SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high brown, flax and orange back drape, 3’ high brown side dividers, one 6’ x 30” flax skirted table, two Limerick chairs, one wastebasket, and a 7” x 44” identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted; however, aisles will be carpeted in latte.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by November 14, 2017.

SHOW SCHEDULE

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>December 04, 2017</td>
<td>8:00 AM - 6:00 PM</td>
<td>10' x 30', 10' x 40', 20' x 20' Booths</td>
</tr>
<tr>
<td>Monday</td>
<td>December 04, 2017</td>
<td>12:00 PM - 6:00 PM</td>
<td>All Other Exhibits</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 05, 2017</td>
<td>7:00 AM - 2:00 PM</td>
<td>Detailing</td>
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<tr>
<td>Tuesday</td>
<td>December 05, 2017</td>
<td>2:00 PM - 4:00 PM</td>
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EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>December 05, 2017</td>
<td>6:00 PM - 8:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 06, 2017</td>
<td>11:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 07, 2017</td>
<td>11:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>December 08, 2017</td>
<td>11:00 AM - 5:00 PM</td>
</tr>
</tbody>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

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<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>Friday</td>
<td>December 08, 2017</td>
<td>5:00 PM - 9:00 PM</td>
</tr>
</tbody>
</table>

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Friday, December 08, 2017 at 9:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, December 08, 2017 at 6:00 PM.

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

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@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 www.freeman.com by November 14, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
SABCS 2017 - 451380
C/O FREEMAN
3323 I H 35 NORTH, STE 126
SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Tuesday, November 07, 2017, at the above address. Material arriving after November 28, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (210) 554-2021

Show Site Shipping Address:
Exhibiting Company Name / Booth # __________
SABCS 2017 - 451380
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
237 TOWER OF AMERICAS WAY
SAN ANTONIO, TX 78205
Freeman will receive shipments at the exhibit facility beginning Monday, December 04, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (210) 554-2021

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

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

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 (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by November 14, 2017.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to 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 (210) 554-2021 with any questions or needs you may have.
DISPLAY RULES AND REGULATIONS

CHILDREN
Children under the age of 18 are NOT permitted on the show floor.

HEIGHT
Exhibit fixtures, lighting components and identification signs will be permitted to a maximum height of 10’. THIS APPLIES TO ALL EXHIBITS.

DEPTH
All display fixtures over 4’ in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line.

END-CAP / PENINSULA BOOTHs
An End-cap booth is exposed to aisles on three sides and composed of two booths, ten feet (10’) deep by twenty feet (20’) wide. A Peninsula Booth is exposed on three sides and can compose of 4 or more booths, twenty feet (20’) deep by twenty feet (20’) side. The maximum backwall height of ten feet (10’) is allowed only in the rear half of the booth space and within five feet (5’) of the two side aisles with a four foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle permitting adequate line of sight for the adjoining Linear Booths.

ISLAND BOOTH
Cannot span or encompass the aisle surrounding their booth space with exhibit signs, properties, etc.

HANGING SIGNS
There will be NO Hanging Signs permitted in this show.

EXHIBITOR APPOINTED CONTRACTORS (EAC)
EACs must remove all ladders and related set up equipment from the facility once the booth is set up.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

**Green Tips for Exhibitors**

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

**Supplies and Ordering**

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

**Printing, Recycling and Waste Management**

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

**Shipping and Transportation**

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

**Personnel and Best Practices**

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: SABCS 2017 - 451380 / DECEMBER 5-8, 2017

COMPANY NAME: 
ADDRESS: 
CITY/STATE/ZIP: 
PHONE: EXT.: FAX #: 
SIGNATURE: PRINT NAME: 
CONTACT'S E-MAIL: 
E-MAIL FOR INVOICE: 

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK
Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (451380) on your remittance.

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

ACCOUNT NO.:  EXP. DATE: 
CARDHOLDER NAME (PRINT):  SIGNATURE: 
CARDHOLDER BILLING ADDRESS: 
CITY/STATE/ZIP: 

ENTER TOTALS HERE

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<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>FURNISHINGS &amp; ACCESSORIES</td>
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<tr>
<td>CARPET</td>
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<tr>
<td>CLEANING/SHAMPOOING</td>
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<td>PORTER SERVICE</td>
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<td>RENTAL EXHIBITS &amp; ACCESSORIES</td>
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<td>SIGNS</td>
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<td>INSTALLATION LABOR</td>
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<td>DISMANTLE LABOR</td>
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<td>MATERIAL HANDLING</td>
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<td>UTILITIES</td>
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<tr>
<td>GRAND TOTAL</td>
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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.

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

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

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

07/17 (451380)
**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

**EXHIBITOR NAME:** (PLEASE PRINT)  
**EXHIBITOR SIGNATURE:**  
**DATE:**

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY NAME:**  
**EXHIBITING COMPANY ADDRESS:**  
**CITY/STATE/ZIP:**  
**PHONE:**  
**EXT:**  
**FAX:**  
**CONTACT’S E-MAIL:**

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

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

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**  
**CITY/STATE/ZIP:**  
**PHONE:**  
**EXT:**  
**FAX:**  
**CONTACT’S E-MAIL:**

**E-MAIL FOR INVOICE:**

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

**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

- [ ] AMERICAN EXPRESS  
- [ ] MASTERCARD  
- [ ] VISA  

We do not accept credit card information via email.

**ACCOUNT NO:**  
**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**  
**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**  
**CITY/STATE/ZIP:**

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**SABCS 2017 - 451380 / DECEMBER 5-8, 2017**

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

---

**FREEMAN**  
3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021  
Fax: (469) 621-5611
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR’S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled due to reasons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR for any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is reselling these charges to its customers. For international EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or service placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

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

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

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman 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, padded 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 suitable for any ground load. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its carrier. All empty labels must be removed or disabled. 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 OR CRATES 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 booms 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 MAHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman shall not assume responsibility for damage to crates or packaging for any ground load. 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 OR CRATES OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARises OUT OF IMPROPERLY LOADED OR LABELLED MATERIALS.

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

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitor’s materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLTALLER, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES; WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OR DELINQUENCY, ACT OF NEGLIGENCE, WRIT MISCONDUCT, OR DELIBERATE ACT OF EXHIBITOR’S EMPLOYEES, AGENTS, REPRESENTATIVES, CUSTOMERS, INVITEES AND/OR ANY EXHIBITOR APPOINTED CONTRACTORS (EAC) AT THE SHOW OR EVENT TO WHICH THIS CONTRACT RELATES INCLUDING, BUT NOT LIMITED TO EXHIBITOR’S VIOLATION OF FEDERAL, STATE, COUNTY OR LOCAL ORDINANCE AND/OR EXHIBITOR’S VIOLATION OF SHOW REGULATIONS AND/OR RULES AS PUBLISHED AND SET FORTH BY FACILITY AND/OR SHOW MANAGEMENT.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select- ed Carrier ONLY, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE NEGLIGENCE, WRIT MISCONDUCT, OR DELINQUENCY OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER FOR FAILURE OF THE CARRIER TO UP/PORT THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act of Exhibitor’s employees, 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.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or to the benefit of Freeman or 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, representatives, customers, invitees and/or any Exhibitor appointed contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor’s violation of Federal, State, County or Local ordinance and/or Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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.

In tendering this shipment, the Shipper and Consignee agree that these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper’s behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The signatures of this agreement shall be subject to the TERMS stated herein. All terms, including but not limited to, the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Federal Declaration, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom or on whose behalf Shipper has tendered the property, and includes their employees, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport as described herein. “Cargoes” shall mean property subject to this Agreement.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, or otherwise determined by the Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or arms, terrorist acts, or any other force beyond the control of Freeman, Freeman shall not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. See paragraphs 3 and 4. Shipment of value greater than $1,500 shall be deemed an Air Waybill within the meaning of the Warsaw Convention, Protocol No. 4 of 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 S. DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE TO AND FROM THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY OR DISPUTE, ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ADJUDICATED IN THE COUNTY OF DALLAS, TEXAS.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT REGARD TO ANY PRINCIPLES OF CONFLICT OF LAWS. IT IS AGREED THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ADJUDICATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or rescind said shipment. Freeman will not be responsible for the performance of individuals of firms who are not under the direct control of Freeman. See paragraphs 3 and 4. Shipment of value greater than $1,500 shall be deemed an Air Waybill within the meaning of the Warsaw Convention, Protocol No. 4 of 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 S. DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE TO AND FROM THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY OR DISPUTE, ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ADJUDICATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understand...
5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, except as provided in paragraph 4 herein. Shipper understands that if a fire, accident, or other unusual or unexpected circumstance reduces the life of the goods or requires additional cooling, Freeman shall charge the Shipper for such additional costs. In the event that goods are shipped in insulated containers or refrigerated trailers equipped with thermostatic controls, the Shipper may request that the freight be held for a period not to exceed 24 hours in order to permit the goods to reach their destination in proper condition. In the event of a failure of any thermostatic control or mechanical device which prevents the proper temperature of the container from being maintained, the Shipper shall be liable for any additional cooling that may be required at its request or necessary in order to keep the goods in good condition.

6. REFUSED SHIPMENTS. Refuse shipments are not accepted unless Shipper has made written notification to Freeman. In the event a shipment is refused, Freeman shall make reasonable efforts to return the shipment to Shipper. In the event Freeman is unable to return the shipment to Shipper, Freeman shall have the right to dispose of the goods as it sees fit. Freeman shall not be liable for any loss or damage resulting from the refusal of the shipment.

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 THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHIPMENT, WHICH IS THE PRICE THAT A WILFUL BUYER AND A WILLING SELLER WOULD AGREE TO IN AN ORDINARY COURSE OF BUSINESS. ARM’S LENGTH SALE OR $50.00 PER POUND OF CARFTED LOST OR DAMAGED PROPERTY.

In the event that Shipper has declared a value for carriage in the space designated on the shipping instructions and pays the appropriate valuation charge, even if Freeman has made a declaration of value, liability shall never exceed the declared value.

