SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ booth will be set with 8’ high black and gold back drape, 36” high black side dividers, one 6’ x 30” white skirted table, two chairs, one wastebasket and a one-line identification sign.

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

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 09, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Monday March 30, 2020 12:00 PM - 4:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Tuesday March 31, 2020 12:30 PM - 2:30 PM
We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Tuesday, March 31, 2020 at 2:30 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 Tuesday, March 31, 2020 at 1:30 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (214) 634-1463 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3801 Adler Dr, Ste 100
Dallas, TX 75211
(214) 634-1463 fax (469) 621-5601
FreemanDallasES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by March 09, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # ________
TAHFM INTERLINK
C/O FREEMAN
5130 CASH RD
DALLAS, TX 75247
Freeman will accept crated, boxed or skidded materials beginning Monday, March 02, 2020, at the above address. Material arriving after March 25, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
TAHFM INTERLINK
C/O FREEMAN
OMNI FORT WORTH HOTEL
1300 HOUSTON ST
FORT WORTH, TX 76102

Freeman will receive shipments at the exhibit facility beginning at 12:00 PM on Monday, March 30, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

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

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (214) 634-1463 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 09, 2020.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.
Interested in going green and saving money?

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

**BEFORE THE SHOW**

1. **booth structure**
   - **Option 1 Multiple Use**
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
   - **Option 2 One-time Use**
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.
     Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

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

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

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

5. **printing**
   - **Reduce printing and go digital** with your booth literature.
   - **Print locally.** Supporting local businesses while reducing shipping? It's a win-win.
   - **Print on at least 50 percent post-consumer recycled paper.**
6. **save energy**
   - Use Energy Star-rated equipment for audio-visual equipment and monitors.
   - Power down. Turn off equipment at the end of each day.
   - Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

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

8. **shipping out**
   - Pack in, pack out. Leave no traces on show site.
   - Join a caravan. If you're shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

9. **leftover materials**
   - Remember to label. Clearly label recyclable leftover material for disposal.
   - Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs.

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**Typically**

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

**Typically**

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

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**Freeman.com**
The information contained in the brief outline does not by any means cover completely the ordinances and regulations contained in the “City of Fort Worth Fire Prevention Code”. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproof solution. (Treatment shall be renewed as often as may be necessary to maintain the flame-proofing effect.)

2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame-proofed.

3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time.

5. All sawdust and shavings shall be kept damp at all times (except when used for animal bedding.)

6. All hay and straw shall be stored and maintained in a manner approved by the Fire Prevention Bureau.

7. The demonstration or use of equipment using liquid fuel in buildings is prohibited.

8. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in case of an emergency.

9. The demonstration by special permit.

10. “No Smoking by Order of Fire Chief” signs shall be posted and maintained in areas designated by the Fire Prevention Bureau.

11. Provide for daily removal and disposal of trash and rubbish from buildings, tents and areas.

12. All electrical wiring shall be installed in a manner approved by the City Electrical Engineer.

13. Provide and maintain approved fire extinguisher equipment in all areas.

14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

15. All appliances fired by natural gas shall be approved by the City of Fort Worth Plumbing Inspector and Fire Prevention Bureau before used.

16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Prevention Bureau.

17. Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

18. There shall be no obstruction blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.

19. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs and/or exit doors or exit ways.

20. No vehicles shall be parked in fire lanes outside of buildings.

21. No flammable liquids shall be admitted inside of buildings except by approval of the Fire Prevention Bureau.

22. Artificial lighting such as lanterns and candles are prohibited.

23. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles.

24. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.

25. The use of all permanent gas-fired heating units shall meet the approval of the City Mechanical Division and the Fire Prevention Bureau. Liquid or gas-fired portable heaters are prohibited.

26. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Prevention Bureau, but in any instance such equipment shall be installed in accordance with the provisions of the City Building and Fire Codes.
Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. 
Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/498321

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

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

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank.

Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the du-ration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’s booth. Rental prices on Audio Visual equipment and computers do not include la-bor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per-pre-7 hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of rea-sons 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 utilized. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection, or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge its payment of the invoice prior to the last day of the show, charges will revert to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with EXHIBITOR’S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “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.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be considered acceptance of the following conditions when the contract is signed: This Material Handling Agreement (MHA) is signed for Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging that is not strong enough to withstand normal loading and unloading. Goods requiring cold storage and those in inaccessible storage are stored at Exhibitor’s own risk.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representatives. Any loose labels must be removed or enclosed. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the date of loss or damage occurred. The term “Exhibitor” means the Exhibitor, its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

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

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be liable for, delay, loss, damage, theft, or disappearance of Exhibitor’s materials after the conclusion of the show. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended.

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

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected carrier or freight forwarder, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman does not accept any claims for concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

10. JURISDICTION / VENUE. This Contract shall be construed under the laws of the State of Texas except to the extent that such laws would otherwise give exclusive jurisdiction to a Federal or State court in a location other than Dallas, Texas.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorney’s fees, costs, and expenses) to Freeman or any of Freeman’s employees, directors, officers, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, suits, losses, costs, demands, expenses, and other matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract. Freeman reserves the right to enforce any liens that it has a legal right to enforce to its own satisfaction. Freeman shall have the right to commence an action at law against Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied. Freeman reserves the right to give under the UCC of a time and place of a public sale or the time and place of a private sale after which any prior 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 registered 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.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that are 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 of amounts due Freeman for services provided, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (the “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 (the “UCC”), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any prior 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 registered 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 YOU OR YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE ENGAGED IN ENTERING 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 PREMISES.
Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility closure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion, war, or terrorism. Freeman’s liability for loss or damage for the satisfactory performance of only those services which it directly provides under this Contract.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, storage, and shipment. If the property is not properly packed and/or labeled, Freeman reserves the right to refuse to accept the property. For transportation of hazardous materials, Shipper must provide, at Shipper’s expense, containers or packaging which meets all applicable governmental regulations and requirements; Freeman reserves the right to refuse to accept such property. Freeman reserves the right to refuse to accept any property which, in Freeman’s reasonable judgment, is not free from extraordinary or inherent risk, which cannot be reduced to acceptable levels, or which may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at Shipper’s expense.

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

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

(b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that Freeman may select. The property placed in storage at the owner’s expense and without liability to Freeman. (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempt, first notice of refusal, Freeman may offer the shipment for sale at a public auction and Freeman has the right to sell the property and retain the proceeds therefrom.

Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to sell the property and retain the proceeds therefrom. Storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the property or the payment by the Consignee. Such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignor or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either of them is not regularly located, Freeman’s liability for the shipment shall terminate upon unloading or delivery.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES; FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADEQUATE PACKING, DAMAGED CONTAINERS (EXCEPT FOR INDEMNITY EXCEPTIONS OF INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE OF CARGO TO SHIPPER, SHALL BE LIMITED TO THE HIGHER OF (A) THE AMOUNT OF THE DECLARED VALUE OR $2.00 PER POUND (OR $1.25 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT, OR (B) THE AMOUNT OF THE ACTUAL LOSS OR DAMAGE AS NEGOTIATED BETWEEN FREEMAN AND SHIPPER IN CONTRACT OR AS SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE IS PAID. FOR INTERNATIONAL SHIPMENTS, FREEMAN’S LIABILITY FOR DAMAGES WILL BE LIMITED TO THE HIGHER OF (A) THE AMOUNT OF THE DECLARED VALUE OR $2.00 PER POUND (OR $1.25 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT, OR (B) THE AMOUNT OF THE ACTUAL LOSS OR DAMAGE AS NEGOTIATED BETWEEN FREEMAN AND SHIPPER IN CONTRACT OR AS SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE IS PAID.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Shipper agrees to indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, fraud damages, or any other 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 statute or regulation, or any other legal theory or cause; and, (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damage.

