

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue and white back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign.

#### EXHIBIT HALL CARPET

The exhibit area will not be carpeted; however, aisles will be carpeted gray.

#### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of discount rates, place your order by **October 9, 2015**.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

Visit [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ) for more information & helpful hints on pre-show procedures and move-in.

Sunday	November 1, 2015	10:00 AM - 5:00 PM*
Monday	November 2, 2015	8:00 AM - 5:00 PM

\*Trucks and/or mobile units will be scheduled to arrive on Sunday morning. A Freeman representative will be contacting each exhibiting company with trucks and/or mobile units with a scheduled move-in time. For any questions, please contact Joe Camet at 504-731-1246.

***All inbound warehouse freight will have overtime Material Handling rates applied. Labor and Material Handling services performed on Sunday will be have overtime rates will apply.***

#### EXHIBIT HOURS

Tuesday	November 3, 2015	9:00 AM - 5:30 PM
Wednesday	November 4, 2015	9:00 AM - 1:00 PM

#### EXHIBITOR MOVE-OUT

Visit [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ) for more information & helpful hints on post-show procedures and move-out.

Wednesday	November 4, 2015	1:00 PM - 5:00 PM
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### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Wednesday, November 4, 2015 at 5:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Wednesday, November 4, 2015 at 3:00 PM**.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN  
 1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 (504) 731-6137 Fax (469) 621-5612  
 FreemanNewOrleansES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION  
 (800) 995-3579 Toll Free US & Canada  
 (817) 607-5100 Local & International  
 (469) 621-5810 Fax

FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by October 9, 2015.** Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**2015 WJTA - IMCA CONFERENCE AND EXPO**  
 C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Friday, September 25, 2015**, at the above address. Material arriving after **October 23, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**2015 WJTA - IMCA CONFERENCE AND EXPO**  
 C/O Freeman  
 Ernest N. Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

\*\*PLEASE NOTE THAT ALL VEHICLES DELIVERING MATERIALS TO THE CONVENTION CENTER MUST REPORT TO THE MARSHALLING AREA AT 1221 SOUTH PETERS ST., LOT B, TO OBTAIN A DOCK PASS. THIS INCLUDES PRIVATELY OWNED VEHICLES (CARS, TRUCKS, VANS, ETC.) WHO CHOOSE TO UNLOAD THEIR OWN MATERIALS AT THE ESTABLISHED UNLOADING AREA. NO VEHICLE WILL BE ALLOWED TO THE DOCK AREA WITHOUT A PASS.

Freeman will receive shipments at the exhibit facility beginning **Sunday, November 1, 2015**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility 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.

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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 504-731-6137.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of discount rates, place your order by **October 9, 2015**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

Per show management, children under the age of 16 are not permitted in the exhibit hall during installation and dismantle.

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

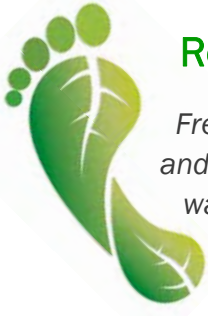
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.



## Reducing Your Footprint

*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, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### 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 Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

# F R E E M A N

1000 Elmwood Park Blvd  
 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612  
 freemanneworleanses@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 09, 2015**

**INCLUDE THIS FORM  
 WITH YOUR ORDER**

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

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CITY/STATE/ZIP: \_\_\_\_\_

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PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer  
 Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

**METHOD OF PAYMENT**

**BY SUBMITTING THIS FORM 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 (308682) 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**    **FREEMAN NOW ACCEPTS DEBIT CARDS**
- BANK TRANSFER**  
 Bank transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
 ABA#: 026009593 ACCT# 1252039192 Freeman  
*International Wire Transfer*  
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  
*ACH Direct Deposit*  
 ABA#: 111000012 ACCT# 1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

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CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

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CITY/STATE/ZIP: \_\_\_\_\_

**ENTER TOTALS HERE**

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/?308682>

**FREEMAN method of payment**

# F R E E M A N

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612  
freemanneworleanses@freemanco.com

## 2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> 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

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (308682)

FREEMAN third party authorization



# EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

*Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.*

## **questions?**

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).



# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### DESTINATION

- I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**2015 WJTA-IMCA CONFERENCE AND EXPO**

C/O: FREEMAN  
905 SAMS AVE  
NEW ORLEANS, LA 70123

**MUST BE DELIVERED BY OCTOBER 23, 2015**

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**

**2015 WJTA-IMCA CONFERENCE AND EXPO**

C/O: FREEMAN  
MORIAL CONVENTION CENTER  
900 CONVENTION CENTER BLVD  
NEW ORLEANS, LA 70130

**CANNOT BE DELIVERED BEFORE NOVEMBER 01, 2015**

#### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value \$ \_\_\_\_\_

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

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

09/11

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

#### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

**FAX THIS COMPLETED FORM TO:  
(469) 621-5810**

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

**SHOW #** (308682) \_\_\_\_\_

FREEMAN exhibit transportation



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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 their respective employees, officers, 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 by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, 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 comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman 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 firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, 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 disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **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 Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

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

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection 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 disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

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

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, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) 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 reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air 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 Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc. and its 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 their respective employees, officers, 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 by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping 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 comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, 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 disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment 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 container is used repetitively by Shipper, Shipper must remove all old 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 or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

**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 Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

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

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection 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 disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

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

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$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 SPECIAL DRAWING RIGHTS 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 WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

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

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

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

**Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties.** Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

**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 GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE 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 ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED 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 reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# 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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## 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 Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## 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 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 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 enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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

# F R E E M A N

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 (504) 731-6137 • Fax: (469) 621-5612  
 FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS and DHL** are included in this category due to their delivery procedures.  
 (See definitions on back)
- 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
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 74.75	149.50
Special Handling Shipment.....	\$ 97.25	194.50
Carpet and/or Pad Only Shipment.....	\$ 112.25	224.50
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 72.00	144.00
Special Handling Shipment.....	\$ 93.75	187.50
Uncrated or Pad Wrapped Shipment.....	\$ 108.00	216.00
Carpet and/or Pad Only Shipment.....	\$ 108.00	216.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b> .....	\$ 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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after OCTOBER 23, 2015.....	\$ 18.75	37.50
Show Site Shipment after Show Opening.....	\$ 18.00	36.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.00	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.00	54.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment.....	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.00	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.00	54.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>2% Tax</b>	
			<b>Total</b>	

**FREEMAN material handling**



# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**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 carpet and/or carpet padding only require additional labor and equipment to unload.

# MARSHALLING YARD

All vehicles arriving at the convention to load or unload exhibit material will be directed to the Vehicle Operations Center (V.O.C./Lot F). After vehicles are parked, drivers should report to The Freeman Companies office in Lot B for check in.

Outgoing Truck Traffic Leaving Convention Center

Tchoupitoulas Down Ramp from Elevated Expressway to the Convention Center Parking Areas

- Incoming Van Lines to Staging Area
- Dispatch Office to Dock
- Return from dock area to staging (bold) in Lots A-E
- Depart to I-10