Freeman reserves the right to deny liability in the event that the actual value of the property cannot be determined or where credit has been given for property lost or damaged.

Freeman may not be liable for the loss or damage of any property of a perishable nature, whether of an exempt or non-exempt nature, which is not protected or maintained by proper temperature controls, unless the failure to maintain the temperature control was caused by the fault of Freeman.

Freeman reserves the right to limit the maximum amount of liability to the declared value specified by Shipper on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

If the temperature control was not properly set when the container was loaded, or if the temperature control was not maintained properly by Shipper, Freeman shall not be liable for any loss or damage resulting from the failure to maintain the temperature control.

Freeman may not be liable for the loss or damage of any property that has been declared a “PERISHABLE GOOD” on the face of these shipping instructions and that has been declared at a value not exceeding the depreciated value of the property.

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Freeman may not be liable for the loss or damage of any property that has been declare...
Double the convenience... zero surprises.

Package includes:
- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:
- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

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

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

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Freeman show services
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freeman.com

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
**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

**SHIPPING INFORMATION**

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

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

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

**OUTBOUND SHIPPING**

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

  Ship to address:

  _______________________________
  _______________________________

Number of Labels: ________________

**FAX THIS COMPLETED FORM VIA:**

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

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

  SHOW # (451380)
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.
**Freight Services**

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

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

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

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

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

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

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

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

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

- 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**

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
LATE SHIPMENT FEES:
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

ADDITIIONAL SURCHARGES:

**Rate Classifications:***

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 70.00</td>
<td>140.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 91.00</td>
<td>182.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 105.00</td>
<td>210.00</td>
</tr>
<tr>
<td><strong>Show Site Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 68.00</td>
<td>136.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
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<td>177.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 102.00</td>
<td>204.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 102.00</td>
<td>204.00</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Small Package - Maximum weight is 30 lbs per shipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Shipment</td>
</tr>
</tbody>
</table>

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

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 11/28/2017</td>
<td>$ 17.50</td>
<td>35.00</td>
</tr>
<tr>
<td>Show Site Shipment after 12/5/2017</td>
<td>$ 17.00</td>
<td>34.00</td>
</tr>
</tbody>
</table>

| Overtime Charge - Inbound (in addition to above rates) |               |         |
| Crated or Skidded Shipment                        | $ 17.00       | 34.00   |
| Special Handling Shipment                         | $ 22.00       | 44.00   |
| Uncrated or Pad Wrapped Shipment                  | $ 25.50       | 51.00   |
| Carpet and/or Pad Only Shipment                    | $ 25.50       | 51.00   |

| Overtime Charge - Outbound (in addition to above rates) |               |         |
| Crated or Skidded Shipment                        | $ 17.00       | 34.00   |
| Special Handling Shipment                         | $ 22.00       | 44.00   |
| Uncrated or Pad Wrapped Shipment                  | $ 25.50       | 51.00   |
| Carpet and/or Pad Only Shipment                    | $ 25.50       | 51.00   |

**Late Shipment Fees:**
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

**Surcharges:**

<table>
<thead>
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<th>Description</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>8.25% Tax</strong></td>
</tr>
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</table>

**Total**

---

For Assistance, please call 210-554-2021 to speak with one of our experts.
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & 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 carpet padding only require additional labor and equipment to unload.
WAREHOUSE

TO: __________________________________________

C/O: FREEMAN
3323 I H 35 NORTH
STE 126
SAN ANTONIO, TX 78219

WAREHOUSE

TO: __________________________________________

C/O: FREEMAN
3323 I H 35 NORTH
STE 126
SAN ANTONIO, TX 78219

EVENT: SABCS 2017 - 451380

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>SHIP TO: COMPANY NAME:</th>
<th>DELIVERY ADDRESS:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>CITY:</th>
<th>STATE/ PROVINCE:</th>
<th>ZIP/ POSTAL CODE:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>PHONE#:</th>
<th>ATTN:</th>
<th>SPECIAL INSTRUCTIONS:</th>
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<tbody>
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<td></td>
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**BILL TO:** [ ] Same as Ship to:

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>DELIVERY ADDRESS:</th>
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<tbody>
<tr>
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<table>
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<th>CITY:</th>
<th>STATE/ PROVINCE:</th>
<th>ZIP/ POSTAL CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

[ ] 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

[ ] Lift gate required

[ ] Air ride required

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:** __________

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

07/17 (451380)
Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

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

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

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

ITEMS PICTURED BELOW

- Swanson Chair | 810875 | Page 10
- Silverado Cocktail Table | 82014 | Page 17
- Powered Locking Pedestal, 42” | 85063 | Page 23
SEATING

**Naples**

- **CHAIR**
  - black leather 810119
  - 36"L 30"D 28"H
  - Powered options available

- **LOVESEAT**
  - black leather 830120
  - 62"L 30"D 28"H
  - Powered options available

- **SOFA**
  - black leather 830119
  - 87"L 30"D 28"H
  - Powered options available

**Heathrow**

- **ARMLESS CHAIR**
  - black leather 810116
  - 24"L 24"D 28"H

- **CORNER CHAIR**
  - black leather 810117
  - 24"L 24"D 28"H

- **SOFA**
  - black leather 830116
  - 48"L 24"D 28"H

**Possible Configurations**

See pages 22 and 23 for all Powered options.

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

South Beach

SOFA
platinum suede 8301
69”L 29”D 33”H

OTTOMAN
platinum suede 8151
25”L 31”D 18”H

possible configurations

Key Largo

LOVESEAT
black fabric 830950
57”L 35”D 34”H

SOFA
black fabric 830951
79”L 35”D 34”H

CHAIR
black fabric 810950
35”L 35”D 34”H
Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

FURNISHINGS

SEATING

Allegro

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

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

 fairness

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

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

Hopi

CHAIR SELECT
gray linen 810140
21”L 25”D 34”H

LOVESEAT SELECT
gray linen 830150
48”L 25”D 34”H

Tangiers

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

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

Roma

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

Powered options available

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

Powered options available

See pages 22 and 23 for all Powered options.
CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE
white leather 815122
black leather 815123
34"L 34"D 15"H

ENDLESS CURVED OTTOMAN
white leather 815953
black leather 815952
60.5"L 37.5"D 15"H

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

HALF BENCH OTTOMAN
white vinyl 815119
39"L 22.5"D 18"H

ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | Page 5, 22
Swanson Chair | 810875 | Page 10
Regis End Table | 82075 | Page 18
Regis Bench/Table | 82074 | Page 18
Work Desk | 820706 | Page 21
Ice Side Chair | 810814 | Page 9
**OTTOMANS**

**VIBE CUBE**  **Select**
- Blue vinyl 81518
- Red vinyl 81519
- Orange vinyl 81525
- Pink vinyl 81520
- Yellow vinyl 81517
- Black vinyl 81530
- White vinyl 81531

Dimensions: 18”L, 18”D, 18”H

**MARCHE SWIVEL OTTOMAN**  **Select**
- Gray fabric 815151
- Red fabric 815154
- Blue fabric 815159
- Linen fabric 815152
- Meadow green fabric 815157
- Pear yellow fabric 815158
- Plum fabric 815156
- Raspberry fabric 815153
- Rose quartz fabric 815155
- White vinyl 815150

Dimensions: 17” Round, 18”H

**EDGE LED CUBE OTTOMAN**  **Select**
- High density plastic 81526

Dimensions: 20”L, 20”D, 20”H

**BANQUETTES**

**CENTER CONE**  **Select**
- 38” Round, 51”H

Powered
- Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

**QUARTER CURVED OTTOMAN**  **Select**
- 53”L, 22”D, 18”H

Dimensions: 72” Round, 18”H, 51”H

Possible configurations

See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately.

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

<table>
<thead>
<tr>
<th>Chair Type</th>
<th>Model</th>
<th>Width</th>
<th>Depth</th>
<th>Height</th>
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</thead>
<tbody>
<tr>
<td><strong>Black Diamond Side Chair</strong></td>
<td>71089</td>
<td>21&quot;</td>
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<tr>
<td><strong>Black Diamond Armchair</strong></td>
<td>71090</td>
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<tr>
<td><strong>Diva Chair</strong></td>
<td>71091</td>
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<td>16&quot;</td>
<td>31&quot;</td>
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<tr>
<td><strong>Limerick® Chair</strong></td>
<td>210108</td>
<td>18&quot;</td>
<td>17.75&quot;</td>
<td>33&quot;</td>
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<tr>
<td><strong>Madrid Chair</strong></td>
<td>8102</td>
<td>30&quot;</td>
<td>30&quot;</td>
<td>31&quot;</td>
</tr>
</tbody>
</table>

**Powered Locking Pedestal, 36"** | 85061 | Page 23

**White Vibe Cube** | 81531 | Page 7
OCCASIONAL CHAIRS

**MEETING CHAIR**
- Select
- White vinyl 810948
- Espresso bonded leather 810835
- Taupe microfiber 810836
- Dimensions: 25.5"L 23.5"D 34"H

**TUB CHAIR**
- Select
- Black fabric 8103
- Dimensions: 31"L 31"D 31"H

**MADDEN CHAIR**
- Select
- Light gray vinyl 810843
- Dimensions: 27"L 32"D 33"H

**ICE SIDE CHAIR**
- Select
- Transparent 810814
- Dimensions: 17.25"L 20"D 32"H

**MALBA CHAIR**
- Select
- Gray 810131
- Green 810130
- Dimensions: 20"L 20"D 32"H
'OCCASIONAL CHAIRS

CHRISTOPHER CHAIR  SELECT
white vinyl/chrome 810846
17”L  19”D  35”H

ZENITH CHAIR  SELECT
white/chrome 810851
18.5”L  22”D  32”H

RUSTIQUE CHAIR WITH ARMS  SELECT
gunmetal 810841
20”L  18”D  31”H

RAZOR ARMLESS CHAIR  SELECT
white high density plastic 810837
15.38”L  15.5”D  30.5”H