8. CLAIMS. Shipper, Consignor, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within fifteen (15) business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Recei of the shipment by the Consignee or the Consignee’s agent without written notice on the delivery receipt and/or delivery manifest shall constitute a waiver by the Consignee or the Consignee’s agent that there was no reasonable basis for such a claim. The shipment is not delivered in good condition. The amount of the claim may be confirmed in writing or via email at exhibit.transportation@freeman.com within thirty (30) calendar days from the date of delivery of the shipment. Notice of claim must be confirmed in writing or via email at exhibit.transportation@freeman.com within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from the shipment shall be limited to the amount of insurance declared by the Consignee. All claims for overcharge must be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Shipper. For International shipments, claims for loss or damage must be made in writing to Freeman within sixty (60) calendar days after the date of acceptance of the shipment. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedge Yard, PO Box 1451, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS. ANY ACTION BROUGHT TO ENFORCE ANY RIGHTS OR OBLIGATIONS ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING ANY CLAIM FOR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, AND THE U.S. ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY THAT IS NOT ARBITRABLE UNDER LAW. NOTWITHSTANDING THE ABOVE LIMITATIONS, FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING ANY CLAIM FOR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, THE U.S. ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY THAT IS NOT ARBITRABLE UNDER LAW. NOTWITHSTANDING THE ABOVE LIMITATIONS, FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING ANY CLAIM FOR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, THE U.S. ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY THAT IS NOT ARBITRABLE UNDER LAW. NOTWITHSTANDING THE ABOVE LIMITATIONS, FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING ANY CLAIM FOR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, THE U.S. ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY THAT IS NOT ARBITRABLE UNDER LAW.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper will not be entitled to control the transport of the property, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper understands that it is the property of Shipper and that this Agreement shall confer on Shipper no rights in or to any third party, including common or contract carriers of cargo by air, rail, or road, for the purpose of confirming, extending, or altering this Agreement, or otherwise, in any manner related to payment for the shipment.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes the person to whom the property is ultimately desti- nated, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type re- ceived from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom property is to be delivered. “Shipment” means the goods and/or containers, and the property transported.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. The parties agree to follow the terms set forth in this Contract. Each party further agrees that any unauthorized contract, agreement, or other oral or written representation that is not consistent with the terms of this Contract shall be void. Each party represents and warrants that it has the authority to execute this Contract on behalf of itself and the other party and that it is not under the direct supervision or control of another entity.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its rea- sonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptable packaging and crating system or procedure for Shipper that might not be used for its property. Freeman shall not be responsible for damage to loose or unsecured materials, packed or unpacked, or items with loose or unsecured materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and pro- cedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, or in refrigerated or insulated containers with limited physical protection for the goods. Any food shipped in dry trailers will be subject to spoilage at a rate according to the normal spoilage rate of the goods shipped. Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. If a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as required. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer was delivered to its destination. For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for catastrophic damage to these shipping containers (crushing, puncture, or complete destruction). Freeman’s max- imum liability in cases of “catastrophic” damage to these shipping containers or for any other damages shall be limited to a depre- ciated value of the property, whichever is less. The value per pound for applying declared valuation charges shall be $0.25.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of a misdescription, Freeman’s liability shall be limited to that of a warehouseman.

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

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost, stolen, damaged, or delayed, Freeman’s maximum liability shall be $10 per pound of the declared value or $100 per piece, whichever is less.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION. Shipper agrees to provide all information necessary to make the timeliness and efficiency of the service requested. Shipper must accept all terms and conditions of this Contract. Shipper confirms that it has read and agreed with all the terms and conditions of this Contract. Shipper confirms that it has read and agreed with all the terms and conditions of this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo on which the property is being transported. Notwithstanding the above limitations, FREEMAN’S MAXIMUM LIABILITY SHALL BE $100 per shipment or property delayed.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to deliver must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and two (2) months from the date when written notice is given to the claimant that Freeman has not acknowledged the claim. The value of the property shall be the value per pound for applying declared valuation charges.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR THE RESOLUTION OF ANY DISPUTE arising out of or relating to this Agreement or the breach thereof, shall be in the courts of Dallas County, Texas, and the parties hereby consent to personal jurisdiction of the courts of Dallas County, Texas in any such action or proceeding, and further, consent to service of process by any method permitted by law. WAIVER OF RIGHT TO JURY TRIAL, OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY INTERPRETATION OF THIS AGREEMENT OR THE APPLICATION OF THE LAWS OF ANY JURISDICTION TO THIS AGREEMENT SHALL BE RESOLVED BY ARBITRATION ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES AND JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED BY ANY COURT HAVING JURISDICTION THEREOF.