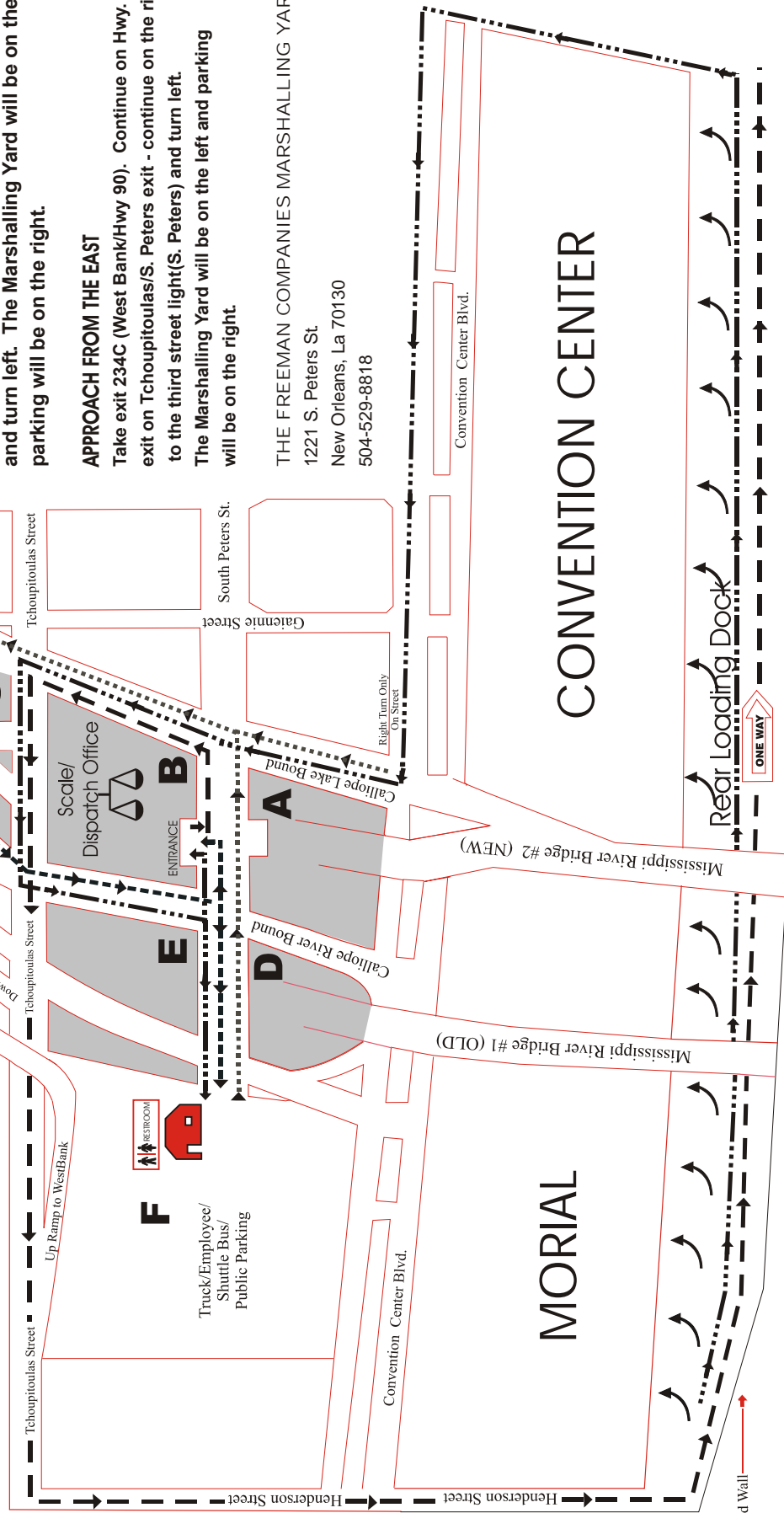
## APPROACH FROM THE WEST

Take Hwy. 90 and exit on Tchoupitoulas/S. Peters Exit - continue on the right side to the third street light (S. Peters) and turn left. The Marshalling Yard will be on the left and parking will be on the right.

## APPROACH FROM THE EAST

Take exit 234C (West Bank/Hwy 90). Continue on Hwy. 90 and exit on Tchoupitoulas/S. Peters exit - continue on the right side to the third street light(S. Peters) and turn left. The Marshalling Yard will be on the left and parking will be on the right.

THE FREEMAN COMPANIES MARSHALLING YARD  
1221 S. Peters St.  
New Orleans, La 70130  
504-529-8818



# CONVENTION CENTER

# MORIAL



Mississippi River

Rear Loading Dock

Flood Wall

ONE WAY

# F R E E M A N

1000 Elmwood Park Blvd  
 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612  
 freemannerneworleanses@freemanco.com

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_



**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: SEPTEMBER 25, 2015**

**RECEIVING DATE BEGINS: SEPTEMBER 25, 2015**

**DEADLINE DATE IS: OCTOBER 23, 2015**

**DEADLINE DATE IS: OCTOBER 23, 2015**

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**905 SAMS AVE**

**C/O: FREEMAN**  
**905 SAMS AVE**

**NEW ORLEANS, LA 70123**

**NEW ORLEANS, LA 70123**

**WAREHOUSE**

**WAREHOUSE**

**2015 WJTA-IMCA CONFERENCE AND**

**2015 WJTA-IMCA CONFERENCE AND**

**EVENT:** \_\_\_\_\_  
**EXPO**

**EVENT:** \_\_\_\_\_  
**EXPO**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE NOVEMBER 01, 2015**

**CANNOT DELIVER BEFORE NOVEMBER 01, 2015**

**TO:**

*EXHIBITOR NAME*

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**MORIAL CONVENTION CENTER  
900 CONVENTION CENTER BLVD**

**NEW ORLEANS, LA 70130**

**SHOW SITE**

**2015 WJTA-IMCA CONFERENCE AND  
EXPO**

**EVENT:** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**C/O: FREEMAN**

**MORIAL CONVENTION CENTER  
900 CONVENTION CENTER BLVD**

**NEW ORLEANS, LA 70130**

**SHOW SITE**

**2015 WJTA-IMCA CONFERENCE AND  
EXPO**

**EVENT:** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY OCTOBER 23, 2015**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**905 SAMS AVE**  
**NEW ORLEANS, LA 70123**

**HANGING SIGN**

EVENT: 2015 WJTA-IMCA CONFERENCE AND EXPO

BOOTH # \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PIECES

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY OCTOBER 23, 2015**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**905 SAMS AVE**  
**NEW ORLEANS, LA 70123**

**HANGING SIGN**

EVENT: 2015 WJTA-IMCA CONFERENCE AND EXPO

BOOTH # \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PIECES



# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounges seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)



## tables

### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

Black

##### slate end table

20"W 20"L 17"H – N72029

##### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

##### black end table

17"W 17"L 18"H – C115104

##### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
*Black Top with Black Base* – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# 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 table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



### tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

### counters (42" height)

Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

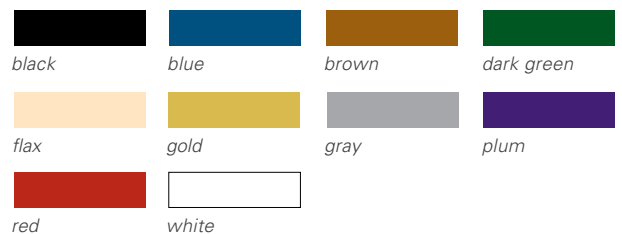


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

Black

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



### display cylinders

Black

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

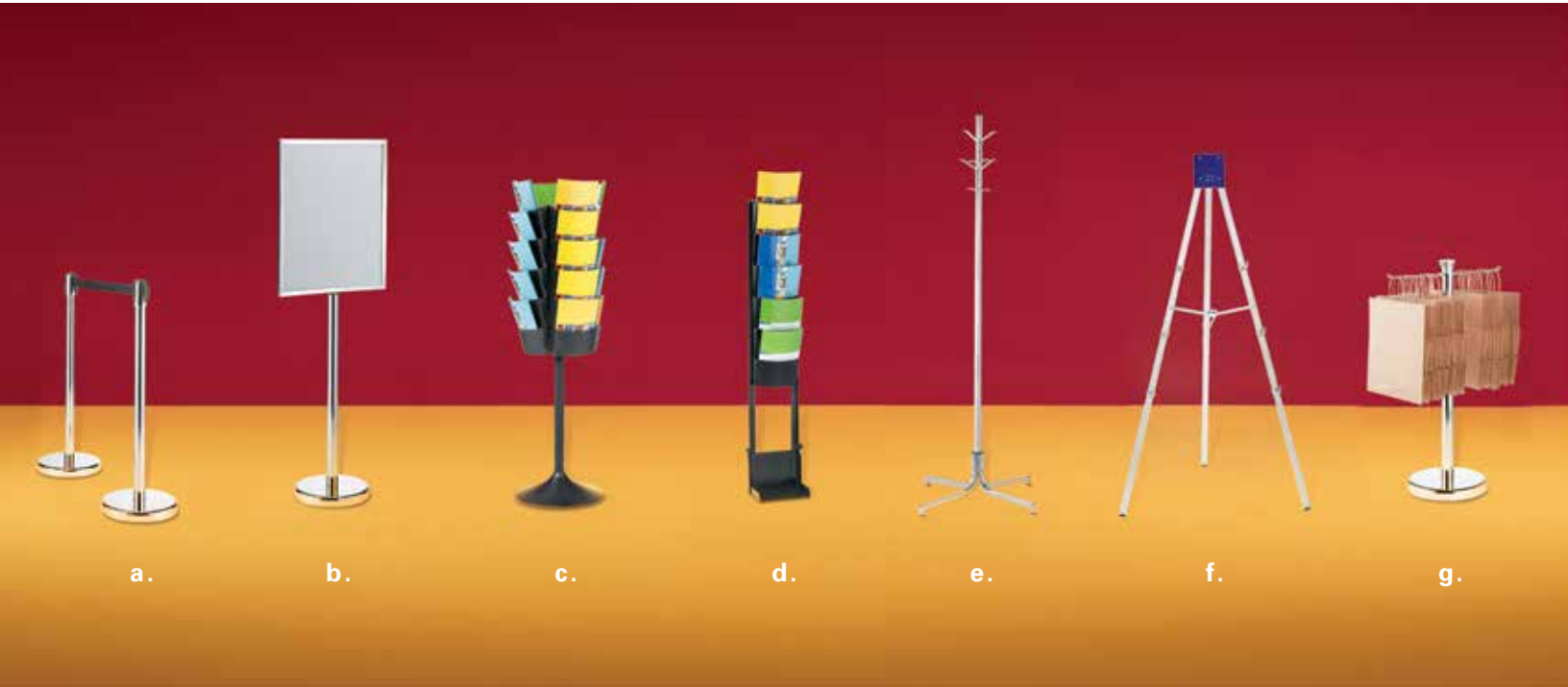
Black

24"W 49"L 42"H – N72056



# 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.



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

Special drape is available in a variety of colors. Refer to the order form for details.

