
SELECT  
black fabric 830951  
79"L  35"D  34"H

**CHAIR**  
SELECT  
black fabric 810950  
35"L  35"D  34"H
SEATING

Allegro

CHAIR SELECT
blue fabric 81019
36”L 34.5”D 30”H

SOFA SELECT
blue fabric 83015
73”L 34.5”D 30”H

Fairfax

CHAIR SELECT
white vinyl/brushed metal 810949
27”L 26”D 30”H

SOFA SELECT
white vinyl/brushed metal 830949
62”L 26”D 30”H

Hopi

CHAIR SELECT
gray linen 810140
27”L 26”D 34”H

LOVESEAT SELECT
gray linen 830150
48”L 26”D 34”H

Tangiers

CHAIR SELECT
beige fabric 810118
34”L 37”D 36”H

SOFA SELECT
beige fabric 830118
78”L 37”D 36”H

Roma

CHAIR SELECT
white vinyl 81020
37”L 31”D 33”H

SOFA SELECT
white vinyl 83016
78”L 31”D 33”H

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately
CASUAL SEATING

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans—even sophisticated bar sets—that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE OTTOMAN  
white vinyl 815122  
black vinyl 815123  
34"L x 34"D x 15"H

ENDLESS CURVE OTTOMAN  
white vinyl 815953  
black vinyl 815952  
60.5"L x 37.5"D x 15"H

BENCH OTTOMAN  
white vinyl 815120  
black vinyl 815121  
60"L x 20"D x 18"H

HALF BENCH OTTOMAN  
white vinyl 815119  
39"L x 23"D x 18"H

ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | Page 5, 26  
Swanson Swivel Chair | 810875 | Page 10  
Regis End Table | 82075 | Page 21  
Regis Bench/Table | 82074 | Page 21  
Work Desk | 820706 | Page 25  
Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE OTTOMAN
- blue vinyl 81518
- red vinyl 81519
- orange vinyl 81525
- pink vinyl 81520
- yellow vinyl 81517
- black vinyl 81530
- white vinyl 81531

Dimensions: 18"L 18"D 18"H

MARCHE SWIVEL OTTOMAN
- gray fabric 815151
- red fabric 815154
- blue fabric 815159
- linen fabric 815152
- meadow green fabric 815157
- pear yellow fabric 815158
- plum fabric 815156
- raspberry fabric 815153
- rose quartz fabric 815155
- white vinyl 815150

Dimensions: 17"Round 18"H

EDGE LED CUBE OTTOMAN*
- high-density plastic 81526

Dimensions: 20"L 20"D 20"H

BANQUETTES

CENTER CONE
- 38"Round 51"H
- Powered
  Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVE OTTOMAN
- 53"L 22"D 18"H

Possible configurations:

- (4) quarter curve ottoman
- (1) center cone
- (4) quarter curve ottomans

*Electrical power must be ordered separately

See pages 26 and 27 for all Powered options.
OCCASIONAL CHAIRS

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

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

LAGUNA CHAIR  SELECT  maple/chrome  810861
18"L  19"D  34"H

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

MADRID CHAIR  SELECT
black vinyl/chrome  8102
white vinyl/chrome  810816
30"L  30"D  31"H

ITEMS PICTURED BELOW
Powered Locking Pedestal, 36" | 85061 | Page 27
White Vibe Cube Ottoman | 81531 | Page 7
OCCASIONAL CHAIRS

MEETING CHAIR  SELECT
white vinyl 810948
espresso vinyl 810835
taupe microfiber 810836
25.5"L  23.5"D  34"H

KEY WEST CHAIR  SELECT
black fabric 8103
31"L  31"D  31"H

MADDEN CHAIR  SELECT
light gray vinyl 810843
27"L  32"D  33"H

ICE SIDE CHAIR  SELECT
transparent 810814
17"L  20"D  22"H

MALBA CHAIR  SELECT
gray molded plastic 810131
green molded plastic 810130
20"L  20"D  32"H