12. MISCELLANEOUS. Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; Shipper agrees that if it fails to do so, it shall in no event limit Freeman’s liability for the difference between the weight and dimension data furnished, and the weight and dimension data as determined by Freeman. Shipper warrants that it has performed or will perform any survey of the property to be transported, and shall file a survey of the property with Freeman no later than two (2) years and two (2) months from the date when written notice is given to the Consignee’s agent without notice of loss or damage to property being served on Freeman within 5 business days of receipt of the property, or, if in the event of the property being delivered to a carrier other than Freeman, proof that the property was delivered to the Consignee or carrier within five (5) business days of receipt of the property. Shipper further warrants that it has no knowledge of any concealed damage and that any claims for concealed damage must be filed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier is unable to deliver the property to the Shipper and notice of loss or damage is not received by the Shipper within five (5) business days of receipt of the property, Shipper shall not be responsible for the delivery of the property to the Consignee or carrier.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, dam- aged, or delayed, Freeman’s maximum liability shall be $100 per package. SOLELY FOR USE WITHIN THE UNITED STATES, FREEMAN’S MAXIMUM LIABILITY SHALL BE $100 PER PACKAGE UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. IF SHIPPER F转会乱, on the other hand, the property may be recovered in case of loss or damage.

14. FREEMAN REV 08/18
Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- **All-Inclusive Pricing with No Additional Fees for Pickups and Deliveries, Including Weekend and Night Service**
- **Pick-up and Transportation from Point of Origin to Your Choice of Either Advance Warehouse or Show Site**
- **On-Site Transportation Experts Are Available Before, During and After the Show**
- **Reliable Customer Service Seven Days a Week, Offering Complete Shipment Visibility and Expert Supervision**
- **Pre-Printed Shipping Labels and Outbound Paperwork**

**Benefits:**

- **Turnkey Pricing Ensures Precise Budgeting**
- **No Additional Handling, Pick-Up or Delivery Fees**
- **No Additional Fuel Surcharges or Overtime Surcharges**
- **No Carrier Waiting Time Fees**
- **Experienced On-Site Transportation Reps From Move-In Through Move-Out**
- **LTL (Less Than Truck Load) Shipping**

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

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**SHIPPING INFORMATION**

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

Total

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

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

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**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:

☐ I will be shipping to the WAREHOUSE

Freeman / Exhibiting Company Name / Booth #

TAHFM INTERLINK

C/O: Freeman

5130 Cash RD

Dallas, TX 75247

MUST BE DELIVERED BY MARCH 25, 2020

☐ I will be shipping to SHOW SITE

Freeman / Exhibiting Company Name / Booth #

TAHFM INTERLINK

C/O: Freeman

Omni Fort Worth Hotel

1300 Houston St

Fort Worth, TX 76102

CANNOT BE DELIVERED BEFORE MARCH 30, 2020

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**TYPE OF SERVICE**

☐ Next Day Air: Delivery next business day by 5:00 PM

☐ Second Day Air: Delivery second business day by 5:00 PM

☐ 3-5 Day Service: Delivery within 3 - 5 business days

☐ Declared Value $

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance

☐ Expedited Ground: Tailored to specific requirements

☐ Specialized: Pad wrapped, uncrated, truck load

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**FAX THIS COMPLETED FORM VIA:**

E-mail:

exhibit.transportation@freeman.com

Fax: (469) 621-5810

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

SHOW # (498321)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
• For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

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

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
Shipping and Material Handling

**before event**

- from your location or previous event

- advance warehouse

  - where exhibit materials are stored before an event

**during the event**

- venue dock

- your exhibit

  - transport to the venue's shipping dock then from the shipping dock to the next event or customer location