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# FREEMAN

1000 Elmwood Park Blvd  
 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612  
 freemanno@freemanno.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**

**OCTOBER 09, 2015**

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

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

CHAIRS						
___	N71092	Diva Counter Stool .....	202.00	222.20	282.80	_____
___	N71091	Diva Chair .....	177.05	194.75	247.85	_____
___	N710144	Diplomat Chair .....	221.30	243.45	309.80	_____
___	N71038	Cherry Barrel Chair .....	184.35	202.80	258.10	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	265.50	292.05	371.70	_____
___	N71047	Gray Gaslift Stool .....	238.95	262.85	334.55	_____
___	N71046	Gray Gaslift Chair w/Arms ..	206.50	227.15	289.10	_____
___	N71045	Gray Gaslift Chair .....	177.05	194.75	247.85	_____
___	N71044	Executive Chair .....	294.95	324.45	412.95	_____
___	N71089	Black Diamond Side Chair..	113.55	124.90	158.95	_____
___	N71090	Black Diamond Arm Chair..	135.00	148.50	189.00	_____

CHAIRS						
___	N71088	Black Diamond Stool .....	169.65	186.60	237.50	_____
___	C210108	Limerick® Chair..... by Herman Miller	67.75	74.55	94.85	_____
___	C210109	Limerick® Stool..... by Herman Miller	112.35	123.60	157.30	_____

## LOUNGE SEATING

___	N73091	Signature Loveseat .....	626.85	689.55	877.60	_____
___	N71093	Signature Chair .....	390.85	429.95	547.20	_____

## TABLES

___	N72026	Cherry Cocktail Table.....	177.05	194.75	247.85	_____
___	N72027	Cherry End Table.....	147.45	162.20	206.45	_____
___	N72015	Glass Conference Table.....	206.50	227.15	289.10	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	162.30	178.55	227.20	_____
___	N72029	Metro Slate End Table.....	147.45	162.20	206.45	_____
___	C115103	Studio Black Cocktail Table.	110.60	121.65	154.85	_____
___	C115104	Studio Black End Table.....	81.10	89.20	113.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H ....	118.00	129.80	165.20	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	193.90	213.30	271.45	_____
___	N72070	Black-top Bistro 24"W x 42"H	193.90	213.30	271.45	_____
___	N72067	Black-top Café Table 36"x30".	193.90	213.30	271.45	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	193.90	213.30	271.45	_____

Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H .....	184.35	202.80	258.10	_____
___	N72064	Café Table 36"W x 30"H .....	184.35	202.80	258.10	_____
___	N720163	Bistro Table 30"W x 42"H .....	184.35	202.80	258.10	_____
___	N720164	Bistro Table 36"W x 42"H .....	184.35	202.80	258.10	_____

## OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top .....	398.20	438.00	557.50	_____
___	N72092	Milano Table/Black Top .....	398.20	438.00	557.50	_____
___	N72094	Luna Table/Black Top .....	589.95	648.95	825.95	_____
___	N720191	Hemingway Writing Table .....	368.80	405.70	516.30	_____
___	N74061	Cherry Desk 5' .....	506.85	557.55	709.60	_____
___	N74065	Cherry Bookcase .....	181.05	199.15	253.45	_____
___	N74064	Cherry Credenza .....	383.70	422.05	537.20	_____
___	N74071	Oak Desk 5' .....	506.85	557.55	709.60	_____
___	N74075	Oak Bookcase .....	181.05	199.15	253.45	_____
___	N74074	Oak Credenza .....	383.70	422.05	537.20	_____

## DISPLAY FURNITURE

___	N72056	Display Counter.....	368.80	405.70	516.30	_____
___	N75079	Orion Computer Kiosk.....	368.80	405.70	516.30	_____
___	N75030	Black Display Cube/Small.....	206.50	227.15	289.10	_____
___	N75031	Black Display Cube/Medium....	243.35	267.70	340.70	_____
___	N75032	Black Display Cube/Large.....	280.20	308.20	392.30	_____

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	191.75	210.95	268.45	_____
___	N75021	Black Display Cylinder/Med.	228.60	251.45	320.05	_____
___	N75022	Black Display Cylinder/Lg....	265.50	292.05	371.70	_____

Remember to select a color for items  
 with checkboxes. A color will be  
 selected for you if not indicated.

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**2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

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 CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS : \_\_\_\_\_

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**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 30" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H ....	108.75	119.65	152.25	_____
___	C130430	Draped Table 4'L x 30"H ....	123.65	136.00	173.10	_____
___	C130630	Draped Table 6'L x 30"H ....	178.95	196.85	250.55	_____
___	C130830	Draped Table 8'L x 30"H ....	190.00	209.00	266.00	_____
___	C1240463	4th Side Drape 6'L x 30"H...	36.85	40.55	51.60	_____
___	C1240483	4th Side Drape 8'L x 30"H...	36.85	40.55	51.60	_____
___	C130342	Draped Counter 3'L x 42"H	144.80	159.30	202.70	_____
___	C130442	Draped Counter 4'L x 42"H	179.25	197.20	250.95	_____
___	C130642	Draped Counter 6'L x 42"H	181.05	199.15	253.45	_____
___	C130842	Draped Counter 8'L x 42"H	209.95	230.95	293.95	_____
___	C1240464	4th Side Drape 6'L x 42"H..	36.85	40.55	51.60	_____
___	C1240484	4th Side Drape 8'L x 42"H..	36.85	40.55	51.60	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 30" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	50.60	55.65	70.85	_____
___	C131430	Undraped Table 4'L x 30"H..	56.85	62.55	79.60	_____
___	C131630	Undraped Table 6'L x 30"H..	65.15	71.65	91.20	_____
___	C131830	Undraped Table 8'L x 30"H..	72.40	79.65	101.35	_____
___	C131342	Undraped Counter 3'Lx42"H	72.40	79.65	101.35	_____
___	C131442	Undraped Counter 4'Lx42"H	86.90	95.60	121.65	_____
___	C131642	Undraped Counter 6'Lx42"H	101.40	111.55	141.95	_____
___	C131842	Undraped Counter 8'Lx42"H	115.80	127.40	162.10	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Corrugated Risers - Risers are 8" wide</b>						
___	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
___	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Corrugated Risers - Risers are 8" wide</b>						
___	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
___	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	122.95	135.25	172.15	_____
___	C220118	Chrome Sign Holder .....	88.45	97.30	123.85	_____
___	N750135	Round Literature Rack .....	191.75	210.95	268.45	_____
___	N750136	Flat Literature Rack .....	162.30	178.55	227.20	_____
___	C220109	Chrome Coat Tree .....	59.05	64.95	82.65	_____
___	C220134	Chrome Easel .....	44.20	48.60	61.90	_____
___	C220110	Chrome Bag Rack .....	95.85	105.45	134.20	_____
___	220107	Wastebasket .....	27.95	30.75	39.15	_____
___	220106	Corrugated Wastebasket....	21.35	23.50	29.90	_____
___	N75057	Small Refrigerator .....	405.65	446.20	567.90	_____
___	N75052	Black Table Lamp .....	95.85	105.45	134.20	_____
___	N74082	File Cabinet/2 Drawer .....	115.80	127.40	162.10	_____
___	N74081	File Cabinet/4 Drawer .....	144.80	159.30	202.70	_____
___	10201484	Bulletin Board .....	196.35	216.00	274.90	_____
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	17.70	19.45	24.80	_____
___	12108	Special Drape 8'H (per ft.) ...	22.25	24.50	31.15	_____

<b>TOTAL COST</b>		
_____	+	_____ = _____
Sub-Total		11 % Tax      Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.



# SELECT furnishings

## 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.

### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120



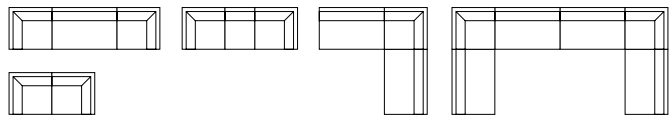
#### sofa

*Black Leather*

87" L 30" D 28" H – 830119

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*

24" L 24" D 28" H – 810117



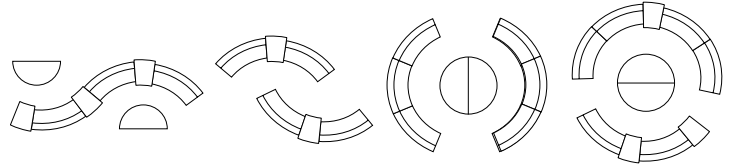
#### sofa

*Black Leather*

48" L 24" D 28" H – 830116

## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29" D 33" H – 8301



### ottoman

*Platinum Suede*

25" L 31" D 18" H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35" D 33" H – 8307