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

<table>
<thead>
<tr>
<th>Chair Name</th>
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<th>Code</th>
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<td>WENDY CHAIR</td>
<td>clear acrylic</td>
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<td>15&quot;L 20&quot;D 36&quot;H</td>
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CONFERENCE CHAIRS

GRAY GASLIFT CHAIR  
**ESSENTIALS**  
with arms 71046  
without arms 71045  
26"W  20"L  36"H  Adjustable

LA BREA SWIVEL CHAIR  
**SELECT**  
charcoal gray fabric 810874  
35"L  27"D  40"H

ALTURA GUEST CHAIR  
**SELECT**  
black fabric/black steel 81063  
25"L  20"D  34"H

LUXOR HIGH BACK EXECUTIVE CHAIR  
**SELECT**  
black vinyl 810807  
27"L  28"D  47"H  Adjustable

PRO EXECUTIVE HIGH BACK CHAIR  
**SELECT**  
white vinyl 810844  
black vinyl 810946  
25"L  24"D  48"H  Adjustable

PRO EXECUTIVE MID BACK CHAIR  
**SELECT**  
white vinyl 810945  
black vinyl 810944  
24"L  22"D  40"H  Adjustable

PRO EXECUTIVE GUEST CHAIR  
**SELECT**  
black vinyl 810947  
24"L  22"D  36"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
BARS & BARSTOOLS

MARTINI BAR SELECT
grey metal rounded bar with frosted glass top and chrome legs 8501

67"L  22"D  45"H

possible configurations

BLACK DIAMOND STOOL ESSENTIALS
71088

22"W  18"L  46"H

GRAY GASLIFT STOOL ESSENTIALS
with arms 71048
without arms 71047

24"W  20"L  46"H  Adjustable

LAGUNA BARSTOOL SELECT
maple/chrome 810860

18"L  20"D  47"H

LIMERICK® STOOL ESSENTIALS
BY HERMAN MILLER
gray 210109

18"W  17.75"L  44"H

LIFT BARSTOOL SELECT
grey vinyl/chrome 810872
red vinyl/chrome 810873
black vinyl/chrome 810871
white vinyl/chrome 810870

15" Round  29-33.5"H  Adjustable

APEX BARSTOOL SELECT
black vinyl 810951
blue ultra suede 810952
red vinyl 810953
white vinyl 810954

21"L  21"D  33"H
BARS & BARSTOOLS

BANANA BARSTOOL  SELECT
white vinyl/chrome 810103
black vinyl/chrome 810104
21"L  22"D  41"H

ZENITH BARSTOOL  SELECT
white/chrome 810850
19"L  20"D  44"H

ZOYE BARSTOOL  SELECT
white vinyl/chrome 810840
black vinyl/chrome 810834
15"L  16"D  26-30.5"H  Adjustable

CHRISTOPHER BARSTOOL  SELECT
white 810848
19"L  15"D  41"H

ICE BARSTOOL  SELECT
transparent/chrome legs 810815
16"L  14"D  38"H

SHARK BARSTOOL  SELECT
white plastic/chrome 810202
22"L  19"D  34-44"H  Adjustable

RUSTIQUE BARSTOOL  SELECT
gunmetal 810839
13"L  13"D  20"H

GIN BARSTOOL  SELECT
maple wood/chrome 810505
16"L  16"D  33"H

OSLO BARSTOOL  SELECT
blue plastic/chrome 810200
white plastic/chrome 810201
17"L  20"D  45"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

- Endless Square Ottoman | 815122 | Page 6
- Geo End Table | 82035 | Page 19
- 30” Round Hydraulic Base Bar Table | 820230 | Page 17
- Ice Barstool | 810815 | Page 13
### TABLES

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*Table and counter widths available in select cities