**after event**

- venue dock

  - move items from the dock, to the exhibit, back to the dock after the show

- to your location or next event

- storage for empty containers

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

**MATERIAL HANDLING SERVICES**

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

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

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

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

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

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

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
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<tbody>
<tr>
<td><strong>Warehouse Shipment (200 lb. minimum)</strong></td>
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<tr>
<td>Crated or Skidded Shipment</td>
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<tr>
<td><strong>Small Package - Maximum weight is 30 lbs per shipment</strong></td>
<td>$ 40.00</td>
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*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

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<tr>
<td><strong>Overtime Charge - Outbound</strong> (in addition to above rates)</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 30.00</td>
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</table>

### Description of Terms:

- **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 a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.
- **UNCRAVED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- **CARPET OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- **STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- **OVERTIME:**
  - 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
  (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

- **8.25% Tax**
- **N/A**
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. **Exhibitors may unload their own vehicles provided their vehicle qualifies** and they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, or anything with a motor etc.).

**Process onsite for unloading freight or vehicles on the show floor**

**Exhibitors wishing to self-unload**

1. Arrive at the hand unload area based on the Teamster Union guidelines above. **Exhibitors may unload their own vehicles provided their vehicle qualifies** and they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, or anything with a motor etc.). **Designated unload areas will be marked. While parked in the self-unload area, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.**

2. **Parking in the Hand Carry Unloading area is limited to 1 hour from the time your vehicle enters the area. Vehicles left beyond 1 hour will be ticketed.**

**VEHICLES THAT QUALIFY:**

- Sedan
- SUV
- Pickup
- Van

**VEHICLES THAT DO NOT QUALIFY:**

- X Trailer
- X Rentals
- X Bobtail
- X Stakebed

**DOLLIES THAT QUALIFY:**

**DOLLIES THAT DO NOT QUALIFY:**

- X X X X X X

**Exhibitors who will have Freeman unload their freight (Cart Service)**

1. Check into the designated unload area.
2. Freeman will unload your freight and bring it to your exhibit space, store your empty materials during the event, return the empties at the close of the event and load them on to the outbound carrier of your choice at the close of the show.
3. Please refer to the Freeman POV Cart Service form for rates and information.
Privately Owned Vehicle Cart Service

Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate: $120.00 round trip per cartload

Service to include:
- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitors will need to provide a credit card at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

EXHIBITOR MOVE-IN
Monday March 30, 2020 12:00 PM - 4:00 PM

PLEASE CHECK DESIRED SERVICE:

☐ INBOUND

Approximate number of pieces: 

Move-in day you will receive this service: 

☐ OUTBOUND

Approximate number of pieces: 

The above rates and procedures apply ONLY to passenger size vehicles. NO trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

**For fast, easy ordering, go to www.freeman.com/store**

**SHIPPING INFORMATION**

**METHOD OF SHIPMENT**

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

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

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

Select Desired Number of Labels: __________

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

EXHIBITOR NAME

C/O: FREEMAN

5130 CASH RD

DALLAS, TX 75247

WAREHOUSE

EVENT: TAHFM INTERLINK

BOOTH NO: ________ NO. _____ OF _____ PCS

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

C/O: FREEMAN
Omni Fort Worth Hotel
1300 Houston St
Fort Worth, TX  76102

SHOW SITE

EVENT:  ________TAHFM INTERLINK________
BOOTH NO._______NO._____OF_______PCS.

TO:  ________________________________
EXHIBITOR NAME

C/O: FREEMAN
Omni Fort Worth Hotel
1300 Houston St
Fort Worth, TX  76102

SHOW SITE

EVENT:  ________TAHFM INTERLINK________
BOOTH NO._______NO._____OF_______PCS.

TO:  ________________________________
EXHIBITOR NAME

CANNOT DELIVER BEFORE
12:00 PM ON MONDAY, MARCH 30, 2020

CANNOT DELIVER BEFORE
12:00 PM ON MONDAY, MARCH 30, 2020
FIRST-CLASS FURNISHINGS

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

BLACK DIAMOND ARMCHAIR
71090
20'W 21'L 33'H

BLACK DIAMOND SIDE CHAIR
71089
21'W 23'L 32'H

BLACK DIAMOND STOOL
71088
22'W 18'L 46'H

LIMERICK® CHAIR
BY HERMAN MILLER
gray 210108
18"W 17.75"L 33"H
Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

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

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

**Black**
- **Low**
  - 75020
  - 30"W 15"H
- **Medium**
  - 18"W 20"H
- **High**
  - 24"W 36"H

Available in rectangular sizes.