### sofa

*Black Fabric*

85" L 35" D 33" H – 8306



### tub chair

*Black Fabric*

31" L 31" D 31" H – 8103

## seating

---



### allegro

#### chair

*Blue Fabric*  
36" L 34.5" D 30" H – 81019

#### sofa

*Blue Fabric*  
73" L 34.5" D 29.5" H – 83015



### tangiers

#### chair

*Beige Fabric*  
34" L 37" D 36" H – 810118

#### sofa

*Beige Fabric*  
78" L 37" D 36" H – 830118



### roma

#### chair

*White Vinyl*  
37" L 31" D 33" H – 81020

#### sofa

*White Vinyl*  
78" L 31" D 33" H – 83016



# 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

*Black Leather* – 815123

*White Leather* – 815122

34”L 34”D 15”H



### half round ottoman

*White Leather* – 81514

*Black Leather* – 81513

72”L 36”D 17”H



### ottoman bench

*Black Leather* – 815121

*White Leather* – 815120

60”L 20”D 18”H



### leather cube

*Black Leather* – 81512

*White Leather* – 81511

17”L 17”D 18”H



### edge LED cube

*High Density Plastic*

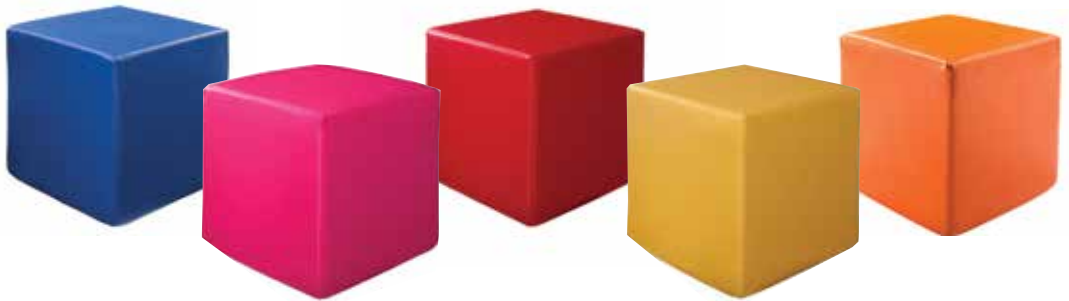
20”L 20”D 20”H – 81526



## ottomans

### vibe cube

Blue Vinyl – 81518  
 Pink Vinyl – 81520  
 Red Vinyl – 81519  
 Yellow Vinyl – 81517  
 Orange Vinyl – 81525  
 18" L 18" D 18" H



## occasional chairs

### madrid chair

Black Leather/Chrome  
 30" L 30" D 31" H – 8102



### madrid chair

White Leather/Chrome  
 30" L 30" D 31" H – 810816



### meeting chair (espresso)

Bonded Leather/Wood Legs  
 25.5" L 23.5" D 34" H – 810835



### meeting chair (taupe)

Microfiber/Wood Legs  
 25.5" L 23.5" D 34" H – 810836



## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*  
25"L 23"D 30"H – 8101



### swanson chair

*White Vinyl*  
28"L 25"D 18"H – 810875



### ICE side chair

*Transparent/Chrome Legs*  
17.25"L 20"D 32"H – 810814



### fusion chair (black/white)

*White/Black High Density Plastic*  
19"L 21"D 32"H – 810838



### christopher chair

*White Vinyl/Chrome*  
17"L 19"D 35"H – 810846



### iso mesh pull-up chair

*Black Vinyl/Black Steel*  
26"L 24"D 38"H – 810707





## occasional chairs

### razor armless chair

*High Density Plastic*

15.38" L 15.5" D 30.5" H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23" L 32" D 33" H – 81090



### panton chair

*White Plastic*

20" L 24" D 33" H – 81017



### jetson chair

*Black Vinyl/Black Steel*

19" L 18" D 31" H – 810702



### madden chair

*Light Gray Vinyl*

27" L 32" D 33" H – 810843



### wendy chair

*Clear Acrylic*

15" L 19.7" D 35.8" H – 810847



## occasional chairs

### berlin stack chair

*White & Red Plastic/Chrome* – 810811

*White & Black Plastic/Chrome* – 810810

18" L 22" D 32" H



## conference chairs

### luxor executive chair

*Black Leather*

27" L 28" D 47" H

Adjustable – 810807



### labrea chair

*Charcoal Gray Fabric*

35" L 27" D 40" H – 810874



### pro executive chair

*White Vinyl*

27.5" L 27.5" D 45.7" H – 810844



### perth highback chair

*Black Leather/Chrome*

23" L 21" D 43" H

Adjustable – 810813



## conference chairs

---

### altura conference/ guest chair

*Black Fabric/Black Steel*  
25" L 20" D 34" H – 81063



### altura junior executive chair

*Black Fabric*  
25" L 25" D 37" H  
Adjustable – 81073



### flex chair

*Black Plastic/Chrome*  
24" L 22" D 31" H – 81018



## bars & barstools

---

### lift barstool

*Gray Vinyl/Chrome*  
15" Round 23-33.5" H  
Adjustable – 810842



### ICE barstool

*Transparent/Chrome Legs*  
16.75" L 16" D 37.75" H – 810815

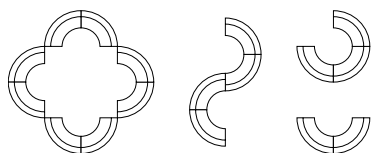


## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*  
67" L 50" D 47" H – Radius 76.5" – 8501

#### **possible configurations:**



### **lift hydraulic barstool**

*Gray Fabric/Chrome – 810872*  
*Red Fabric/Chrome – 810873*  
*Black Fabric/Chrome – 810871*  
*White Fabric/Chrome – 810870*  
15" Round 23-33.5" H Adjustable



Tables in coordinating colors are available upon request.

## bars & barstools

### oslo barstool

Blue Plastic/Chrome – 810200  
 White Plastic/Chrome – 810201  
 17" L 20" D 30" H



### zoey barstool

White Vinyl/Chrome – 810840  
 Black Vinyl/Chrome – 810834  
 15" L 17" D 31-35" H



### banana barstool

White Vinyl/Chrome – 810103  
 Black Vinyl/Chrome – 810104  
 21" L 22" D 30" H



### gin barstool

Maple Wood/Chrome  
 16" L 16" D 29" H – 810505



### jetson barstool

Black Vinyl/Black Steel  
 18" L 19" D 29" H – 810706



### shark swivel barstool

White Plastic/Chrome  
 22" L 19" D 34-44" H  
 Adjustable – 810202



# tables

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

## occasional end & cocktail tables

---

### mosaic table (set of 3)

*Metal/Wood* – 820846

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H



### candy table

*White Plastic/Black Laminated*

18" L 18" D 18" H – 82056



### aura round table

*White Metal*

15" Round 22" H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic*

20" L 20" D 20" H – 82057





## occasional end & cocktail tables



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22"H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17"H – 82014



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24" L 28" D 22" H – 82023

#### table

*Tempered Glass/Painted Steel*  
42" L 28" D 18" H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26" L 26" D 20" H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50" L 22" D 16" H



### sydney

#### end table

*Black Laminate/Brushed Steel* – 82054  
*White Laminate/Brushed Steel* – 82055  
27" L 23" D 22" H

#### table

*Black Laminate/Brushed Steel* – 82052  
*White Laminate/Brushed Steel* – 82053  
48" L 24" D 18" H



## conference tables

### nova white oval table

White Laminate/Chrome

71" L 35.5" D 29" H – 82060



### geo conference table

Glass/Black Steel – 82041

Glass/Chrome – 82051

60" L 36" D 29" H



### communal table (maple with grommets)

Laminate/Metal

72" L 26" D 30" H – 82058

72" L 26" D 42" H – 82059



### manhattan table

Glass/Black Steel

42" Round 29" H – 82033



### communal table (maple)

Laminate/Metal

72" L 26" D 30" H – 82067

72" L 26" D 42" H – 82068



### communal table (white)

Laminate/Metal

72" L 26" D 30" H – 82063

72" L 26" D 42" H – 82066



## conference tables

---

### **42" round white conference table**

*White Laminate*

42" Round – 820708



## computer / desk / table

---

### **work desk**

*White Powder Coat*

48" L 24" D 30" H – 820706



### **merlin table**

*Gray Laminate*

46" L 29" D 30" H – 820707



# rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

## e table

Wood

15.5"L 27.5"D 21"H – 820845

*Some configurations require two tables. Only one table per order.*

### possible configurations:



## rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



## rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



## timber table

Wood

16" Round 27.5"D 17"H – 820843



## product display

### etagere

Black – 850604  
Silver – 850605  
30" L 16" D 70" H



### locking door pedestal

Black Laminate  
24" L 24" D 42" H – 85078



## lighting

### mason table lamp\*

White/Brushed Silver  
16" Round 26" H – 850707



### mason floor lamp\*

White/Brushed Silver  
18" Round 55" H – 850708



## refrigerators

### refrigerator\*

White  
14.0 cubic feet  
20" L 30" D 65" H – 8503001



\*Electrical power must be ordered separately.