**ESSENTIALS**

- 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

Soho Series

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

**BLACK-TOP MINI ESSENTIALS**
- **72066** 18” Round 18”H

Chelsea Series

**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

**STANDARD BASE CAFÉ TABLE SELECT**
- Liquid white **820232** 30” Round 29”H
- Liquid white **820231** 30” Round 40”H

**HYDRAULIC BASE CAFÉ TABLE SELECT**
- Maple **8201208** 30” Round 29”H
- Maple **8201207** 30” Round 45”H

**STANDARD BASE BISTRO SELECT**
- Blue steel **8201203** 30” Round 29”H
- Blue steel **8201204** 30” Round 42”H

*Actual color*
PEDESTAL TABLES

HYDRAULIC BASE
CAFÉ TABLE  SELECT
graphite 8201209
36" Round  29"H

HYDRAULIC BASE
BAR TABLE  SELECT
graphite 8201211
36" Round  45"H

HYDRAULIC BASE
CAFÉ TABLE  SELECT
maple 8201206
36" Round  29"H

HYDRAULIC BASE
BAR TABLE  SELECT
maple 8201205
36" Round  45"H

HYDRAULIC BASE
CAFÉ TABLE  SELECT
liquid white 820224
30" Round  29"H

HYDRAULIC BASE
BAR TABLE  SELECT
liquid white 820230
30" Round  45"H

HYDRAULIC BASE
CAFÉ TABLE  SELECT
white laminate 820126
36" Round  29"H

HYDRAULIC BASE
BAR TABLE  SELECT
white laminate 820125
36" Round  45"H

MADISON HYDRAULIC BASE
CAFÉ TABLE  SELECT
gray acajou 820241
30" Round  29"H

MADISON HYDRAULIC BASE
BAR TABLE  SELECT
gray acajou 820240
30" Round  45"H

MADISON CAFÉ TABLE  SELECT
gray acajou 820265
30" Round  29"H

MADISON BAR TABLE  SELECT
gray acajou 820264
30" Round  42"H
OCCASIONAL, END & COCKTAIL TABLES

**Silverado**

**END TABLE** [select]
- tempered glass/painted steel [82015]
- 24" Round 22"H

**COCKTAIL TABLE** [select]
- tempered glass/painted steel [82014]
- 36" Round 17"H

**MANHATTAN**

**TABLE** [select]
- glass/brushed metal base [82033]
- 42" Round 29"H

**Alondra**

**END TABLE** [select]
- glass/chrome [820252]
- 20"L 20"D 20"H

**COCKTAIL TABLE** [select]
- glass/chrome [820250]
- 47"L 24"D 16"H

**END TABLE** [select]
- wood/chrome [820253]
- 20"L 20"D 21"H

**COCKTAIL TABLE** [select]
- wood/chrome [820251]
- 47"L 24"D 17"H
OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE
wood/black steel 82028
20"L 20"D 21"H

COCKTAIL TABLE
wood/black steel 82027
47"L 24"D 17"H

END TABLE
glass/chrome 82035
26"L 26"D 20"H

COCKTAIL TABLE
glass/chrome 82034
50"L 22"D 16"H

Sydney

END TABLE
black laminate/brushed steel 82054
white laminate/brushed steel 82055
27"L 23"D 22"H

COCKTAIL TABLE
black laminate/brushed steel 82076
white laminate/brushed steel 82053
48"L 26"D 18"H

Powered options available

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately
OCCASIONAL, END & COCKTAIL TABLES

Oliver
END TABLE  selects
walnut finish 82088
22” Round  22”H

TABLE  selects
walnut finish 82087
47”L  27”D  19”H

ITEMS PICTURED BELOW
Endless Curve Ottoman | 815953 | Page 6
Silverado Table | 82014 | Page 18
Zoey Barstools | 810840 | Page 13
30” Round Hydraulic Base Bar Table | 820230 | Page 17
OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE  SELECT
brushed metal 82075
16”L  15.5”D  16.5”H

BENCH/TABLE  SELECT
brushed metal 82074
47”L  15.5”D  16”H

AURA
ROUND TABLE  SELECT
white metal 820844
15”Round  22”H

EDGE LED
CUBE TABLE*  SELECT
white plastic/clear acrylic top 82057
20”L  20”D  20”H

GEO SQUARE-ROUND
TABLE  SELECT
glass/black steel 82043
glass/chrome 82044
42”L  42”D  29”H