**Orion Computer Kiosk**

**Black** 75079
- 28"L 28"D 40.5"H

Computer not included.

---

**Soho Series**

**Black-Top Café**
- 72069
  - 24" Round 30"H
- 72067
  - 36" Round 30"H

**Black-Top Bistro**
- 72070
  - 24" Round 42"H
- 72068
  - 36" Round 42"H

**Black-Top Mini**
- 72066
  - 18" Round 18"H

**Chelsea Series**

**Black-Top Café**
- 72063
  - 30" Round 30"H
- 72064
  - 36" Round 30"H

**Butcher Block-Top Café**
- 720163
  - 30" Round 42"H
- 720164
  - 36" Round 42"H

**Butcher Block-Top Bistro**
- 72070
  - 24" Round 42"H
- 72072
  - 36" Round 42"H

---

**Brushed Aluminum Easel**

**Essentials**
- 220134
  - 26" W 62"H
  - when open

**Corrugated Wastebasket**

**Essentials**
- 220106
DRAPE OR UNDRAPPED TABLES & COUNTERS

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<thead>
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<th>3'</th>
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*Table and counter widths available in select cities

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
TAHFM INTERLINK / MARCH 30-31, 2020

NAME OF SHOW:  
COMPANY NAME:  
CONTACT NAME:  
PHONE #:  
E-MAIL ADDRESS:  

For Assistance, please call (214) 634-1463 to speak with one of our experts

Pedestal Tables - Chelsea Series - Butcher Block Top

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Pedestal Tables - Soho Series - Black Top

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<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>72067</td>
<td>Cafe Table 36&quot;x30&quot;</td>
<td>205.00</td>
<td>225.50</td>
<td>287.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>72066</td>
<td>Mini Table 18&quot;W x 18&quot;H</td>
<td>121.55</td>
<td>133.70</td>
<td>170.15</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>72070</td>
<td>Bistro Table 24&quot;x42&quot;</td>
<td>200.00</td>
<td>220.00</td>
<td>280.00</td>
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<tr>
<td>1</td>
<td>72068</td>
<td>Bistro Table 36&quot;x42&quot;</td>
<td>215.80</td>
<td>237.40</td>
<td>302.10</td>
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</tbody>
</table>

Draped Tables & Counters - Tables are 30" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130330</td>
<td>Draped Table 3'L x 30&quot;H</td>
<td>100.95</td>
<td>111.05</td>
<td>141.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130430</td>
<td>Draped Table 4'L x 30&quot;H</td>
<td>118.45</td>
<td>130.30</td>
<td>165.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130630</td>
<td>Draped Table 6'L x 30&quot;H</td>
<td>150.10</td>
<td>165.10</td>
<td>210.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130830</td>
<td>Draped Table 8'L x 30&quot;H</td>
<td>166.85</td>
<td>183.55</td>
<td>233.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404630</td>
<td>4th Side Drape 6'L x 30&quot;H</td>
<td>40.85</td>
<td>44.95</td>
<td>57.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404830</td>
<td>4th Side Drape 8'L x 30&quot;H</td>
<td>39.75</td>
<td>43.75</td>
<td>55.65</td>
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</tbody>
</table>

Undraped Tables & Counters - Tables are 30" wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>131330</td>
<td>Undraped Table 3'L x 30&quot;H</td>
<td>52.00</td>
<td>57.20</td>
<td>72.80</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>131430</td>
<td>Undraped Table 4'L x 30&quot;H</td>
<td>57.15</td>
<td>62.85</td>
<td>80.00</td>
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</tr>
<tr>
<td>1</td>
<td>131630</td>
<td>Undraped Table 6'L x 30&quot;H</td>
<td>70.05</td>
<td>77.05</td>
<td>98.05</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>131830</td>
<td>Undraped Table 8'L x 30&quot;H</td>
<td>82.90</td>
<td>91.20</td>
<td>116.05</td>
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</tr>
<tr>
<td>1</td>
<td>131342</td>
<td>Undraped Counter 3'Lx42&quot;H</td>
<td>72.60</td>
<td>79.85</td>
<td>101.65</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>131442</td>
<td>Undraped Counter 4'Lx42&quot;H</td>
<td>78.30</td>
<td>86.15</td>
<td>109.60</td>
<td></td>
</tr>
</tbody>
</table>