## 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 12.5", 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 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119	Chair.....	440.20	484.20	616.30	_____
_____	830120	Loveseat.....	591.75	650.95	828.45	_____
_____	830119	Sofa.....	655.20	720.70	917.30	_____
<b>Heathrow Group -Black Leather</b>						
_____	810116	Armless Chair.....	333.75	367.15	467.25	_____
_____	810117	Corner Chair.....	389.05	427.95	544.65	_____
_____	830116	Sofa.....	565.10	621.60	791.15	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301	Sofa.....	587.00	645.70	821.80	_____
_____	8151	Ottoman.....	247.45	272.20	346.45	_____
<b>Key West Group - Black Fabric</b>						
_____	8307	Loveseat.....	459.90	505.90	643.85	_____
_____	8306	Sofa.....	509.15	560.05	712.80	_____
_____	8103	Tub Chair.....	353.65	389.00	495.10	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	463.70	510.05	649.20	_____
_____	83015	Sofa.....	740.15	814.15	1,036.20	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118	Chair.....	391.05	430.15	547.45	_____
_____	830118	Sofa.....	546.70	601.35	765.40	_____
<b>Roma Group - White Vinyl</b>						
_____	81020	Chair.....	519.00	570.90	726.60	_____
_____	83016	Sofa.....	795.55	875.10	1,113.75	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815123	Endless Square - Black Leather.....	282.55	310.80	395.55	_____
_____	815122	Endless Square - White Leather.....	282.55	310.80	395.55	_____
_____	815121	Bench - Black Leather.....	339.90	373.90	475.85	_____
_____	815120	Bench - White Leather.....	339.90	373.90	475.85	_____
_____	81513	Half Round - Black Leather.....	353.65	389.00	495.10	_____
_____	81514	Half Round - White Leather.....	353.65	389.00	495.10	_____
<b>Cubes</b>						
_____	81518	Vibe - Blue Vinyl.....	131.90	145.10	184.65	_____
_____	81520	Vibe - Pink Vinyl.....	131.90	145.10	184.65	_____
_____	81519	Vibe - Red Vinyl.....	131.90	145.10	184.65	_____
_____	81517	Vibe - Yellow Vinyl.....	131.90	145.10	184.65	_____
_____	81525	Vibe - Orange Vinyl.....	131.90	145.10	184.65	_____
_____	81511	Leather Cube - White Leather.....	98.40	108.25	137.75	_____
_____	81512	Leather Cube - Black Leather.....	98.40	108.25	137.75	_____
_____	81526	Edge LED Cube - High Density Plastic.....	176.55	194.20	247.15	_____

**FREEMAN** select furnishings

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 before OCTOBER 09, 2015

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**CASUAL SEATING**

**Occasional Chairs**

_____	8102	Madrid Chair - Black Leather.....	733.80	807.20	1,027.30	_____
_____	810816	Madrid Chair - White Leather.....	733.80	807.20	1,027.30	_____
_____	810835	Meeting Chair (Espresso).....	177.70	195.45	248.80	_____
_____	810836	Meeting Chair (Taupe).....	233.15	256.45	326.40	_____
_____	8101	T-vac Chair - Translucent/Chrome .....	275.90	303.50	386.25	_____
_____	810875	Swanson Chair - White Vinyl.....	239.55	263.50	335.35	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	186.60	205.25	261.25	_____
_____	810838	Fusion Chair Black/White.....	128.45	141.30	179.85	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	110.55	121.60	154.75	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	269.50	296.45	377.30	_____
_____	810837	Razor Armless Chair.....	47.80	52.60	66.90	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	167.10	183.80	233.95	_____
_____	81017	Panton Chair - White Plastic.....	169.70	186.65	237.60	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	167.10	183.80	233.95	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	405.40	445.95	567.55	_____
_____	810847	Wendy Chair - Clear Acrylic.....	108.50	119.35	151.90	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	95.85	105.45	134.20	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	95.85	105.45	134.20	_____

**Conference Chairs**

_____	810807	Luxor Executive Chair - Black Leather.....	375.70	413.25	526.00	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	282.55	310.80	395.55	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	138.60	152.45	194.05	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	283.65	312.00	397.10	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	406.20	446.80	568.70	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	310.85	341.95	435.20	_____
_____	810844	Pro Executive Chair - White Vinyl.....	246.65	271.30	345.30	_____

**Bars & Bar Stools**

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,238.40	1,362.25	1,733.75	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	145.35	159.90	203.50	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	145.35	159.90	203.50	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	145.35	159.90	203.50	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	145.35	159.90	203.50	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	310.60	341.65	434.85	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	168.40	185.25	235.75	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	168.40	185.25	235.75	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	206.35	227.00	288.90	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	149.00	163.90	208.60	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	233.20	256.50	326.50	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	212.45	233.70	297.45	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	212.45	233.70	297.45	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	272.30	299.55	381.20	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	272.30	299.55	381.20	_____
_____	810842	Lift Barstool - Gray Vinyl/Chrome.....	135.15	148.65	189.20	_____

**select furnishings**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**TABLES**

**Occasional End & Cocktail Tables**

_____	820846	Mosaic Table (set of 3) - Metal/Wood.....	182.25	200.50	255.15	_____
_____	820844	Aura Round Table - White Metal.....	116.70	128.35	163.40	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	152.45	167.70	213.45	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	176.55	194.20	247.15	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	226.75	249.45	317.45	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	240.90	265.00	337.25	_____
_____	82025	Geo End Table - Glass/Black Steel.....	204.70	225.15	286.60	_____
_____	82035	Geo End Table - Glass/Chrome.....	204.70	225.15	286.60	_____
_____	82024	Geo Table - Glass/Black Steel.....	226.75	249.45	317.45	_____
_____	82034	Geo Table - Glass/Chrome .....	226.75	249.45	317.45	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	261.65	287.80	366.30	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	275.90	303.50	386.25	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	211.15	232.25	295.60	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	211.15	232.25	295.60	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	255.25	280.80	357.35	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	255.25	280.80	357.35	_____

**Conference Tables**

_____	82060	Nova White Oval Table - White Laminate/Chrome....	531.70	584.85	744.40	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	270.80	297.90	379.10	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	382.15	420.35	535.00	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	382.15	420.35	535.00	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	439.50	483.45	615.30	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	615.45	677.00	861.65	_____
_____	82067	Communal Table 30"H Maple.....	439.50	483.45	615.30	_____
_____	82068	Communal Table 42"H Maple.....	615.45	677.00	861.65	_____
_____	82063	Communal Table 30"H White.....	439.50	483.45	615.30	_____
_____	82066	Communal Table 42"H White.....	615.45	677.00	861.65	_____
_____	820708	42" Round White Conference Table-White Laminate	366.50	403.15	513.10	_____

**Computer Desk/Tables**

_____	820706	Work Desk - White Powder Coat.....	315.30	346.85	441.40	_____
_____	820707	Merlin Table - Gray Laminate.....	329.65	362.60	461.50	_____

**RUSTIQUE COLLECTION**

_____	820845	Rustique E Table.....	153.55	168.90	214.95	_____
_____	810841	Rustique Chair with Arms.....	110.55	121.60	154.75	_____
_____	810839	Rustique Barstool.....	110.55	121.60	154.75	_____
_____	820843	Rustique Timber Table.....	131.05	144.15	183.45	_____

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**PRODUCT DISPLAYS, TABLET STANDS & MORE**

**Product Display**

_____	850604	Etagere - Black.....	279.75	307.75	391.65	_____
_____	850605	Etagere -Pewter.....	279.75	307.75	391.65	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	417.05	458.75	583.85	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	700.90	771.00	981.25	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	144.65	159.10	202.50	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	214.85	236.35	300.80	_____

**Tablet Stand**

_____	850714	Mobile Tablet Stand - White.....	268.20	295.00	375.50	_____
_____	850715	Mobile Tablet Stand - Black.....	268.20	295.00	375.50	_____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	26.60	29.25	37.25	_____
_____	850712	Wireless Printer Holder - Black.....	26.60	29.25	37.25	_____
_____	850713	Charging Shelf - Black.....	26.60	29.25	37.25	_____

<b>TOTAL COST</b>		
_____	+ _____ =	_____
Sub-Total	11% Tax	Total Cost

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FreemanNewOrleansES@freemanco.com

**ONLINE PRICE &  
DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 9, 2015**

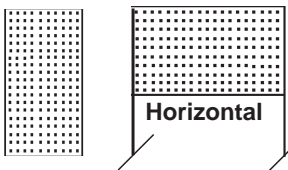



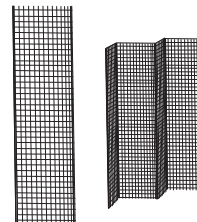
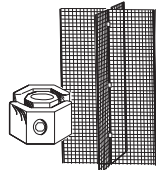
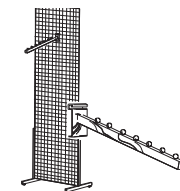
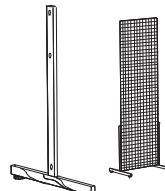
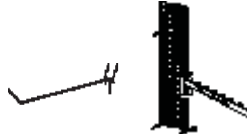


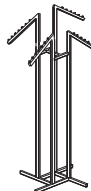
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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**  
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## ACCESSORIES