*Electrical power must be ordered separately

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

GEO CONFERENCE TABLE
- glass/black steel 82041
- glass/chrome 82051
  - 60”L  36”D  29”H

MADISON CONFERENCE TABLE
- gray acajou 820260
  - 42” Round  29”H

42” ROUND WHITE CONFERENCE TABLE
- white laminate 820708
  - 42” Round  29”H

6’ OVAL CONFERENCE TABLE
- granite nebula 820203
  - 72”L  42”D  29”H

8’ RECTANGULAR CONFERENCE TABLE
- granite 820115
  - 96”L  44”D  29”H
CONFERENCE TABLES

MADISON 5' TABLE  
gray acajou 820261  
60"L  48"D  29"H

MADISON 8' TABLE  
gray acajou 820262  
96"L  60"D  29"H

MADISON 10' TABLE  
gray acajou 820263  
120"L  48"D  29"H

COMMUNAL TABLE  
(MAPLE WITH GROMMETS)  
laminate/metal  
82058  
72"L  26"D  30"H

82059  
72"L  26"D  42"H

COMMUNAL TABLE  
(MAPLE)  
laminate/metal  
82067  
72"L  26"D  30"H

82068  
72"L  26"D  42"H

COMMUNAL TABLE  
(WHITE)  
laminate/metal  
82063  
72"L  26"D  30"H

82066  
72"L  26"D  42"H

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

MADISON DESK  SELECT
gray acajou 84075
60"L  30"D  29"H

MADISON CREDENZA  SELECT
gray acajou 84077
60"L  20"D  29"H

MADISON BOOKCASE  SELECT
gray acajou 84078
36"L  12"D  72"H
COMPUTER DESK / TABLE

WORK DESK  SELECT
white laminate 820706
48"L  24"D  30"H

MERLIN TABLE  SELECT
grey laminate 820707
46"L  29"D  30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | Page 4
Key Largo Chair | 810950 | Page 4
Sydney Table, Powered | 82076 | Page 19, 27
Aura Round Table | 820844 | Page 21
Black Diamond Stool | 71088 | Page 12
Soho Black Top Bistro | 36" Round - 72068 | Page 16

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

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED*  
black vinyl /810120  
36"L 30"D 33"H

Power Panel Detail

NAPLES LOVESEAT, POWERED*  
black vinyl /830122  
62"L 30"D 33"H

Power Panel Detail

NAPLES SOFA, POWERED*  
black vinyl /830121  
87"L 30"D 33"H

Power Panel Detail

ROMA CHAIR, POWERED*  
white vinyl /81021  
37"L 31"D 33"H

Power Panel Detail

ROMA SOFA, POWERED*  
white vinyl /83017  
78"L 31"D 33"H

Power Panel Detail

*Electrical power must be ordered separately
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* select
white top 82070
72”L 26”D 18”H

G30 CAFÉ TABLE, POWERED* select
white top 82071
72”L 26”D 30”H

G30 BAR TABLE, POWERED* select
white top 82072
72”L 26”D 42”H

TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* select
black metal 84083
desk only 84084
60”L 30”D 30”H

SYDNEY COCKTAIL TABLE, POWERED* select
black laminate/brushed steel 82076
white laminate/brushed steel 82073
48”L 26”D 18”H

POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36” select
black 85060
white 85061
24”L 24”D 36”H

POWERED* LOCKING PEDESTAL, 42” select
black 85062
white 85063
24”L 24”D 42”H

BANQUETTE

CENTER CONE select
8506
36” Round 31”H
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately
STORAGE

3 DRAWER FILE CABINET ON CASTORS
84080
16"L 20"D 28"H

FILE CABINET WITH LOCK
standard size

TWO-DRAWER
74082
15"W 29"L 28"H

FOUR-DRAWER
74081
15"W 29"L 50"H

REFRIGERATOR

SMALL REFRIGERATOR* ESSENTIALS
75057
19"W 19"L 34"H

REFRIGERATOR* SELECT
white • 14.0 cubic feet 8503001
28"L 28"D 64"H

MASON TABLE LAMP* SELECT
white/brushed silver 850707
16" Round 26"H

MASON FLOOR LAMP* SELECT
white/brushed silver 850708
18" Round 55"H

LIGHTING

*Electrical power must be ordered separately
DISPLAY

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That’s why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

DISPLAY CYLINDERS
black

low 75020
30" W 15" H

medium 75021
18" W 20" H

high 75022
24" W 30" H
Available in rectangular sizes.