Special Drape

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>21.20</td>
<td>23.30</td>
<td>29.70</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>24.95</td>
<td>27.45</td>
<td>34.95</td>
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</table>

Miscellaneous

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>54.10</td>
<td>59.50</td>
<td>75.75</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>18.55</td>
<td>20.40</td>
<td>25.95</td>
<td></td>
</tr>
</tbody>
</table>

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

TOTAL COST

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.25% Tax</td>
<td>Total Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

Cleaning is an exclusive service. This includes all floor services and trash removal.

Prices are based on total square footage of booth regardless of area to be cleaned.

Show Site Prices will apply to all cleaning orders placed at show site.

<table>
<thead>
<tr>
<th>VACUUMING (per sq. ft. - 100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>100</td>
</tr>
<tr>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHAMPOOING (per sq ft - 100 sq ft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (# days)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost
UNION JURISDICTIONS FOR THE TEXAS LOCAL UNIONS

THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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

ELECTRICAL LABOR & PLUMBING
Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.
Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

MATERIAL HANDLING LOCAL UNION LABOR
The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and re-loading, and the handling of empty containers. Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)
Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR
The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.
Three options for installation and dismantle labor exist in Texas. Labor may be:
• performed by full-time employees of the exhibiting company; or
• hired through Freeman, the official general service contractor; or
• hired through an exhibitor-appointed contractor.

PLEASE NOTE:
• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing
### 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 Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

Tax = $________

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

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

Tax = $________

Total Dismantle = $________
NAME OF SHOW: TAHFM INTERLINK / MARCH 30-31, 2020
COMPANY NAME: 
BOOTH#: 
CONTACT NAME: 
PHONE#: 

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse ___________ Show Site _________ Date Shipped ______________________________
Total No. of:        ___________________Crates    _____________________Cartons  ______________________Fiber Cases
Setup Plan/Photo:  Attached ______________ To Be Sent With Exhibit _________________ In Crate No.________________________
Carpet: With Exhibit _____________ Rented From Freeman _________ Color ________________ Size ________________
Electrical Placement: __________________ Drawing Attached Drawing With Exhibit Electrical Under Carpet _______________
Comments: ________________________________________________________________
Graphics: With Exhibit ________________ Shipped Separately _____________
Comments: __________________________________________________________________
Special Tools/Hardware Required: ________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO:  _____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Select a Carrier:
☐ Freeman Exhibit Transportation: ☐ Other Carrier:
No need to schedule your outbound shipment.  Carrier Name: __________________________
Charges will appear on your Freeman invoice.  Carrier Phone: _______________________
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.
Select Level of Service:
☐ 1 Day: Delivery next business day  ☐ Standard Ground
☐ 2 Day: Delivery by 5:00 PM second business day  ☐ Specialized: Pad wrapped, uncrated or truckload
☐ Deferred: Delivery within 3-5 business days
Freight Charges:
☐ Same as ship to  ☐ Lift gate required
Bill To: ________________________________________________________________
☐ Inside delivery  ☐ Air ride required
☐ Pad wrap required  ☐ Residential
☐ Do not stack

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

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
☐ Re-route via Freeman’s choice  ☐ Deliver back to the warehouse at exhibitor’s expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
### VIDEO EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td>$85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21” LCD Monitor</td>
<td>$155</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46” LCD Monitor w/stand</td>
<td>$400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52” LCD Monitor w/stand</td>
<td>$550</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60” LED Monitor w/stand</td>
<td>$600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (WXGA) w/stand &amp; 6’ Screen</td>
<td>$765</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Other monitor and screen sizes available, please call for a quote.*