SWANSON CHAIR  SELECT
white vinyl 810875
28”L  25”D  30”H

BERLIN STACK CHAIR  SELECT
white & red plastic/chrome 810811
white & black plastic/chrome 810810
18”L  22”D  32”H

WENDY CHAIR  SELECT
clear acrylic 810847
15”L  20”D  36”H
## Conference Chairs

### Gray Gaslift Chair
- **Essentials**
- With arms: 71046
- Without arms: 71045
- 26"W, 20"L, 38"H, Adjustable

### Labrea Chair
- **Select**
- Charcoal gray fabric: 810874
- 35"L, 27"D, 40"H

### Altura Conference/Guest Chair
- **Select**
- Black fabric/black steel: 81063
- 25"L, 20"D, 34"H

### Luxor Executive Chair
- **Select**
- Black leather: 810807
- 27"L, 28"D, 47"H, Adjustable

### Pro Executive High Back Chair
- **Select**
- White vinyl: 810844
- Black vinyl: 810946
- 25"L, 24"D, 48"H, Adjustable

### Pro Executive Mid Back Chair
- **Select**
- White vinyl: 810945
- Black vinyl: 810944
- 24"L, 22"D, 40"H, Adjustable

### Pro Executive Guest Chair
- **Select**
- Black vinyl: 810947
- 24"L, 22"D, 36"H

---

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

MARTINI BAR  SELECT
gray metal rounded bar with frosted glass top and chrome legs 8501
67"L  22"D  45"H

possible configurations

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

GRAY GASLIFT STOOL  ESSENTIALS
with arms 71048
without arms 71047
24"W  20"L  46"H  Adjustable

DIVA COUNTER STOOL  ESSENTIALS
71092
17"W  16"L  36"H
The Intermediate 25" seating height

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

LIFT HYDRAULIC BARSTOOL  SELECT
gray vinyl/chrome 810872
red vinyl/chrome 810873
black vinyl/chrome 810871
white vinyl/chrome 810870
15" Round  23-33.5"H  Adjustable

APEX BARSTOOL  SELECT
black vinyl 33010
blue ultra suede 3309
red vinyl 33042
white vinyl 33043
21"L  21"D  33"H
BARS & BARSTOOLS

BANANA BARSTOOL
white vinyl/chrome 810103
black vinyl/chrome 810104
21"L  22"D  30"H

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

ZOY BARSTOOL
white vinyl/chrome 810840
black vinyl/chrome 810834
21"L  16"D  26-30.5"H

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

ICE BARSTOOL
transparent/chrome legs 810815
19"L  14"D  33"H

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

RUSTIQUE BARSTOOL
gummetal 810839
13"L  13"D  30"H

GIN BARSTOOL
maple wood/chrome 810505
16"L  16"D  29"H

OSLO BARSTOOL
blue plastic/chrome 810200
white plastic/chrome 810201
17"L  20"D  30"H

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

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

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | Page 6
Geo End Table | 82035 | Page 17
30" Round Hydraulic Base Bar Table | 820230 | Page 16
Ice Barstool | 810815 | Page 13
## Draped or Undraped Tables & Counters

### Essentials

<table>
<thead>
<tr>
<th>TABLES (30” HEIGHT)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
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<tr>
<td>Draped</td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
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<tr>
<td>Draped on Fourth Side</td>
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<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
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</tbody>
</table>

### Counters (42” Height)

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<tr>
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<th>4’</th>
<th>6’</th>
<th>8’</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
<td>130842</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td></td>
<td></td>
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<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
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</table>

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

### Soho Series

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Finish</th>
<th>Item Code</th>
<th>Dimensions</th>
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<tbody>
<tr>
<td>Black-top Café</td>
<td>Liquid white</td>
<td>72069</td>
<td>24&quot; Round 30&quot;H</td>
</tr>
<tr>
<td>Bar Table</td>
<td>Blue steel</td>
<td>72067</td>
<td>36&quot; Round 30&quot;H</td>
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<tr>
<td>Black-top Mini</td>
<td>Liquid white</td>
<td>72066</td>
<td>18&quot; Round 18&quot;H</td>
</tr>
</tbody>
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### Chelsea Series

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<td>Liquid white</td>
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<td>30&quot; Round 30&quot;H</td>
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<tr>
<td>Bar Table</td>
<td>Gray acajou</td>
<td>72064</td>
<td>36&quot; Round 30&quot;H</td>
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### Standard Base Café Table

- **Select**
- Liquid white 820232
- Blue steel 8201203
- 30" Round 29"H

### Standard Base Bar Table

- **Select**
- Liquid white 820231
- Blue steel 8201204
- 30" Round 42"H

### Hydraulic Base Café Table

- **Select**
- Liquid white 820224
- 30" Round 29"H

### Hydraulic Base Bar Table

- **Select**
- Liquid white 820230
- 30" Round 45"H

### Madison Hydraulic Base Café Table

- **Select**
- Gray acajou 820241
- 30" Round 29"H

### Madison Hydraulic Base Bar Table

- **Select**
- Gray acajou 820240
- 30" Round 45"H

### Madison Café Table

- **Select**
- Gray acajou 820265
- 30" Round 29"H

### Madison Bar Table

- **Select**
- Gray acajou 820264
- 30" Round 42"H
### OCCASIONAL, END & COCKTAIL TABLES

#### Studio Series

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

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

#### Silverado

**END TABLE**
- **SELECT**
- tempered glass/painted steel **82015**
- **24” Round**
- **22”H**

**TABLE**
- **SELECT**
- tempered glass/painted steel **82014**
- **30” Round**
- **17”H**

#### Alondra

**END TABLE**
- **SELECT**
- glass/chrome **820252**
- **20”L**
- **20”D**
- **20”H**

**COCKTAIL TABLE**
- **SELECT**
- glass/chrome **820250**
- **47”L**
- **24”D**
- **16”H**

**END TABLE**
- **SELECT**
- wood/chrome **820253**
- **20”L**
- **20”D**
- **21”H**

**COCKTAIL TABLE**
- **SELECT**
- wood/chrome **820251**
- **47”L**
- **24”D**
- **17”H**

#### Geo

**END TABLE**
- **SELECT**
- wood/black steel **82028**
- **20”L**
- **20”D**
- **21”H**

**COCKTAIL TABLE**
- **SELECT**
- wood/black steel **82027**
- **47”L**
- **24”D**
- **17”H**

**END TABLE**
- **SELECT**
- glass/chrome **82035**
- **26”L**
- **26”D**
- **20”H**

**TABLE**
- **SELECT**
- glass/chrome **82034**
- **30”L**
- **22”D**
- **16”H**

---

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

Sydney

END TABLE  SELECT
black laminate/brushed steel 82054
white laminate/brushed steel 82055

- 27"L  23"D  22"H

TABLE  SELECT
black laminate/brushed steel 82052
white laminate/brushed steel 82053

- 48"L  26"D  18"H

Powered options available

Oliver

END TABLE  SELECT
walnut finish 82088

- 22" Round  22"H

TABLE  SELECT
walnut finish 82087

- 47"L  27"D  19"H

Regis

END TABLE  SELECT
brushed metal 82075

- 16"L  15.5"D  16.5"H

BENCH/TABLE  SELECT
brushed metal 82074

- 47"L  15.5"D  19"H

AURA ROUND TABLE  SELECT
white metal 820844

- 18" Round  22"H

EDGE LED CUBE TABLE*  SELECT
white plastic/clear acrylic top 82057

- 20"L  20"D  20"H

*Electrical power must be ordered separately

See pages 22 and 23 for all Powered options.
OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE  SELECT  
glass/black steel  82043  
glass/chrome  82044  

42”L  42”D  29”H

CONFERENCE TABLES

GEO CONFERENCE TABLE  SELECT  
glass/black steel  82041  
glass/chrome  82051  

60”L  36”D  29”H

MADISON CONFERENCE TABLE  SELECT  
grey acajou  820260  

42”Round  29”H

ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | Page 6
Silverado Table | 82014 | Page 17
Zoey Barstools | 810840 | Page 13
30” Round Hydraulic Base Bar Table | 820230 | Page 16

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

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

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

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

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

COMMUNAL TABLE (MAPLE)
laminate/metal 82068
72"L 26"D 42"H

COMMUNAL TABLE (WHITE)
laminate/metal 82066
72"L 26"D 42"H

42" ROUND WHITE CONFERENCE TABLE
white laminate 820708
40" Round 29"H

6' OVAL CONFERENCE TABLE
granite nebula 820203
72"L 42"D 29"H

8' RECTANGULAR CONFERENCE TABLE
granite 820115
96"L 44"D 29"H
OFFICE

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

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

MADISON BOOKCASE  
gray acajou 84078  
36"L  12"D  72"H

COMPUTER DESK / TABLE

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

MERLIN TABLE  
gray laminate 820707  
46"L  29"D  30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | Page 4  
Key Largo Chair | 810950 | Page 4  
Sydney Powered Table | 82052 | Page 18, 23  
Black Diamond Stool | 71088 | Page 12  
Soho Black Top Bistro | 36" Round - 72068 | Page 16  
Aura Round Table | 820844 | Page 19
POWERED

All Powered options will have an adapter included with rental. Additional adapters can be ordered separately.