DISPLAY CUBES
black

12" small 75030
12" W 12" L 42" H

18" medium 75031
18" W 18" L 36" H

24" large 75032
24" W 24" L 42" H

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

DISPLAY COUNTER
black 72056
24" W 49" L 42" H

ITEMS PICTURED BELOW

Bench Ottoman | 815120 | Page 6
Powered Locking Pedestal, 36" | 85061 | Page 27

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

We know that every exhibit is different and requires certain pieces that may be hard to find. That’s why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

TABLET STAND

MOBILE TABLET STAND  SELECT
white 850714
black 850715

14"L  13"D  44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.75" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

BROCHURE HOLDER*  SELECT
black 850711

8.625"L  1.1"D  11.325"H

WIRELESS PRINTER HOLDER*  SELECT
black 850712

4.3"L  1.9"D  5.28"H

CHARGING SHELF*  SELECT
black 850713

14.85"L  7.17"D  1"H

*To be ordered with the tablet stand
ACCESSORIES

CHROME STANCHION WITH 8’ RETRACTABLE BELT  ESSENTIALS  
220121
42”H

Holds 22” x 28” sign

CHROME SIGN HOLDER  ESSENTIALS  
220118

ROUND LITERATURE RACK  ESSENTIALS  
750135

17”W  17”L  57”H
Revolving black display holds printed materials for easy access from 20 pockets.

FLAT LITERATURE RACK  ESSENTIALS  
750136

10”W  55”H
Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE  ESSENTIALS  
220109

ALUMINIUM EASEL  ESSENTIALS  
220134

CHROME BAG RACK  ESSENTIALS  
220110

SPECIAL DRAPING (not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

FLOOR-STANDING BULLETIN BOARD  ESSENTIALS  
10201484

48”W  96”L  78”H

CORRUGATED WASTEBASKET  ESSENTIALS  
220106

WASTEBASKET  ESSENTIALS  
220107
wastebasket color may vary.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: NEXT Conference / September 27 - 29, 2017

CONTACT NAME:
PHONE #:
E-MAIL ADDRESS:
For Assistance, please call (313) 393-0250 to speak with one of our experts.

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

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COMPANY NAME:               BOOTH #: X
CONTACT NAME : PHONE #:
E-MAIL ADDRESS :
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Occasional, End & Cocktail Tables

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NAME OF SHOW: NEXT Conference / September 27 - 29, 2017
COMPANY NAME: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 
For Assistance, please call (313) 393-0250 to speak with one of our experts.

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**TOTAL COST**

\[
\text{Sub-Total} + \quad \text{6\% Tax} = \quad \text{Total Cost}
\]

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

*Asterisk indicates item is a Freeman Select furnishing

07/17 (459030)
**NAME OF SHOW:** NEXT Conference / September 27 - 29, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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**DIGITAL GRAPHICS**

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

L \times W = \text{sq. ft.}

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

**LARGE DIGITAL GRAPHICS**

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

**File Information:**

- Electronic File Name
- Application
- PMS Colors

**Back Up Material:**

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

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

**STANDARD SIZES**

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(white only)

**INDICATE YOUR SIGN COPY HERE:**

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

07/17 (459030)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK
• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (313) 393-0250 for assistance.
FLEXING TO FIT YOUR NEEDS

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

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

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: NEXT Conference / September 27 - 29, 2017

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For Assistance, please call (313) 393-0250 to speak with one of our experts.