Subtotal

### SOUND EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Speakers</td>
<td>$40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powered Speaker (100W)</td>
<td>$100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Handheld/Lavaliere</td>
<td>$175</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Custom systems available, please call for a quote.*

Subtotal

### ELECTRICAL SUPPORT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop, PC</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop, MAC</td>
<td>$400</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Custom system available, please call for a quote.*

Subtotal

---

**RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.**

---

**EQUIPMENT SUBTOTAL**

(Before taxes service charge and/or labor)
## STANDARD WIRED INTERNET SERVICES (SHARED)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single user/device shared ethernet</td>
<td>$150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional user/device</td>
<td>$100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## WIRELESS INTERNET SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access point activation/WiFi connection</td>
<td>$49.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1st device)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional user/device</td>
<td>$19.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SPECIAL NETWORK SERVICES BY REQUEST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Bandwidth Caps - Available (current per user - 6Mbps)</td>
<td>$55/each add’l Mbps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Bandwidth</td>
<td>Please Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VLAN Configuration</td>
<td>Please Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Static IP</td>
<td>Please Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managed Switches</td>
<td>Please Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom items available</td>
<td>Please Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TELECOMMUNICATIONS SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polycom Speakerphone</td>
<td>$325.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Standard Wired Internet Services Subtotal**

**Wireless Internet Services Subtotal**

**Special Network Services by Request Services Subtotal**

**Telecommunication Services Subtotal**

**(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL**
## ELECTRICAL SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120 VOLT SINGLE PHASE SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Amp 120v (includes extension cord and power strip)</td>
<td>$75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amp 120V(dedicated)</td>
<td>$100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>208 VOLT THREE PHASE SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Amp 208v</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Amp circuit</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Amp circuit</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Amp circuit</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 Amp circuit</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power strips</td>
<td>$15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25’ Extension cord</td>
<td>$15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50’ Extension cord</td>
<td>$20</td>
<td></td>
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</tr>
</tbody>
</table>

IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call your Encore representative for details.

### Subtotal

**Electrical Services Subtotal**

(Before taxes service charge and/or labor) **EQUIPMENT SUBTOTAL**

### Exhibit Rental Reservation GRAND TOTAL

**Equipment TOTAL**

**Networking/Telecom TOTAL**

**Electrical TOTAL**

(Before taxes service charge and/or labor) **GRAND TOTAL**
LABOR SERVICE RATES

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
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</thead>
<tbody>
<tr>
<td>8am to 6pm</td>
<td>$85.00</td>
</tr>
<tr>
<td>6pm to 12am</td>
<td>$85.00</td>
</tr>
<tr>
<td>12am to 8am</td>
<td>$127.50</td>
</tr>
<tr>
<td>Holidays</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

FUNCTION SPACE

FUNCTION SPACE

<table>
<thead>
<tr>
<th>ROOM/BOOTH</th>
<th>ROOM/BOOTH</th>
<th>ROOM/BOOTH</th>
<th>ROOM/BOOTH</th>
<th>ROOM/BOOTH</th>
</tr>
</thead>
</table>

CLIENT/EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor</td>
<td>Booth#</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Email Address</td>
</tr>
<tr>
<td>Address</td>
<td>Phone #</td>
</tr>
<tr>
<td>Fax#</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Delivery Date</td>
<td></td>
</tr>
</tbody>
</table>

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place.

Pick-up Date: __________________________________________________________

Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Comments

- ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.
- Equipment listed is a partial inventory. Additional equipment is available upon request.
- Custom sizes and/or specification are also available. Please call for a quote.
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS
By executing this order form, Lessee agrees as follows:

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

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

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

4. Union labor costs, if applicable, are not included in equipment rental price.

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

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

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.

2. The total order cost will be billed to the form of payment specified above.

3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.

4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.

5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.

6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.

7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.

8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.

9. You agree to remain entirely liable for all activities conducted through the network connections.

10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.

11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.

12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.

13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.

14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore Event Technologies representative.

2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

3. All production companies are to provide pig tails and cables to designated power location.

4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.

5. All cords, plugs, and power strips must be UL listed.

6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER’S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: ____________________________
(Required)