<b>PERFBOARD - SINGLE SIDED</b>  	<b>BULLETIN BOARD</b>  	<b>CHROME GARMENT RACK</b>  	<b>SMALL TICKET TUMBLER</b>  
<b>2' x 8' GRID PANELS</b>  	<b>4 WAY CONNECTORS</b>  	<b>7-Ball WATERFALL</b>  	<b>GRID LEGS</b>  
 <b>PERFBOARD HOOKS AND ACCESSORIES</b>	<b>REVOLVING LITERATURE RACK</b>  	 <b>2-WAY STRAIGHT ARM</b>	 <b>4-WAY SLANT ARM</b>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>							<b>ACCESSORIES</b>						
Please indicate for Perfboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical													
___	10201280	2'x8'-Perfboard/Single Sided..	103.25	113.60	144.55	___	___	10406	Garment Rack.....	107.55	118.30	150.55	___
___	10201480	4'x8'-Perfboard/Single Sided..	196.35	216.00	274.90	___	___	15905	Fish Bowl.....	36.95	40.65	51.75	___
___	10201484	4'x8'-Bulletin Board/Horz.....	196.35	216.00	274.90	___	___	159011	Ticket Tumbler - small.....	111.05	122.15	155.45	___
___	1020410	4' x 10" Perfboard Shelf .....	73.60	80.95	103.05	___	___	10404	4-way Slant Arm.....	132.65	145.90	185.70	___
___	10201	Straight Hook .....	.90	1.00	1.25	___	___	10402	2-way Straight Arm.....	110.60	121.65	154.85	___
___	10202	Loop Hook.....	1.10	1.20	1.55	___	___	108020	Revolving Literature Rack.....	184.35	202.80	258.10	___
___	10203	Single Hook.....	2.30	2.55	3.20	___	<b>GRIDS</b>						
___	10204	Double Hook .....	3.25	3.60	4.55	___	___	103028	Chrome Grid.....	129.80	142.80	181.70	___
							___	103029	Grid Legs.....	18.65	20.50	26.10	___
							___	10307	7-Ball Waterfall (for grids).....	18.50	20.35	25.90	___
							___	103030	4 Way Grid Connectors.....	11.25	12.40	15.75	___

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (11%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN accessories

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by OCTOBER 9, 2015

# Freeman Showcases



**Full Vision**

### Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



**Half Vision**

### Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



**Quarter Vision**

### Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



**Half Vision Corner**

### Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



Wall Case

### Finishes

- White

### Description

- Sliding glass doors
- 8 Adjustable glass half shelves
- Lights
- Dimensions:
  - Height: 80 in
  - Width: 70 in
  - Depth: 19 in



### Description

- 6" Canopy with 2 Halogen lights
- 3 Adjustable glass shelves
- Hinged frame door with lock
- Clear glass on 4 sides
- 80" high x 20" deep x 20" wide
- 54" glass display
- aluminum frame / white formica



# F R E E M A N

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 FreemanNewOrleansES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 9, 2015**

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## SHOWCASES

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY.</u>	<u>PART#</u>	<u>ONLINE PRICE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
<b><u>FULL VISION CASE</u></b>							
Matte white	4 FT.	___	101043	\$542.05	\$596.25	\$758.85	\$ _____
	6 FT.	___	101061	\$542.05	\$596.25	\$758.85	\$ _____
<b><u>HALF VISION CASE</u></b>							
Matte white	4 FT.	___	101042	\$542.05	\$596.25	\$758.85	\$ _____
	6 FT.	___	101060	\$542.05	\$596.25	\$758.85	\$ _____
<b><u>QUARTER VISION CASE</u></b>							
Matte white	4 FT.	___	101044	\$542.05	\$596.25	\$758.85	\$ _____
	6 FT.	___	101062	\$542.05	\$596.25	\$758.85	\$ _____
<b><u>CORNER VISION CASE</u></b>							
Matte white and available in	HALF	___	101090	\$662.55	\$728.80	\$927.55	\$ _____
half or quarter view	QUARTER	___	101092	\$662.55	\$728.80	\$927.55	\$ _____
<b><u>WALL CASE</u></b>							
Dimensions are 80"Hx19"Dx70"W	SOLID	___	1010203	\$686.65	\$755.30	\$961.30	\$ _____
<b><u>TOWER CASE</u></b>							
Dimensions are 80"Hx20"Dx20"W	TOWER	___	1010200	\$710.75	\$781.85	\$995.05	\$ _____

SUBTOTAL \$ \_\_\_\_\_  
 TAX (11%) \$ \_\_\_\_\_  
 TOTAL COST \$ \_\_\_\_\_

- **Include the Freeman Method of Payment form with your order.**
- All showcases have lights, locks, sliding doors, white exterior, and aluminum frames
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up is **NOT** included.
- Please order electrical hook-up service from the electrical contractor.

*Custom sizes may be available. Call 504-731-6137 for additional options.*

**FREEMAN showcases**





# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

## 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*



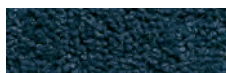
*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Color(s) available in both 28 oz. and 40 oz.**

*Actual color(s) may vary slightly.*

# 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: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. 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 color(s) may vary slightly.*

## questions?

*Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).*

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 freemannerneworleanses@freemanco.com

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 DISCOUNT PRICE  
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CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

• 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 Classic and Prestige carpets contain recycled content and are recyclable.

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

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

- Black  Charcoal  Gray Pearl  Navy  White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	5.05	\$ 5.55	\$ 7.05	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.65	\$ 5.10	\$ 6.50	_____

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

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.60	\$ 5.05	\$ 6.45	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	4.35	\$ 4.80	\$ 6.10	_____

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

• Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

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

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

				Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	2.95	\$ 3.25	\$ 4.15	_____

**CLASSIC CARPET** - includes delivery, material handling, installation and removal

• Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 173.90	\$ 191.30	\$ 243.45	_____
_____	9' x 20' Classic Carpet .....	\$ 347.50	\$ 382.25	\$ 486.50	_____
_____	9' x 30' Classic Carpet .....	\$ 521.35	\$ 573.50	\$ 729.90	_____
_____	9' x 40' Classic Carpet .....	\$ 695.05	\$ 764.55	\$ 973.05	_____

**CARPET PADDING AND PLASTIC COVERING** - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 132.30	\$ 145.55	\$ 185.20	_____
_____	9' x 20' Carpet Padding .....	\$ 264.60	\$ 291.05	\$ 370.45	_____
_____	9' x 30' Carpet Padding .....	\$ 396.90	\$ 436.60	\$ 555.65	_____
_____	9' x 40' Carpet Padding .....	\$ 529.20	\$ 582.10	\$ 740.90	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.45	\$ 1.60	\$ 2.05	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ 1.20	\$ 1.30	\$ 1.70	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .35	\$ .40	\$ .50	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

**\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\***

TOTAL COST			
_____	+	_____	= _____
Sub- Total		11% Tax	Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before OCTOBER 09, 2015

# F R E E M A N

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 (504) 731-6137 • Fax: (469) 621-5612  
 FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

## 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 to apply on all orders placed at show site.

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

Qty	Part #	Description	Discount Price	Show Site Price	Total
-----	--------	-------------	----------------	-----------------	-------

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

Up to 1500 Sq Ft.

_____	610100	Booth Vacuuming - One Time.....	0.47	0.65	_____
_____	610200	Booth Vacuuming - 2 Days.....	0.82	1.15	_____

Over 1500 Sq Ft.

_____	611100	Booth Vacuuming - One Time.....	0.42	0.60	_____
_____	611200	Booth Vacuuming - 2 Days.....	0.70	1.00	_____

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

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

_____	630100	Shampoo Carpet - One Time.....	0.80	1.10	_____
-------	--------	--------------------------------	------	------	-------

### PORTER SERVICE (per day)

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

- Includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft.....	99.70	139.60	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.....	116.25	162.75	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.....	135.50	189.70	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.....	Call for Quote		

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (11%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# FREEMAN cleaning



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet





Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

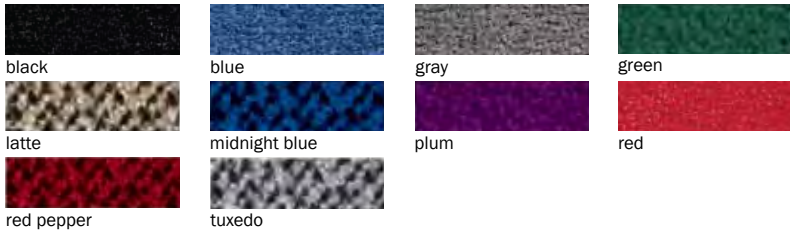


Package 6 upgraded with graphics and cabinet

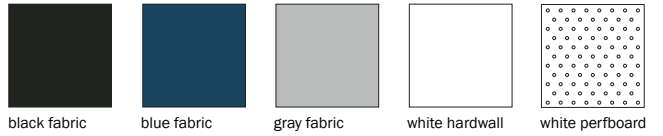
\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

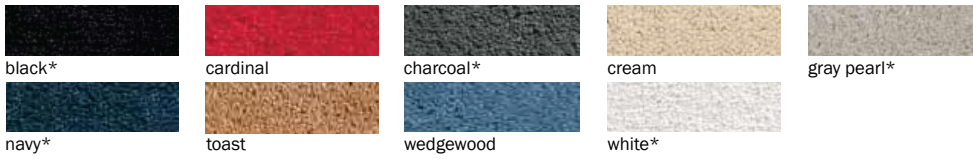
### Color Options - Classic Carpet



### Color Options - Fabric and Hardwall Panels



### Upgraded Color Options - Prestige Carpet



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

### Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

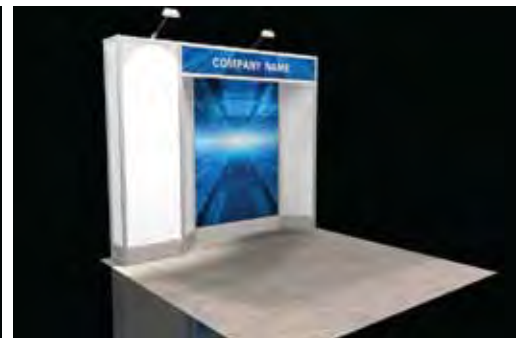
### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