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

**TABLETOP UNIT**

Rental Units Include: 
- Draped Table (select color below) 1-Case
- Classic Carpet 9’ x 10’ (select color below) One Time Installation & Dismantle
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include: 
- Header Identification Sign - (white with black text) Indicate copy below: 

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

*Other Colors Also Available for Purchase Units
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

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

**FLOOR UNIT**

Rental Units Include: 
- Classic Carpet 9’ x 10’ (select color below) 2-Cases
- Installation & Dismantle of Exhibit 1-Time Installation & Dismantle
- Material Handling of Exhibit 1-Podium - 8'H X 10'W unit only
- Nightly Vacuuming 1-Podium - 8'H X 10'W unit only
- 2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include: 
- Header Identification Sign - (white with black text) Indicate copy below: 

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

*Other Colors Also Available for Purchase Units
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

**CUSTOM GRAPHIC / PHOTO PANELS**

- Our custom graphic panels can dramatically enhance your exhibit’s appearance.
- Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

**OPTIONAL ACCESSORIES**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>163.10</td>
<td>228.35</td>
<td></td>
<td></td>
<td>231.15</td>
<td>323.60</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>84.90</td>
<td>118.65</td>
<td></td>
<td></td>
<td>167.10</td>
<td>233.95</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>66.35</td>
<td>92.90</td>
<td></td>
<td></td>
<td>116.70</td>
<td>163.40</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>66.35</td>
<td>92.90</td>
<td></td>
<td></td>
<td>116.70</td>
<td>163.40</td>
<td></td>
</tr>
</tbody>
</table>

**QUICK TIPS**

- Orders received after the deadline date or without payment will be charged the Standard Price.

**PURCHASE UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RENTAL UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.
SMARTFABRIC™ RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

9’x10’ or 9’x20’ (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.

ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the “Rental Exhibits Include” sections of each package. These items are available to order as additional accessories if needed.

SMARTFABRIC ZIPPERED CARRYING CASE

20”W  8”H  16”D

CLEAR ACRYLIC SHELF

36”W  12”H  .25”D

(up to 15lbs each)

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“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.

For fast, easy ordering, go to www.freeman.com
**Quick Tips**

- **SmartFabric Exhibit**
  - Classic Carpet 9’ X 10’ or 9’ X 20’
  - Installation & Dismantle of Exhibit
  - Material Handling of Exhibit
  - Nightly Vacuuming
  - 2-Arm Lights (per 10 ft.)
  - 2 Shelves (30” x 12”, supports up to 15 lbs.)
  - Power (500 watts) for LIGHTS only

- **SmartFabric Rental Exhibit**
  - 116.5” X 92.5” Custom Fabric Graphic
  - Carrying Case for Graphic
  - Classic Carpet 9’ X 10’ or 9’ X 20’ (select color below)
  - Installation & Dismantle of Exhibit
  - Material Handling of Exhibit
  - Nightly Vacuuming
  - 2-Arm Lights (per 10 ft.)
  - 2 Shelves (30” x 12”, supports up to 15 lbs.)
  - Power (500 watts) for LIGHTS only

**Discount Price Deadline Date**
September 06, 2017

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

**SmartFabric Exhibit**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td>$1,895.00</td>
<td>$2,653.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td>$3,695.00</td>
<td>$5,173.00</td>
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</table>

**SmartFabric Rental Exhibit**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ SmartFabric Rental Exhibit</td>
<td>$1,995.00</td>
<td>$2,793.00</td>
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**Frame Only Unit**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
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<tr>
<td></td>
<td>10’ x 10’ Frame Only Unit</td>
<td>$1,195.00</td>
<td>$1,673.00</td>
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<tr>
<td></td>
<td>10’ x 20’ Frame Only Unit</td>
<td>$1,995.00</td>
<td>$2,793.00</td>
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</tr>
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</table>

**Accessories**

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

**Total Cost**

- **Sub-Total**:  
- **6% Tax**:  
- **Total Cost**:  

**Notes**

- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **All graphics are subject to a 100% cancellation charge once production begins.**
- **The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.**
- **9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for access to utility ports.**
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
### 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>
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<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $__________

Tax = $__________ (N/A)

Total Installation = $__________

### DISMANTLE LABOR

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

Emergency contact: ______________________________________ Phone Number: ____________________________