POWERED SEATING

NAPLES CHAIR, POWERED* [SELECT]
black vinyl / 810120
36”L 30”D 28”H
Power Panel Detail

NAPLES LOVESEAT, POWERED* [SELECT]
black vinyl / 830122
62”L 30”D 28”H
Power Panel Detail

NAPLES SOFA, POWERED* [SELECT]
black vinyl / 830121
87”L 30”D 28”H
Power Panel Detail

ROMA CHAIR, POWERED* [SELECT]
white vinyl / 81021
37”L 31”D 33”H
Power Panel Detail

ROMA SOFA, POWERED* [SELECT]
white vinyl / 83017
78”L 31”D 33”H
Power Panel Detail

*Electrical power must be ordered separately
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* SELECT
white top 82070
72"L 26"D 18"H

G30 CAFÉ TABLE, POWERED* SELECT
white top 82071
72"L 26"D 20"H

G30 BAR TABLE, POWERED* SELECT
white top 82072
72"L 26"D 42"H

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

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

POWERED PRODUCT PEDESTALS

POWERED’ LOCKING PEDESTAL, 36” SELECT
black 85060
white 85061
24"L 24"D 36"H

POWERED’ LOCKING PEDESTAL, 42” SELECT
black 85062
white 85063
24"L 24"D 42"H

ADAPTERS

4-WAY CHARGING ADAPTER* SELECT
black 850800
white 850801
36"L
All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

BANQUETTE

CENTER CONE SELECT
8506
36"Round 51"H
Powered
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately

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

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

FILE CABINET WITH LOCK
standard size

TWO-DRAWER
74082
15"W 20"L 28"H

FOUR-DRAWER
74081
15"W 20"L 30"H

REFRIGERATOR

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

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

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

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

*Electrical power must be ordered separately
DISPLAY

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

DISPLAY CYLINDERS  
black

| low 75020 | 30"W 15"H |
| medium 75021 | 18"W 20"H |
| high 75022 | 24"W 36"H |

Available in rectangular sizes.

DISPLAY CUBES  
black

| 12" small 75030 | 12"W 12"L 42"H |
| 18" medium 75031 | 18"W 18"L 36"H |
| 24" large 75032 | 24"W 24"L 42"H |

ORION COMPUTER KIOSK  
black 75079

| 28"L 28"D 40.5"H |

(Computer not included.)

DISPLAY COUNTER  
black 72056

| 24"W 49"L 42"H |

ITEMS PICTURED BELOW

Ottoman Bench | 815120 | Page 6
Powered Locking Pedestal, 36" | 85061 | Page 23
ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND

white 850714
black 850715

14" L 13" D 44.5" H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75" x 9.375" but not larger than 8.5" x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

BROCHURE HOLDER*
black 850711

8.625" L 1.1" D 11.325" H

WIRELESS PRINTER HOLDER*
black 850712

3.3" L 1.9" D 6.28" H

CHARGING SHELF*
black 850713

14.85" L 7.17" D 1" H

*To be ordered with the tablet stand
ACCESSORIES

**CHROME STANCHION WITH 8’ RETRACTABLE BELT**
- **220121**
- **42”H**

**CHROME SIGN HOLDER**
- **220118**
- Holds 22” x 28” sign

**ROUND LITERATURE RACK**
- **750135**
- **17”W 17”L 57”H**
  - Revolving black display holds printed materials for easy access from 20 pockets.

**FLAT LITERATURE RACK**
- **750136**
- **10”W 55”H**
  - Forward-facing black display presents printed materials in six pockets.

**CHROME COAT TREE**
- **220109**

**ALUMINIUM EASEL**
- **220134**

**CHROME BAG RACK**
- **220110**

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

**FLOOR-STANDING BULLETIN BOARD**
- **10201484**
- **48”W 96”L 78”H**

**CORRUGATED WASTEBASKET**
- **220106**

**WASTEBASKET**
- **220107**
  - Wastebasket color may vary.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com).
NAME OF SHOW: SABCS 2017 - 451380 / DECEMBER 5-8, 2017

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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### Pedestal Tables - SoHo Series

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### Pedestal Tables

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# SABCS 2017 - 451380 / DECEMBER 5-8, 2017

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

Pedestal Tables (cont’d)

Occasional, End & Cocktail Tables

Conference Tables
### Conference Tables (cont)

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### Office

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### Computer Desk/Tables

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### POWERED

#### Powered Seating

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#### Powered Tables

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### DISPLAY & ACCESSORIES

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<td>214.25</td>
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<td>99.90</td>
<td>109.90</td>
<td>139.85</td>
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<td>74081*</td>
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<td>132.85</td>
<td>148.15</td>
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For Assistance, please call (210) 554-2021 to speak with one of our experts.

### Online Price

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<td>72056</td>
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<td>850714*</td>
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<td>850711*</td>
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<td>850712*</td>
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<td>850713*</td>
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<td>Floor Standing Bulletin Board</td>
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<td>220106</td>
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<td>220107</td>
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<td>Special Drape 3'H (per ft.)</td>
<td>11.70</td>
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</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} + \text{8.25% Tax} = \text{Total Cost}
\]

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

*Asterisk indicates item is a Freeman Select furnishing.
FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman’s custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you’ll be floored by the quality. Freeman’s custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup

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

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

black*  cardinal  charcoal*  cream  gray pearl*

navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz.

CLASSIC CARPET

Custom Cut
Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

black  blue  gray  green  latte

midnight blue  plum  red  red pepper  tuxedo

Actual colors may vary slightly
NAME OF SHOW: SABCS 2017 - 451380 / DECEMBER 5-8, 2017

E-MAIL ADDRESS:

CONTACT NAME:

COMPANY NAME:

PHONE #:

BOOTH #:

BOOTH SIZE: X

For Assistance, please call (210) 554-2021 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10’ CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<td>1</td>
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<td>$293.55</td>
<td>$322.90</td>
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<tr>
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<td>$1,291.60</td>
<td>$1,643.90</td>
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<tr>
<td>1</td>
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<td>$103.00</td>
<td>$113.30</td>
<td>$144.20</td>
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<tr>
<td>1</td>
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<td>$206.00</td>
<td>$226.60</td>
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<tr>
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<td>$206.00</td>
<td>$226.60</td>
<td>$288.40</td>
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<tr>
<td>1</td>
<td>10’ x 20’ Carpet Padding - Double Layer</td>
<td>$412.00</td>
<td>$453.20</td>
<td>$576.80</td>
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<td>$906.40</td>
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<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
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9’ CLASSIC CARPET, PADDING & PLASTIC COVERING

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<th>Qty</th>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<td>9’ x 20’ Classic Carpet</td>
<td>$284.30</td>
<td>$312.75</td>
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<tr>
<td>1</td>
<td>9’ x 20’ Carpet Padding - Double Layer</td>
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<td>$407.95</td>
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<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
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**9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for access to utility ports.**

TOTAL COST

<table>
<thead>
<tr>
<th>Sub- Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Assistance, please call (210) 554-2021 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample:

| Booth Size: 10 x 25 = 250 sq. ft. | $3.10 |

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

- 16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<td>$3.10</td>
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**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

- 28 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)

<table>
<thead>
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<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td>Over 700 sq. ft.</td>
<td>$3.10</td>
<td>$3.40</td>
<td>$4.35</td>
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**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

<table>
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<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>$4.10</td>
<td>$4.50</td>
<td>$5.75</td>
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<tr>
<td>Over 700 sq. ft.</td>
<td>$3.10</td>
<td>$3.40</td>
<td>$4.35</td>
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</tr>
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**CARPET PADDING** - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample:

| Booth Size: 10 x 25 = 250 sq. ft. | $1.15 |

<table>
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<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
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<th>Discount Price</th>
<th>Standard Price</th>
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<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
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<tr>
<td></td>
<td>Carpet Padding-1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.00 $1.10 $1.40</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$2.30 $2.55 $3.20</td>
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<tr>
<td></td>
<td>Double Carpet Padding -1/2&quot; (Over 700 sq. ft.)</td>
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**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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ONLINE PRICE

DISCOUNT PRICE

DEADLINE DATE

NOVEMBER 14, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
For Assistance, please call (210) 554-2021 to speak with one of our experts.

**CLEANING SERVICES**

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

### VACUUMING (per sq. ft. - 100 sq. ft. minimum)

<table>
<thead>
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<th>Qty (sq. ft.)</th>
<th>Part #</th>
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<th>Show Site Price</th>
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<td>Booth Vacuuming - One Time</td>
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<td>60200</td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
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<tr>
<td>60300</td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
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<td>1.70</td>
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<td>60400</td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>1.55</td>
<td>2.15</td>
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</table>

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

### SHAMPOOING (per sq ft - 100 sq ft minimum)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>60100</td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.05</td>
<td>1.45</td>
<td></td>
</tr>
<tr>
<td>60200</td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td>60300</td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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### PORTER SERVICE (per day)

<table>
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<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>60100</td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>76.00</td>
<td>106.40</td>
<td></td>
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<tr>
<td>60200</td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>88.00</td>
<td>123.20</td>
<td></td>
</tr>
<tr>
<td>60300</td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>100.00</td>
<td>140.00</td>
<td></td>
</tr>
<tr>
<td>60400</td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FIT TO PRINT

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

10 x 10 ft. unit

FRAME
117” W 33.5” H

CUSTOM FABRIC GRAPHIC
(item purchased to keep)

ZIPPED CARRYING CASE FOR FABRIC GRAPHIC
(item purchased to keep)

Rental Frame

9’x10’ or 9’x20’ Classic Carpet
(color selections on page 3)

RENTAL EXHIBITS INCLUDE:

• Exhibit Installation & Dismantle

• Exhibit Material Handling

• Nightly Vacuuming

• 2 Arm Lights per 10’ Booth

• 4 Arm Lights per 20’ Booth

10 x 20 ft. unit

FRAME
234” W 93.5” H

CLEAR ACRYLIC SHELF
36” W 12” H .25” D
(up to 15lbs each)

2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)

4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)

Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

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

10 x 10 ft. frame

10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

• Rental Frame

• 9’x10’ or 9’x20’ Classic Carpet
  (color selections on page 3)

• Exhibit Installation & Dismantle

• Exhibit Material Handling

• Nightly Vacuuming

• 2 Arm Lights per 10’ Booth

• 4 Arm Lights per 20’ Booth

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

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options Above

black  blue  gray  green  latte
midnight blue  plum  red  red pepper  tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options

black*  cardinal  charcoal*  cream  gray pearl*
navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

ACCESSORIES

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

SMARTFABRIC ZIPPERED CARRYING CASE

20"W  8"H  16"D

CLEAR ACRYLIC SHELF

36"W  12"H  .25"D
(up to 15lbs each)

CUSTOM GRAPHICS

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

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
QUICK TIPS

SMARTFABRIC EXHIBIT

Frame Only Unit Includes:
• Classic Carpet 9’ X 10’ or 9’ X 20’ (Select color below)
• Installation & Dismantle of Exhibit
• Material Handling of Exhibit
• Nightly Vacuuming
• 2-Arm Lights (per 10 ft.)
• 2 Shelves (30” x 12”, supports up to 15 lbs.)
• Power (500 watts) for LIGHTS only (and Labor to hang lights)

10’ x 10’ Frame Only Unit ................................................... $1,195.00 $1,673.00
10’ x 20’ Frame Only Unit ................................................... $1,995.00 $2,793.00

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

10’ x 10’ SmartFabric Exhibit.............................................. $1,895.00 $2,653.00
10’ x 20’ SmartFabric Exhibit.............................................. $3,695.00 $5,173.00

ACCESSORIES

SmartFabric Arm Light ...................................................... $65.00 $91.00
SmartFabric Acrylic Shelf (supports up to 15 lbs) ................ $150.00 $210.00
SmartFabric Carrying Case (purchase) .............................. $20.00 $28.00

TOTAL COST

Sub-Total 8.25 % Tax Total Cost

For Assistance, please call (210) 554-2021 to speak with one of our experts.