### To view additional custom designs



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



# F R E E M A N

1000 Elmwood Park Blvd  
 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612  
 freemannerneworleanses@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 09, 2015**

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

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	2,694.15	3,771.80	<input type="checkbox"/> 10' x 20'	6,053.60	8,475.05	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,768.20	2,475.50	<input type="checkbox"/> 10' x 20'	3,170.80	4,439.10	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,309.50	3,233.30	<input type="checkbox"/> 10' x 20'	4,720.75	6,609.05	_____
Package 4	<input type="checkbox"/> 10' x 10'	3,114.05	4,359.65	<input type="checkbox"/> 10' x 20'	6,049.15	8,468.80	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,099.50	2,939.30	<input type="checkbox"/> 10' x 20'	4,058.50	5,681.90	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,134.45	2,988.25	<input type="checkbox"/> 10' x 20'	4,163.50	5,828.90	_____

## 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:

Check color choice

- 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.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## 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 \_\_\_\_\_  
 Red     Teal     White     Dark Green     Font Type \_\_\_\_\_

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		11 % Tax      Total Cost

FREEMAN rental exhibits

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612  
FreemanNewOrleansES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 9, 2015**

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

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

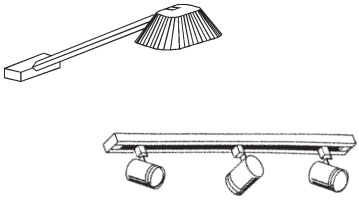
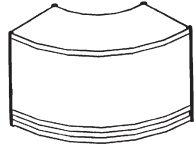
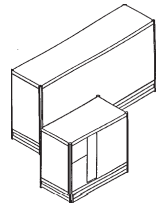
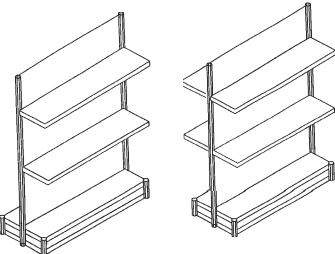
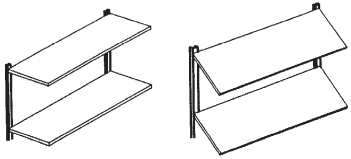
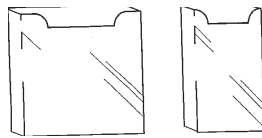
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

### ACCESSORIES FOR RENTAL UNITS

<p><b>LIGHTS (use only on rentals)</b></p> 	<p><b>RADIUS COUNTER (does not have doors)</b></p> 	<p><b>CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p><b>SHELVES (use only on rental exhibits)</b></p> 	<p><b>LITERATURE POCKETS</b></p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service not included)					

_____	172512	Arm Light (200w).....	108.70	152.20	_____
_____	172514	4' Tracklight (3 lights).....	347.50	486.50	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets with locks					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

_____	17305	1M x 1/2M x 36" High.....	427.25	598.15	_____
_____	17306	1M x 1/2M x 42" High.....	427.25	598.15	_____
_____	17308	2M x 1/2M x 36" High.....	639.20	894.90	_____
_____	17309	2M x 1/2M x 42" High.....	639.20	894.90	_____
_____	173010	1M Radius x 1/2M x 36" High.....	572.05	800.85	_____

(Radius Cabinets do not have doors)  
Inside Shelves Available . . . Quoted on Request

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					

_____	174541	Single Sided 1m x 4' High.....	380.15	532.20	_____
_____	174542	Double Sided 1m x 4' High.....	532.20	745.10	_____

**OTHER SIZES AVAILABLE....QUOTED ON REQUEST**

<b>SHELVES</b>					
_____	17201	1M Straight (37" x 12").....	106.60	149.25	_____
_____	17206	1M Angled (37" x 12").....	106.60	149.25	_____

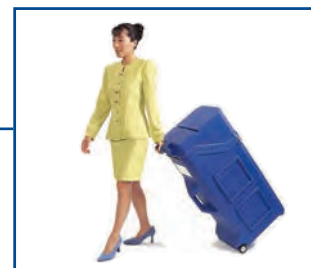
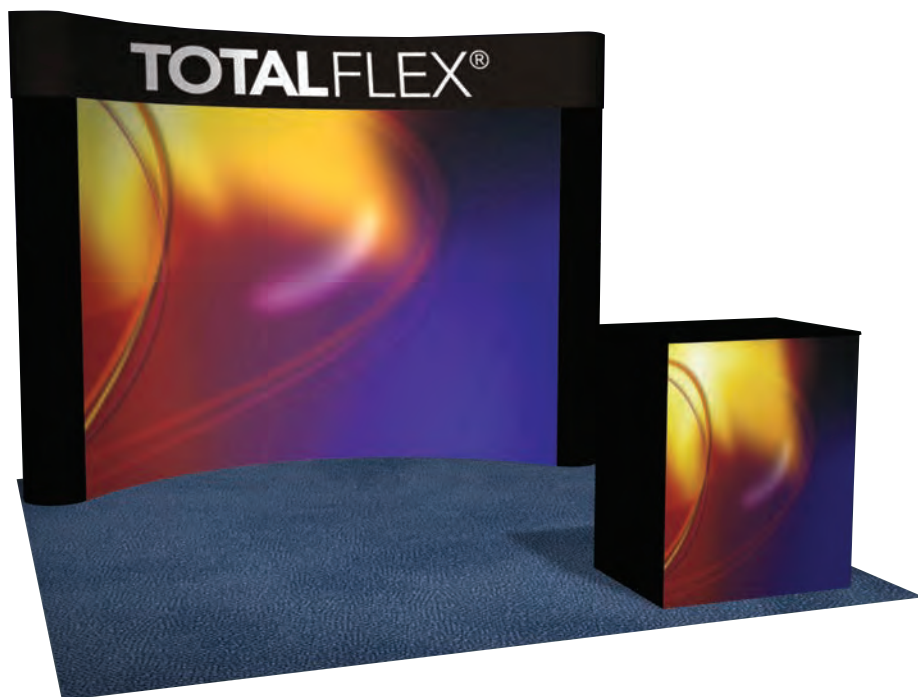
<b>LITERATURE POCKETS</b>					
_____	174015	For 8 1/2 x 11 Literature.....	38.10	53.35	_____

<b>TOTAL COST</b>					
Sub-Total	_____	+ Tax (11%)	_____	= TOTAL	_____

**FREEMAN exhibit accessories**

# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- 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.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

## **floor units**

*8'H x 8'W Floor Standing Unit*

*8'H x 10'W Floor Standing Unit*

## **table top units**

*40"H x 6'W Table Top Unit*

*40"H x 8'W Table Top Unit*



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 freemanneworleanses@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 09, 2015**

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 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6"W	977.45	1,368.45	_____	_____
40"H x 8"W	1,122.25	1,571.15	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6"W	1,151.15	1,611.60	_____	_____
40"H x 8"W	1,296.00	1,814.40	_____	_____

\*Shipping Not Included

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

**Purchase Units Include:**  
 1-Case  
 One Time Installation & Dismantle

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

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

**\*Other Colors Also Available for Purchase Units**

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

**Table Drape:**

Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,585.60	2,219.85	_____	_____
8'H x 10'W	1,875.15	2,625.20	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,606.40	3,648.95	_____	_____
8'H x 10'W	3,040.85	4,257.20	_____	_____

\*Shipping Not Included

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

**Purchase Units Include:**  
 2-Cases  
 One Time Installation & Dismantle  
 1-Podium - 8'H X 10'W unit only

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

**Fabric Panel Colors for All Units:**  Black  Gray

**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

**\*Other Colors Also Available for Purchase Units**

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

• All Classic carpet contain recycled content and are recyclable.

## 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			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	209.95	293.95	_____	_____	282.35	395.30	_____
1715801	1-200 Watt Halogen Light Kit	_____	108.75	152.25	_____	_____	209.95	293.95	_____
1715802	Straight Shelf	_____	79.65	111.50	_____	_____	143.35	200.70	_____
1715803	Angled Shelf	_____	79.65	111.50	_____	_____	143.35	200.70	_____

## 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 + 11% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 11% Tax = Total Cost



# digital graphics



## 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 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, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## 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.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

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



# FREEMAN

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 New Orleans, LA 70123  
 (504) 731-6137 Fax: (469) 621-5612  
 freemanneworleanses@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 09, 2015**

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

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## 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 X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 21.00 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 31.50 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:

- Foamcore  Masonite
- PVC  Plexi
- Gatorfoam  Eco-Board
- Ultra-Board  Other

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

Vertical Horizontal Use Your Judgment For Sign Layout

#### Special Instructions

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 48.15	72.25 =	_____
7" x 22"	@ 51.80	77.70 =	_____
7" x 44"	@ 58.65	88.00 =	_____
9" x 44"	@ 68.30	102.45 =	_____
11" x 14"	@ 51.80	77.70 =	_____
14" x 22"	@ 71.00	106.50 =	_____
14" x 44"	@ 81.85	122.80 =	_____
22" x 28"	@ 109.25	163.90 =	_____
28" x 44"	@ 150.15	225.25 =	_____
20" x 60"	@ 204.80	307.20 =	_____

(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.