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

Supervisor will be: ___________________________ Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
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<th>Total Hrs.</th>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $__________

Tax = $__________ (N/A)

Total Dismantle = $__________
NAME OF SHOW: NEXT CONFERENCE / SEPTEMBER 27 - 29, 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 ___________ 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.
With more than 85 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.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The 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 [www.freemanco.com](http://www.freemanco.com)

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

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

**DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**
NAME OF SHOW: NEXT Conference / September 27 - 29, 2017

COMPANY NAME: ___________________________  BOOTH #: ________  BOOTH SIZE: ______

CONTACT NAME: ___________________________  PHONE #: ___________________________

E-MAIL ADDRESS: ___________________________

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

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:
SHIPPER NAME
SHIPPER ADDRESS

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ________)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet (color _______________________)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other ( ______________________________)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels: ___________________________

FAX THIS COMPLETED FORM VIA:

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

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

SHOW # _____________

07/17
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.

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.

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.

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 Handing 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
Tips to Save on Material Handling

Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments 1 Consolidated Shipment
60 lbs. charged @ 200 lbs. $118.00 3 pieces (1 shipment) 177 lbs. charged @ 200 lbs = $118.00
52 lbs. charged @ 200 lbs. $118.00 65 lbs. charged @ 200 lbs. $118.00 = $354.00

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.
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, carpet/pad only shipments 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, Airborne Express &DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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 bars and hooks.
TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
UPS FREIGHT
6150 INKSTER RD
ROMULUS, MI 48174

WAREHOUSE

EVENT: ____________ NEXT Conference ____________

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
COBO CONFERENCE- EXHIBITION CENTER
1 WASHINGTON BLVD

DETROIT, MI 482264420

SHOW SITE

EVENT: ________________ NEXT Conference

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
</table>

**Select a Carrier:**
- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

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

---

For Assistance, please call (313) 393-0250 to speak with one of our experts.

For your convenience, please complete the form below to order your shipping labels:

**NAME OF SHOW:** NEXT Conference / September 27 - 29, 2017

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

---

**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:**

---

**OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS**

**NEXT Conference / September 27 - 29, 2017**

**NAME OF SHOW:**

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

---

For Assistance, please call (313) 393-0250 to speak with one of our experts.

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**CITY:**

**STATE/PROVINCE:**

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**ATTN:**

**SPECIAL INSTRUCTIONS:**

**BILL TO:**

- [ ] Same as Ship to:

**COMPANY NAME:**

**DELIVERY ADDRESS:**

**CITY:**

**STATE/PROVINCE:**

**ZIP/POSTAL CODE:**

---

**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
- [ ] Lift gate required
- [ ] Air ride required
- [ ] Residential

---

**SELECT SHIPMENT OPTIONS (IF APPLICABLE):**

- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack

---

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.
Dear Exhibitor,

Cobo Center on-line is now available for your convenience to order all Cobo Center Services using the link below.

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Cobo Center has migrated to paperless event service ordering. Online ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Cobo with our online ordering service. Thanks for participating.

Link: http://www.cobocenter.com/exhibitors/exhibitor_services_online_ordering

Cobo Center Services available on-line include:

- Internet
- Electrical
- Custom Booth Cleaning
- Plumbing/Compressed Air
- Telephone Lines
- Booth Catering
- Stagehand Labor

Please take advantage of the early order discounts available on most services. Once order is placed you will receive a confirmation. If you have questions or need assistance, please contact:

Rajiv Chopra
313-877-8201
rchopra@cobocenter.com

Thank you & looking forward to servicing you.
DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS

• From I-94 East- and West-bound
  Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 North-bound
  Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 South-bound
  Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From I-96 East-bound
  Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From Lodge Freeway
  Take M-10 south and exit at Howard Street (#1C).

From M-10/Howard Street exit to Detroit, Wayne, Oakland and Macomb Hall Loading Docks
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

From M-10/Howard Street exit to Michigan Hall Loading Docks
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Continue on Cabacier Street to Jefferson Avenue, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

From M-10/Howard Street exit to Ballroom Loading Dock
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.