Fax: (469) 621-5611
San Antonio, TX 78219
(210) 554-2021
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

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

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

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

 PACKAGE 6
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

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

black fabric  blue fabric  gray fabric  white  white perfboard

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

black  blue  gray  green  latte
midnight blue  plum  red  red pepper  tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

black*  cardinal  charcoal*  cream  gray pearl*
navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

• 9x10 or 9x20 Classic Carpet
• Exhibit Installation & Dismantle
• Exhibit Material Handling
• Nightly Vacuuming
• 2-arm lights per 10’ Booth
• Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

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

<table>
<thead>
<tr>
<th>Package</th>
<th>Discount</th>
<th>Standard</th>
<th>Discount</th>
<th>Standard</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>1,994.00</td>
<td>2,791.60</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
<tr>
<td>2</td>
<td>1,360.00</td>
<td>1,904.00</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
<tr>
<td>3</td>
<td>1,982.00</td>
<td>2,774.80</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
<tr>
<td>4</td>
<td>1,713.00</td>
<td>2,398.20</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
<tr>
<td>5</td>
<td>1,866.00</td>
<td>2,724.40</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
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<tr>
<td>6</td>
<td>1,946.00</td>
<td>2,724.40</td>
<td>10' x 10'</td>
<td>10' x 10'</td>
</tr>
</tbody>
</table>

**CHOOSE YOUR PANEL**

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

**CARPET**

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

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

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

**LIGHTING**

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

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

Additional power must be ordered separately.

**HEADER IDENTIFICATION SIGN**

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

- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Font Type

Indicate exactly how you want your company name to appear:

**ENHANCE YOUR EXHIBIT**

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

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

---

**TOTAL COST**

- Sub-Total
- 8.25% Tax
- Total Cost
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

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

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: SABCS 2017 - 451380 / DECEMBER 5-8, 2017

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

FOR RENTAL UNITS

TABLETOP UNIT

Rental Units Include:
1. Draped Table (select color below) - 1-Case
2. Classic Carpet 9' X 10' (select color below) - One Time Installation & Dismantle
3. Material Handling of Exhibit
4. Nightly Vacuuming
5. 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)
6. Header Identification Sign - (white with black text) Indicate copy below:

Purshae Units Include:

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue
- Green
- Red
- Red Pepper
- Tuxedo

9' x 10' Classic Carpet:
- Black
- Blue
- Green
- Gray
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

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

PURCHASE

Rentals:
- Size: 40'H x 6'W - Discount Price: 928.05
- Size: 40'H x 8'W - Discount Price: 1,077.40

Purchases:
- Size: 40'H x 6'W - Discount Price: 1,127.85
- Size: 40'H x 8'W - Discount Price: 1,276.15

*Shipping Not Included

FLOOR UNIT

Rental Units Include:
1. Classic Carpet 9' X 10' (select color below) - 2-Cases
2. Installation & Dismantle of Exhibit
3. Material Handling of Exhibit
4. Nightly Vacuuming
5. 1-Podium - 8'H X 10'W unit only
6. 2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)
7. Header Identification Sign - (white with black text) Indicate copy below:

Purchases:
- 9' x 10' Classic Carpet:
  - Black
  - Blue
  - Red
  - Red Pepper
  - Tuxedo
  - Green
  - Gray

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue
- Red
- Red Pepper
- Tuxedo

RENTAL

Size
8'H x 8'W - Discount Price: 1,510.00
8'H x 10'W - Discount Price: 1,797.35

PURCHASE

Size
8'H x 8'W - Discount Price: 2,559.55
8'H x 10'W - Discount Price: 3,008.65

*Shipping Not Included

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>173.05</td>
<td>235.20</td>
<td></td>
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<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>88.60</td>
<td>124.05</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>65.90</td>
<td>92.25</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>65.90</td>
<td>92.25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rentals</th>
<th>Purchases</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total</td>
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<tr>
<td>256.45</td>
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<tr>
<td>186.45</td>
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<tr>
<td>127.70</td>
<td>178.80</td>
</tr>
<tr>
<td>127.70</td>
<td>178.80</td>
</tr>
</tbody>
</table>

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

PURCHASE UNITS TOTAL COST

```
Sub-Total + 8.25% Tax = Total Cost
```

RENTAL UNITS TOTAL COST

```
Sub-Total + 8.25% Tax = Total Cost
```
SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located

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

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 10’ wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10’ fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Discount Price
Deadline Date
November 14, 2017

Include the Freeman Method of Payment Form with your order.

NAME OF SHOW: SABCS 2017 - 451380 / December 5-8, 2017

Contact Name: Phone #:
E-mail Address:

For assistance, please call (210) 554-2021 to speak with one of our experts.

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

Graphics

to order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

Digital Graphics

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

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

\[
\frac{\text{sq. ft.}}{1296} \times 19.55 \text{ per sq. ft. discount price}
\]

\[
\frac{\text{sq. ft.}}{1296} \times 29.35 \text{ per sq. ft. standard price}
\]

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

Large Digital Graphics

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

File Information:
- Electronic File Name
- Application
- PMS Colors

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

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

Choose Your Size:

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>@ 40.15</td>
<td>60.25</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@ 47.40</td>
<td>71.10</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@ 51.50</td>
<td>77.25</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>@ 65.90</td>
<td>98.85</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@ 58.70</td>
<td>88.05</td>
<td></td>
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<tr>
<td>14&quot; x 22&quot;</td>
<td>@ 61.80</td>
<td>92.70</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>@ 101.95</td>
<td>152.95</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>@ 105.05</td>
<td>157.60</td>
<td></td>
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<tr>
<td>28&quot; x 44&quot;</td>
<td>@ 155.55</td>
<td>233.35</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@ 196.75</td>
<td>295.15</td>
<td></td>
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</tbody>
</table>

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

Indicate Your Sign Copy Here:

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

Indicate Your Sign Copy Here:

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color:

Lettering Color:

Total Cost

Sub-Total + 8.25% Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

ACCEPTABLE FILE SOFTWARE

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.
NAME OF SHOW: SABCS 2017 - 451380 / DECEMBER 5-8, 2017

COMPANY NAME:  

CONTACT NAME :  

E-MAIL ADDRESS :  

For Assistance, please call (210) 554-2021 to speak with one of our experts.

**ACCESSORIES FOR RENTAL UNITS**

**LIGHTS** (use only on rentals)

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Part #</th>
<th>Standard Price</th>
<th>Discount Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Light</td>
<td>1</td>
<td>172512</td>
<td>65.90</td>
<td>92.25</td>
</tr>
<tr>
<td>4' Tracklight (3 lights)</td>
<td>1</td>
<td>172514</td>
<td>266.75</td>
<td>373.45</td>
</tr>
<tr>
<td>Halogen Light</td>
<td></td>
<td>17252</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**SHELVES** (use only on rentals)

**CABINETS**

**GONDOLAS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Part #</th>
<th>Standard Price</th>
<th>Discount Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Sided 1M x 4' High</td>
<td>1</td>
<td>174541</td>
<td>414.05</td>
<td>579.65</td>
</tr>
<tr>
<td>Double Sided 1M x 4' High</td>
<td>1</td>
<td>174542</td>
<td>551.05</td>
<td>771.45</td>
</tr>
<tr>
<td>Single Sided 1M x 8' High</td>
<td>1</td>
<td>174581</td>
<td>414.05</td>
<td>579.65</td>
</tr>
<tr>
<td>Double Sided 1M x 8' High</td>
<td>1</td>
<td>174582</td>
<td>551.05</td>
<td>771.45</td>
</tr>
</tbody>
</table>

**LITERATURE POCKETS**

- For 8½ x 11 Literature
  - 174015 For 8½ x 11 Literature
    - Standard Price: 28.85
    - Discount Price: 39.20

**TOTAL COST**

- Sub-Total
- 8.25% Tax
- Total Cost

* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.

07/17 (451380)
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMON has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMON is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMON will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

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 complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

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

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

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
**NAME OF SHOW:** SABCS 2017 - 451380 / DECEMBER 5-8, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call 210-554-2021 to speak with one of our experts.

---

### 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 will be:**

**Phone Number:**

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

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

---

### DISMANTLE LABOR

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

**Emergency contact:**

**Phone Number:**

---

### Exhibitor Supervised Labor

**Supervisor will be:**

**Phone Number:**

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

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

---

### Display Labor (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday ............................... $ 80.00 $ 112.00</td>
<td></td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY &amp; HOLIDAYS ............................... $ 120.00 $ 168.00</td>
<td></td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.
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.