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	11 % Tax = Total Cost

FREEMAN graphics

## 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 (504) 731-6137 for assistance.



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**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 2, 2015**

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 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Specialist will contact you for details.**



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$6,102.90	\$9,154.35	_____
_____	10' x 10'	4'	40'	\$7,244.50	\$10,866.75	_____
_____	15' x 15'	3'	60'	\$8,624.90	\$12,937.35	_____
_____	15' x 15'	4'	60'	\$10,188.25	\$15,282.40	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$7,686.90	\$11,530.35	_____
_____	10' x 15'	4'	50'	\$8,924.30	\$13,386.45	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$5,387.65	\$8,081.50	_____
_____	10'	4'	31.42'	\$6,228.30	\$9,342.45	_____
_____	15'	3'	47.12'	\$7,594.05	\$11,391.10	_____
_____	15'	4'	47.12'	\$8,793.05	\$13,189.60	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$4,697.35	\$7,046.05	_____
_____	10' x 10' x 10'	4'	30'	\$5,473.05	\$8,209.60	_____
_____	15' x 15' x 15'	3'	45'	\$7,251.85	\$10,877.80	_____
_____	15' x 15' x 15'	4'	45'	\$10,344.60	\$15,516.90	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$3,948.10	\$5,922.15	_____
_____	15'	4'	30'	\$4,949.60	\$7,424.40	_____
_____	20'	3'	40'	\$5,936.30	\$8,904.45	_____
_____	20'	4'	40'	\$6,989.40	\$10,484.10	_____
_____	30'	3'	60'	\$7,779.65	\$11,669.50	_____
_____	30'	4'	60'	\$9,413.95	\$14,120.95	_____

Total: \_\_\_\_\_ x 11%(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# LABOR JURISDICTIONS / NEW ORLEANS

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

## **LABOR SOURCE**

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

## **TIPPING**

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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## DISPLAY LABOR (One Hour Minimum per Worker)

Description Site	Advance	Show Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 93.00	\$ 130.25
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday .....	\$ 139.50	\$ 195.50
<b>Double Time-</b> Holidays .....	\$ 186.00	\$ 260.50

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

## INSTALLATION LABOR

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Dismantle						= \$ _____

Freeman installation & dismantle labor

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

Common Carrier

Air Freight

Next Day

2nd Day

Deferred

Expedited

Other (list carrier name & phone number):

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

Prepaid

Collect

Bill To: \_\_\_\_\_

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

Reroute via Freeman's choice

Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle labor**

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COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**RIGGING EQUIPMENT AND LABOR**

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 5:00 P.M. to 8:00 A.M. Monday through Friday; All day Saturday and Sunday  
**Double Time -** Holidays

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 154.00	\$ 215.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 195.75	\$ 274.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 237.25	\$ 332.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 168.75	\$ 236.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 210.00	\$ 294.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 253.00	\$ 354.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 183.00	\$ 256.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 224.50	\$ 314.50
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$ 267.00	\$ 374.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 208.00	\$ 291.25
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 249.75	\$ 349.75
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$ 291.25	\$ 407.75
304040	Forklift w/operator - 4-Stage - ST.....	\$ 183.00	\$ 256.25
304041	Forklift w/operator - 4-Stage - OT.....	\$ 225.50	\$ 315.75
304042	Forklift w/operator - 4-Stage - DT.....	\$ 267.00	\$ 374.00
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 85.25	\$ 119.50
3020201	Rigger Foreman - OT.....	\$ 127.50	\$ 178.50
3020202	Rigger Foreman - DT.....	\$ 170.50	\$ 238.75
3020100	Rigger - ST.....	\$ 83.50	\$ 117.00
3020101	Rigger - OT.....	\$ 125.50	\$ 175.75
3020102	Rigger - DT.....	\$ 166.75	\$ 233.50
<b>MOBILE UNIT SPOTTING*</b>			
257024	Round Trip.....	\$ 317.00	\$ 317.00

\* Towable mobile units will be assessed a one time spotting charge in addition to a one hour forklift/operator charge each way for unloading and loading.

**INSTALLATION**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
							2 %Tax	
							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
							2% Tax	
							<b>Total</b>	

**FREEMAN rigging labor**

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STATEMENT WITH YOUR ORDER

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial in the applicable space above)

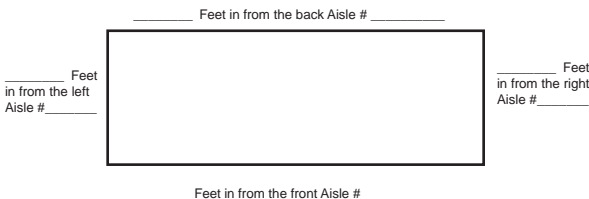
### VERY LIMITED RIGGING AREA ADVANCED ARRANGEMENTS REQUIRED

- \*\*\*\*\*  
LOW  
CEILING  
AREA  
\*\*\*\*\*
- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.**
  - Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.**
  - Hall H, I & J: 22'-finished ceiling from entrance to column line 100' inside hall.**

\*Truss & Rotating Motors are not allowed in Low Ceiling Area\*

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_  
308682

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,  
All Day Saturday & Sunday

#### Double Time

Recognized holidays

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)			
Advance Price	\$567.00	\$692.00	\$810.75
<b>Show Site Price</b>	<b>\$793.75</b>	<b>\$969.00</b>	<b>\$1135.00</b>
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$93.00	\$139.50	\$186.00
<b>Show Site Price</b>	<b>\$130.25</b>	<b>\$195.50</b>	<b>\$260.50</b>

### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Estimated Sub-Total\* \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Estimated Sub-Total\* \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**\*2% tax to apply to all labor**

**Additional fees for materials, such as cable & clamps, may apply**

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:

- \_\_\_\_ Freeman  
\_\_\_\_ Exhibitor Personnel  
\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor



# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612  
FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM & STRUCTURAL INTEGRITY  
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

## OVERHEAD RIGGING

### INSTRUCTIONS

•All overhead rigging and flown objects must be assembled and disassembled by Freeman or MCC. Exhibitors, display company, and/or I & D representatives may supervise only, but will not be allowed to assemble / disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order Form for labor to assemble / disassemble rigging and flown objects.

•Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.

•If any hang point supports over 250 lbs., notify Freeman immediately for special authorization and supply sign blueprints with engineering seal of approval

•Any special equipment required will be billed at prevailing rates. Prices are for the entire show. No drayage or freight charges will be applied.

•Lighting can be rented from the official audio visual company, or Freeman. No drayage or freight charges will be applied.

•Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.

• **ELECTRICAL SERVICE** requirements for hoists must be ordered in advance on the enclosed **ELECTRICAL SERVICE** order form.

\*\*\*\*\*

## LOW CEILING AREA

\*\*\*\*\*

### VERY LIMITED RIGGING AREA

### ADVANCED ARRANGEMENTS REQUIRED

- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall.

\*Truss & Rotating Motors are not allowed in Low Ceiling Area\*

### SUPPORT DOCUMENT CHECKLIST

**RIGGING PLOT**

**LABOR ORDER FORM**

**ELECTRICAL ORDER FORM**

**STRUCTURAL INTEGRITY STATEMENT**

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

\_\_\_\_ Freeman    \_\_\_\_ Exhibitor Personnel    \_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

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Recognized holidays

#### Crew Size - MINIMUM of two people

#### Materials

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### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Quantity	Totals
1/2 Ton Hoist _____ @ \$521.50 ea = _____	
One Ton Hoist _____ @ \$666.25 ea = _____	
12" Box Truss* _____ @ \$ 22.75 ft. = _____	
12" Corner Block* _____ @ \$ 72.40 ea = _____	
20.5" Box Truss* _____ @ \$ 33.30 ft. = _____	
20.5" Corner Block* _____ @ \$ 108.70 ea. = _____	

\* Select truss metal color:  Silver  Black\*\*  
\*\* 20% additional up charge for black metal

### Cost Estimate\*\*

Condor subtotal _____	+ 2% tax = Total _____
Assembly subtotal _____	+ 2% tax = Total _____
Materials subtotal _____	+ 11% tax = Total _____

\*\*Additional fees for materials, such as cable & clamps may apply

In lieu of a condor, a Scissorlift with crew is available in limited applications. For rates and to see if a Scissorlift is applicable, call our Rigging department at 504-733-7469.

FREEMAN chain hoist/truss/sign equipment

# F R E E M A N

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612  
freemannerneworleanses@freemanco.com

**PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM**

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## **STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **2015 WJTA-IMCA CONFERENCE AND EXPO / NOVEMBER 3 - 4, 2015** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, MORIAL CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

**FREEMAN structural integrity statement**

# 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 OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. 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 equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. 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 preapproved 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 pre-paid 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. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of 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 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 MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

**1. DEFINITIONS.** For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., 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").

**2. PACKAGING AND CRATES.** FREEMAN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

**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
- 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 SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

**5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements 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.

**6. 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 materials.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, 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.

**8. FREEMAN'S RESPONSIBILITIES.** FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, 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 materials.

**9. INSURANCE.** It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

**10. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the 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, or any partial payment, due 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 their 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 \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FREEMAN be liable to the EXHIBITOR or to any other party for special, collateral, 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 of the equipment or services of FREEMAN or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FREEMAN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

**12. JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**13. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents 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) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**14. 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.

**15. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.