FREEMAN SUPERVISED LABOR

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped ____________ Carrier: ____________
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/Order: Drawing Attached (required) ______ Drawing With Exhibit ______ Electrical Under Carpet ______
Comments: ____________________________________________________________________________

Graphics: With Exhibit ___________ Shipped Separately ___________
Comments: ____________________________________________________________________________

Special Tools/Hardware/Equipment Required: ____________________________________________________________________________

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: ____________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited
☐ Other (list carrier name & phone number):
  ☐ Other Common Carrier:
  ☐ Other Air Freight:
  ☐ Van Line:

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: ____________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

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

☐ Reroute via Freeman's choice
☐ Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday
Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

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

FORKLIFT LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$122.00</td>
<td>$171.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>162.50</td>
<td>227.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>130.00</td>
<td>182.00</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>170.50</td>
<td>239.00</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>138.00</td>
<td>193.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>178.50</td>
<td>250.00</td>
</tr>
<tr>
<td>3140300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td>160.00</td>
<td>224.00</td>
</tr>
<tr>
<td>3140301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td>200.50</td>
<td>281.00</td>
</tr>
</tbody>
</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020200</td>
<td>Rigger Foreman - ST</td>
<td>$82.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>3020201</td>
<td>Rigger Foreman - OT</td>
<td>123.00</td>
<td>172.25</td>
</tr>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>81.00</td>
<td>113.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>121.50</td>
<td>170.00</td>
</tr>
</tbody>
</table>

MOBILE UNIT SPOTTING FEE

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>257024</td>
<td>Mobile Unit Spotting Fee (Each Way)</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

INSTALLATION

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

Describe work to be done:

Sub-Total
Tax 8.25%
N/A
Total

DISMANTLE

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

Describe work to be done:

Sub-Total
Tax 8.25%
N/A
Total

PLEASE INDICATE WORK TO BE PERFORMED

☐ UNCRATED  ☐ UNSKIDDING  ☐ RE-SKIDDING  ☐ HEADER/BOOTH WORK  ☐ OTHER

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.
For Assistance, please call 210-554-2021 to speak with one of our experts.

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

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:  
LATE DATE

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**HANGING SIGNS**

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

**TOTAL COST**

<table>
<thead>
<tr>
<th>Outlet(s)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting</td>
<td>$</td>
</tr>
<tr>
<td>Tax 8.25%</td>
<td>$</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

To include the Freddie Payment Form with your order, you must also indicate main power location and distribution points, your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:  
LATE DATE

**208 VOLT SINGLE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Amps</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>208</td>
<td>218.00</td>
<td>327.00</td>
<td>$</td>
</tr>
<tr>
<td>30</td>
<td>300</td>
<td>259.00</td>
<td>388.50</td>
<td>$</td>
</tr>
<tr>
<td>60</td>
<td>60</td>
<td>411.00</td>
<td>616.50</td>
<td>$</td>
</tr>
<tr>
<td>100</td>
<td>100</td>
<td>553.00</td>
<td>829.50</td>
<td>$</td>
</tr>
<tr>
<td>200</td>
<td>200</td>
<td>759.00</td>
<td>1138.50</td>
<td>$</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

**SPECIAL LIGHTING (Price Includes Power & Labor for Installation)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Amps</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Light Stand</td>
<td>84.00</td>
<td>126.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Double Light Stand</td>
<td>89.00</td>
<td>133.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Arm Light</td>
<td>99.00</td>
<td>148.50</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

* May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

<table>
<thead>
<tr>
<th>110/120 VOLT</th>
<th>QTY</th>
<th>Show</th>
<th>24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td>76.00</td>
<td>114.00</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td>102.00</td>
<td>153.00</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>137.00</td>
<td>205.50</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT THREE PHASE (Labor Required for Connection)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Amps</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>208</td>
<td>280.00</td>
<td>420.00</td>
<td>$</td>
</tr>
<tr>
<td>30</td>
<td>300</td>
<td>340.00</td>
<td>510.00</td>
<td>$</td>
</tr>
<tr>
<td>60</td>
<td>60</td>
<td>559.00</td>
<td>838.50</td>
<td>$</td>
</tr>
<tr>
<td>100</td>
<td>100</td>
<td>778.00</td>
<td>1167.00</td>
<td>$</td>
</tr>
<tr>
<td>200</td>
<td>200</td>
<td>1400.00</td>
<td>2100.00</td>
<td>$</td>
</tr>
<tr>
<td>400</td>
<td>400</td>
<td>2100.00</td>
<td>3150.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

* May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.
ELECTRICAL INSTRUCTIONS

HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

Inline and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)

- IN-LINE BOOTHs / PENINSULA
- BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit and Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at www.freemanco.com to print as a busy layout.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am All Day Saturday, Sunday and Holidays

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$ 81.00</td>
<td>$ 113.50</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$ 162.00</td>
<td>$ 226.75</td>
</tr>
<tr>
<td>Condor w/crew - ST</td>
<td>$ 441.50</td>
<td>$ 618.00</td>
</tr>
<tr>
<td>Condor w/crew - OT</td>
<td>$ 481.75</td>
<td>$ 674.50</td>
</tr>
<tr>
<td>Forklift w/operator - ST</td>
<td>$ 122.00</td>
<td>$ 171.00</td>
</tr>
<tr>
<td>Forklift w/operator - OT</td>
<td>$ 164.00</td>
<td>$ 230.00</td>
</tr>
<tr>
<td>Man Cage</td>
<td>$ 46.00</td>
<td>$ 46.00</td>
</tr>
</tbody>
</table>

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

* Show site price applies to all labor orders placed at show site.
* Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
**Service charge for 1st outlet**: ${395.00} + {592.50} = {987.50}

**Each additional air outlet (within 5 feet of 1st outlet)**: {211.00} + {316.50} = {527.50}

**Additional footage per foot**: {4.70} + {7.05} = {11.75}

**CFM requirements (minimum 5 CFM per outlet - price is per CFM)**: {10.00} + {15.00} = {25.00}

**Total**: 

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

---

**Service Charge for water outlet**: ${357.00} + {535.50} = {892.50}

**Each additional water outlet (within 5 feet of 1st outlet)**: {205.00} + {307.50} = {512.50}

**Additional footage per foot (after 1st 90 feet)**: {4.50} + {6.75} = {11.25}

**Total**: 

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

---

**Service Charge for first drain outlet at rear of booth**: ${393.00} + {589.50} = {982.50}

**Each additional drain outlet within the same booth**: {223.00} + {334.50} = {557.50}

**Additional Footage per foot (after 1st 90 ft.)**: {4.50} + {6.75} = {11.25}

**Total**: 

---

**Fill & Drains**

Flat Rate $72.00 Plus labor 1/2 hour increments in/out

(Anything over 500 gallons please contact our branch)

**Note:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

---

**Labor**

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$89.00</td>
<td>$133.50</td>
</tr>
<tr>
<td>Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>$182.00</td>
<td>$273.00</td>
</tr>
<tr>
<td>Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.
PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for connections installed and not used.
3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
6. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.
7. All equipment using water must have inlet and outlet properly tagged.
8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
10. Service outlet size will be determined by the volume required.
11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
12. All outlets will be installed on the floor at the backwall of booth.
13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
15. All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 210-554-2021 for an estimate regarding labor or additional footage.

- Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- All electrical requirements must be ordered on the Electrical Rental Order Form.
*Order By: November 14, 2017 to Receive Early Order Pricing!

### Exhibiting Company Name:  
Booth #:  

<table>
<thead>
<tr>
<th>Packages</th>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple iPad with Floor Stand - White</td>
<td></td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td>32&quot; Flat Screen Package - 1080P, with Dual Post Stand</td>
<td></td>
<td>$720.00</td>
<td>$936.00</td>
<td></td>
</tr>
<tr>
<td>42&quot; Flat Screen Package - 1080P, with Dual Post Stand and</td>
<td></td>
<td>$870.00</td>
<td>$1,131.00</td>
<td></td>
</tr>
<tr>
<td>External USB Media Player</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; Flat Screen Package - 1080P, with Dual Post Stand and</td>
<td></td>
<td>$1,035.00</td>
<td>$1,345.50</td>
<td></td>
</tr>
<tr>
<td>External USB Media Player</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; Flat Screen Package - 1080P, with Dual Post Stand and</td>
<td></td>
<td>$1,445.00</td>
<td>$1,878.50</td>
<td></td>
</tr>
<tr>
<td>External USB Media Player</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flat Screen Monitors</th>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&quot; Flat Screen - 1080P, with Dell Sound Bar - Choose One:</td>
<td></td>
<td>$290.00</td>
<td>$377.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$475.00</td>
<td>$617.50</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$625.00</td>
<td>$812.50</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$790.00</td>
<td>$1,027.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$1,200.00</td>
<td>$1,560.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$1,400.00</td>
<td>$1,820.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$1,800.00</td>
<td>$2,340.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80&quot; Flat Screen - 1080P, with Internal Speakers - Choose One:</td>
<td></td>
<td>$2,800.00</td>
<td>$3,640.00</td>
<td></td>
</tr>
<tr>
<td>Table Top -or- Wall Mounted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options
- Please call for pricing!

### Flat Screen Accessories                                           

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mounting Bracket - (32&quot; - 80&quot; Flat Screen) *Only required if providing your own Flat Screen</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>Single Post Stand - (up to 24&quot; Flat Screen; Mounting Bracket Required - Charges May Apply)</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>Dual Post Stand - (32&quot; - 80&quot; Flat Screen; Mounting Bracket Required - Charges May Apply)</td>
<td>$225.00</td>
<td>$292.50</td>
<td></td>
</tr>
</tbody>
</table>

### Touchscreen Displays                                               

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; Touchscreen - Choose One: Table Top -or- Wall Mounted</td>
<td>$800.00</td>
<td>$1,040.00</td>
<td></td>
</tr>
<tr>
<td>46&quot; Touchscreen - Choose One: Table Top -or- Wall Mounted</td>
<td>$1,300.00</td>
<td>$1,690.00</td>
<td></td>
</tr>
</tbody>
</table>

- Please call for pricing on Touchscreens 65" and larger
- Please call for pricing!

### Computing                                                                 

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop Computer with Monitor (3.2 GHz or faster)</td>
<td>$275.00</td>
<td>$357.50</td>
<td></td>
</tr>
<tr>
<td>Laptop Computer (Core i5/2.5ghz/4GB/300GBHDDVD)</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td>iPad</td>
<td>$175.00</td>
<td>$227.50</td>
<td></td>
</tr>
<tr>
<td>iPad Floor Stand - White</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>Apple 21.5&quot; iMac (Intel Core 2 Duo/3.06 GHz)</td>
<td>$300.00</td>
<td>$390.00</td>
<td></td>
</tr>
<tr>
<td>Apple 15&quot; MacBook Pro (2.3 GHz Quad Core with Thunderbolt)</td>
<td>$450.00</td>
<td>$585.00</td>
<td></td>
</tr>
<tr>
<td>Apple 17&quot; MacBook Pro (2.3 GHz Quad Core with Thunderbolt)</td>
<td>$550.00</td>
<td>$715.00</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Audio Visual Equipment                                 

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USB Media Player</td>
<td>$120.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>Choose: Blu-ray -or- DVD Player</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>Sound Bar - 2.1 Full Range, with Built-in Subwoofer</td>
<td>$75.00</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td>Small High Performance PA System (2 speakers, 1 Mixer/Amp)</td>
<td>$330.00</td>
<td>$429.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier</td>
<td>$240.00</td>
<td>$312.00</td>
<td></td>
</tr>
</tbody>
</table>

### Quoted Equipment                                               

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Early Order</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contact Your Freeman Representative  
JOHN ABREGO  
john.abrego@freeman.com  
Phone: 512.827.3223  
Fax: 469.621.5611  
Online at: [www.freeman.com](http://www.freeman.com)

Total Your Order  
Equipment Sub-Total  
- 28% Handling Charge ($106.00 Min) Includes Delivery, Install & Dismantle  
- Added Labor to Mount Client Owned Flat Screen to Stand ($75)  
- State Sales Tax (8.25%)  

** Please note for Monitor Stand & Mount Rentals:  
Additional labor may be required to mount client provided monitors  
** Electrical Services are not included in equipment pricing.

Don’t see what you are looking for?  
Please call to discuss the options!
Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name: 
Booth Number: 
Exhibiting Company Name: 
Company Address: 
City / State: 
Zip Code: 
Phone: 
Fax: 
Email: 
Third Party (If Applicable): 
Signature: 

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 512.827.3223 with questions.

On-Site Contact Person: 
Cell Phone: 
Please Select Your Preferred Date and Time of Delivery [Choose One]: 

- Monday, December 04, 2017 - 12pm - 5pm
- Tuesday, December 05, 2017 - 9am - 11am

If You Have a Special Delivery Request, Please Note it Here: 

Payment Information

Method of Payment (Choose One):

- Credit Card * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- Check *Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- Key Account *Key Account customers have been pre-approved with net 30 terms.
- Bank Transfer * Please reference the Show Name and Booth Number so we may properly credit your account.

- Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
  ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
  Physical address routing identifiers: 100 West 33rd Street, New York, NY

- International Wire Transfer
  Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
  CHIPS address: 0959 Freeman Audio Visual, Inc.
  Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

- ACH Direct Deposit
  ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
  ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.
** All payments must be made in advance in US funds.
**Full payment, including any applicable tax, is due at the time the order is placed.

Cancellation Policy: Any cancellation must be received within 7 days of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.
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

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (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 labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN’s control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. IF EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 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 suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL
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. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

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

IMPORTANT
PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN.

TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

1. DEFINITIONS. For purposes of this Contract, Freeman means Exhibitors, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for dam- age to lose 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 un- able 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 containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for error in the above procedures; removal of containers with old empty labels and 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 booth 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 MMA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for pickup or delivery of Exhibitor’s materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsi- bility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DIS- APPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISES OUT OF OR IMPROPERLY LOADED OR LABELED MATERIALS.

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

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

8. CLAIMS FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation to show site or from Freeman. 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. APPEAL IN LAYING CLAIMS. Freeman shall not be bound to consider an appeal of any claim submitted to Freeman for a period of ten (10) days after Freeman’s final response to the claim.

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

11. REMEDIES. Exhibit a exhibits any claim or controversy arising out of, or relating to, this Agreement and each of the Exhibitor’s exhibits to the American Arbitration Association or the JAMS, with such arbitration to be conducted in accordance with the rules and procedures for such arbitration as are then in effect, and with such arbitration to be conducted in accordance with the rules and procedures for such arbitration as are then in effect.

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

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has no 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 HARMS TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE DANGERS AND RISKS OF FIRE AND/OR OTHERS 2021 FREEMAN MATTRESS HANDLING. 2021 FREEMAN MATERIAL HANDLING.
AIR CARGO SERVICE REQUEST AND SHIPMENT INSTRUCTIONS

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipment Instruction Contract is NON-NEGOTIABLE. It is the final offer by Shipper, or by Freeman or another on Shipper’s behalf; it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this contract is subject to the TERMS stated herein—ALL TERMS, including but not limited to, all the limitations of liability, shall apply to our agent and their contracting carriers.

1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes its respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of whatever kind owned, in possession, or under control of Shipper, Freeman, or other agents or employees of either Shipper or Freeman, unless Freeman is specifically instructed in writing by Shipper that it is not to be delivered. “Freeman’s” shall mean Freeman Decorating Services, Inc., U.S. and California categories of shipments placed to be shipped without notice for 72 hours from time of pickup; all International shipments must be shipped to travel without apologized for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world because of conditions that may cause damage to perishable commodities. If the integrity of a shipment is endangered, Freeman reserves the right to improve packing 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 or Freeman, 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 in 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, if applicable, will be charged, shall start no sooner than the next business day following the shipment date. Storage may be at Shipper’s expense, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner’s expense and without liability to Freeman.

[c] If Freeman does not receive final instructions within 10 days of the final instruction, Freeman will attempt to notify the party for the final shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and other charges. Shipment will be delivered to the charge of the owner of the goods. All charges will be paid to the owner of the property so handled, 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 abrogate the right of Freeman, as it, to sell the property under such circumstances in such manner as may be authorized law.

[a] When perishable goods cannot be delivered and disposal is not within a reasonable time, the property shall be disposed of to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignee or Consignor, or the Agent of either is not normally located, Freeman’s liability for the shipment shall terminate after unloading or delivery.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments for Freeman’s services, the parties have agreed in this two-page Contract (including the Air Cargo Service Request and Shipment Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This Contract shall take effect when the property first enters the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property leaves the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or entities who are not under the direct supervision or control of Freeman. Freeman is not responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, acts of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR EIGELEGIBL GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT PROVIDE ANY DIRECTIVE TIME PERIOD. A RISING WAYBILL NO. 6

4. PACKAGING AND CRATES: Shipper’s property shall be well packed and safe for shipment and storage using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a crate is used, it is used solely by Shipper. Shipper must remove all labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability for suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, packed or shrink-wrapped materials, glass breakage, concealed damage, carvings in bills of lading or improperly packed labeled crates. Crates and packaging should be designed to adequately protect the contents for handling by fellow and similar means. General guidelines as to acceptable packaging systems and procedures may be found in Publication No. 27 of the American Institute of Hulling and in the American Bureau of Shipping’s regulations.

5. LIABILITY: Liabilities incurred by Freeman in connection with the transportation of Shipper’s property, shall be subject to the provisions of the following paragraphs:

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 DELIVERIES (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE AMOUNTS SHOWN IN THE FREIGHT CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE OR REQUESTS A CARCAGE OR CARRIAGE THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPMENT INSTRUCTIONS FORM AND PAY THE APPROPRIATE VALUE CHARGE.

7. EXPENSES CHARGED TO SHIPPER: All expenses incurred under this Contract at the time the services are rendered. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this right of payment. No claim submitted by or on behalf of Shipper shall be processed unless Shipper’s account is current.

8. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Shipper shall immediately notify Freeman of any change in the physical description of the property. Shipper shall provide adequate supervision, instructions, and directions, except as otherwise agreed by the parties.

9. CLAIMS: Claims, if any, must be presented by the person in whose name the property is registered or in whose name the property is registered on the air waybill. Claims for loss of property must be received by Freeman within 60 days of the date of delivery of the property. Claims for damage must be received by Freeman within 90 days after the date of discovery of the damage. Claims must comply with all requirements of this section and be filed within 90 days of the date of delivery of the property. If the claim is for loss or damage involving international shipments, claims must be made within 60 days of the date of delivery and such claims shall be filed within 60 days after the date of acceptance of the shipper by Freeman. For claims involving the delivery of property by air, the above time limits for filing claims shall not apply.


11. MISCELLANEOUS: Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to alter the manner in which its property is shipped. Shipper shall have no control over the property until it is delivered pursuant to the instructions contained in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or carrier contractors of cargo by air, by water, rail, or road, for the purpose of confirming the right of Freeman to handle the property of all matters related to payment for the property.
6. INSURANCE.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:

8. LIABILITY.

9. SHIPPER’s RESPONSIBILITIES AND INDEMNIFICATION:

10. CLAIMS.

11. CHOICE OF FORUM / ARBITRATION.

12. LAW OF CONTRACT FOR SERVICE OF PROCESS.

13. MISCELLANEOUS.

14. SMALL PACKAGE SHIPMENT.

15. FREDMAN’S MAXIMUM LIABILITY SHALL BE $100 PER PACKAGE UNLESS A DEVIATION IS MADE IN WRITING.
Why should I do a Door Drop? What about technology?

Does a restaurant tell you to look at their app or do they give you a menu? A hard copy of your promotional material, delivered directly to the hotel rooms of trade show attendees, is a very effective way to reach your prospects.

Who is Convention Communications?

Convention Communications is “The Door Drop Specialist.” Door Drops are our only business.

Do we need approval from show management to do a Door Drop?

Your flyer must by approved by Rich Markow, Director, Symposia.

Why should I work with Convention Communications instead of contacting the hotels myself?

The SABCS has selected Convention Communications as the exclusive provider of Door Drop services and signage placement within hotels and the Convention Center. Instead of having to coordinate all the details with many hotels, you work only with us. Convention Communications does all the legwork.

Will Convention Communications save my company money?

Because we work with several exhibitors and sponsors, we are able to combine all Door Drop items in a single door-hanger bag. You will pay less to have us do everything than if you made all the arrangements, shipped materials and cut checks to all the hotels yourself!

How do I work with Convention Communications?

Call Tom Marshall at (513) 934-3700 to discuss your requirements, or email to Tom@doordrop.com. We are able to accommodate most special requests.

Convention Communications will:

- Coordinate logistics with each hotel.
- Deliver your materials to each hotel.
- Be on-site to ensure that your literature is distributed on schedule.

Your materials will be delivered on Tuesday night, December 5, 2017, to attendees’ rooms of the San Antonio hotels affiliated with the 2017 San Antonio Breast Cancer Symposia.

Details:

| Door Drop Package 1: 24 hotels | $9,950 |
| Door Drop Package 2: 9 largest hotels | $7,725 |
| Sign Placement: | *Call for details* |
| Deadline for approvals: | November 15 |
| Deadline for materials: | November 22 |

*Call for details.*
San Antonio Breast Cancer Symposium
December 5th-8th, 2017
Order 14 days prior to the 1st day of the event move-in for incentive rate.
Incentive deadline for the above event is November 16th, 2017

Smart City is the exclusive telecommunications service provider for the Henry B. Gonzalez Convention Center.

- Hardwired Internet Service
  - Shared or Dedicated Bandwidth Services

- Wireless Internet Service
  - Custom Hot Spot
  - On-Site / On-Demand Services

- Telephone Service
  - Single-Line
  - Multi-Line
  - Conference Telephone Services

To review and order our services visit https://orders.smartcitynetworks.com

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.
XPress Connect Family
Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by XPress Leads equipment and services.

XPress Connect App
The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7.x and higher and 3 megapixel or greater camera. No mobile hardware included.

XPress Connect Plus
OUR handheld wireless device

Use our handheld mobile to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

FEATURES

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XPress Extras
Maximize your exhibiting ROI with these lead collection and follow-up tools.

Custom Sales Qualifiers
Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.

Bluetooth Printer
Get a hard copy printout of your leads onsite with a wireless, portable printer.

eBlast Email Service
Send your custom HTML emails through XPress eBlast post-event to your leads, the complete event email campaign solution.

DITP
Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.

Loss/Damage Waiver
Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

3rd Party Lead Collection
Successful lead collection on your third party device.

Data Conversion
Convert badge IDs collected on third-party devices into complete leads post-show.

Event API Integration
Integrate your third-party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.
XPress LeadPro is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event

### ORDER ONLINE:

[www.xpressleadpro.com](http://www.xpressleadpro.com)

**Show Code:** sabc1217

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<td>Bluetooth Printer - one bluetooth connection per lead retrieval app license</td>
<td>$105</td>
<td>$130</td>
<td>$155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XPress Connect Plus Handheld - OUR handheld wireless device</td>
<td></td>
<td>$455</td>
<td>$505</td>
<td>$575</td>
<td></td>
</tr>
<tr>
<td>XPress Connect Plus Handheld Package - includes mobile device, DITP service, and custom sales qualifiers</td>
<td></td>
<td>$610</td>
<td>$690</td>
<td>$815</td>
<td></td>
</tr>
<tr>
<td>XPress Connect App Additional Licenses - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet</td>
<td>$130</td>
<td>$130</td>
<td>$155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bluetooth Printer - one bluetooth connection per lead retrieval handheld</td>
<td>$105</td>
<td>$130</td>
<td>$155</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Xpress Extras

- Custom Sales Qualifiers / Custom Surveys: $110 / $130 / $165
- DITP Service - Delivery, Installation, Training, Pickup: $110 / $130 / $165
- XPress eBlast Service - post show email service to leads collected: $225 / $275 / $335
- Data Conversion - third party post-show solution: $550
- Event API Integration - third party real-time solution: $1000

**Subtotal**

Optional Loss/Damage Waiver (Qty ______ x $85 per device)

NO, I do not want to purchase the Loss/Damage Waiver - initial here

Processing Fee (Waived when you order online!)

**Total (USD)**

**Important Lead Retrieval Information:** The XPress Connect App and The XPress Connect Plus handheld lead retrieval will collect limited information from the badge QR codes that are printed onsite. Complete details for the leads collected will be made available post-show. Post-event, you will receive an email with a link to download your leads with full attendee information and demographics.
Terms & Conditions

1) Convention Data Services, Inc. hereinafter called “CONTRACTOR” agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Checks will not be accepted as payment at the show site.

3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.

4) ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A $100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.

5) Onsite orders are based on unit availability.

6) Customer agrees to return all equipment to CONTRACTOR’s service desk within two hours of the show closing. EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.

7) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:

7a) The customer authorizes CONTRACTOR to charge the credit card provided $500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

7b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR’s device. Customer must report loss or damage to CONTRACTOR’s Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

8) CONTRACTOR’s liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.

9) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.

10) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then CONTRACTOR may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.

11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.

12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.

13) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.
DISCOUNT DEADLINE DATE: November 13, 2017  (Pay standard price if ordering after deadline or at showsite)

<table>
<thead>
<tr>
<th>FLOWERING &amp; GREEN PLANTS (Rental)</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mum</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalanchoe</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azalea</td>
<td>$40.00</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliad</td>
<td>$40.00</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Fern [ ] Ivy</td>
<td>$40.00</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Fern [ ] Ivy</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3 ft. Green Plant</td>
<td>$42.00</td>
<td>$47.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 ft. Green Plant</td>
<td>$52.00</td>
<td>$57.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 ft. Green Plant</td>
<td>$62.00</td>
<td>$67.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 ft. Green Plant</td>
<td>$72.00</td>
<td>$77.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 ft. Green Plant</td>
<td>$85.00</td>
<td>$90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 ft. Green Plant or taller</td>
<td>$15.00 ft.</td>
<td>$16.00 ft.</td>
<td></td>
<td></td>
</tr>
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Container Selection: [ ] Black [ ] White

<table>
<thead>
<tr>
<th>FLORAL SERVICES</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>12&quot; high Seasonal Vase Arrangement</td>
<td>$60.00</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18&quot; high Seasonal Vase Arrangement</td>
<td>$80.00</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; high Tropical Vase Arrangement</td>
<td>$70.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; high Tropical Vase Arrangement</td>
<td>$90.00</td>
<td>$95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bud Vase / Boutonniere / Corsage</td>
<td>Quoted</td>
<td>Quoted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Fishbowl for business cards, candy, etc.</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Color Preference?

Special Request?

DESIGNER SERVICE:
Meet for consultation: Date_________ Time_________
Contact Name:______________________________

PAYMENT AND CANCELLATION POLICY: Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

RENTAL POLICY: Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME _________________________________________________________________________ BOOTH #__________________
BILLING ADDRESS________________________________________________________________________________________________________
ORDERED BY____________________________________________________________________PHONE______________________________________________
FAX __________________________________________________________ E-MAIL______________________________________________
Payment: [ ] Visa [ ] MC [ ] AmEx [ ] Discover [ ] Check Enclosed (Payable to Convention Foliage Unltd. in US funds drawn on US bank)
CARD # __________________________ Security Code _____________ Exp. Date __________
CREDIT CARD BILLING ADDRESS
(If different from above) (Street) (City) (State) (Zipcode)
Print Cardholder Name ___________________________ Signature________________________
www.conventionfoliage.com
rev. 01/17
Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquiries about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

**Seating and Booth Arrangements:**
1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code, and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

**Booth Construction, Decorations, and Stage Scenery:**
4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**
7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal’s office for approval. The plans must specify maximum number of occupants and have a structural engineer’s stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.
Exits and Exit access and discharge:
12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

Open Flames, Compressed Gases, Explosives and Lasers:
16. The following items may not be used without prior approval of the Fire Marshal.
   A. Use, display or storage of LPG (Propane or Butane)
   B. Flammable Liquids of Gas
   C. Barbeque Grills
   D. Straw, sawdust, or wood shavings
   E. Welding or cutting equipment for demonstration purposes
   F. Gas fired appliances for demonstrations or cooking purposes
   G. Salamander stoves for demonstrations or cooking purposes
   H. Lit candles and lanterns for demonstration purposes
   I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
   J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
   K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:
18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:
21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured and or covered to avoid tripping anyone walking across the area.

Vehicles: Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
   A. Batteries are disconnected
   B. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19L) whichever is least.
   C. Fuel tanks and fill openings are closed and sealed to prevent tampering
   D. Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building
   E. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
F. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal’s approved.

G. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.

H. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

24. No vehicle shall be parked in designated fire lanes.

25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

Tents

26. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)

27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal’s office at least 15 days prior to event for approval.

Hazardous Materials:

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.

29. All hazardous materials require Fire Marshal approval.

30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.

32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.

33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.

34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.

35. Whenever compressed gases are used in booth or display area, a “NO SMOKING” sign must be posted.

36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.4.1 through 901.4.3)

37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2015 IFC, Section 1004.3)

38. In accordance with the International Fire Code, “When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.” (2015 IFC, Section 403.1)

NOTICE: If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal’s office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.
**FEE SCHEDULE:**

**Overtime rate for Fire Marshal/Inspector as of October 1, 2008**

$82.40/hr

Overtime is charged after 5:00 pm on weekdays, on weekends and on holidays.
Overtime carries a minimum of 2 hours per occurrence.

**PYROTECHNIC DISPLAYS:**

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display  2 Inspectors  $82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display  1 Inspector  $82.40/hr (2 hr minimum)
Hazing  1 Inspector  $82.40/hr (2 hr minimum)

**OTHER INSPECTIONS:**

Vehicle checks: Vehicles will be inspected **PRIOR** to entering building at every event.
Vehicles will be checked at no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday
Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

Food Booths: Food Booths will be inspected after show set-up, to assure that Food Booths are Code compliant.
Food Booths will be checked no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday.
Food Booths set up after hours, on weekends or on holidays will be inspected at Overtime rate.

**FLOOR PLAN REVIEW:**

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet…$275.00 + 3% tech fee for a total of $283.25
For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet … $425.00 + 3% tech fee for a total of $ 437.75.
No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

These totals are cumulative per event.

REVISED 060116