SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set up with 8’ high blue back drape, 3’ high blue side dividers, one 6’ white draped table, 2 side chairs and 1 wastebasket. Booths 300 sqft or less will receive a 7” x 44” one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

EXHIBIT HALL CARPET
The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by May 8, 2020.

SHOW SCHEDULE

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

Sunday May 31, 2020 12:00 PM - 4:00 PM
Note: Overtime rates will apply to Material handling on all inbound shipments and to all labor performed during the move-in.

EXHIBITOR MOVE-OUT
For more information & helpful hints on post-show procedures and move-out please go to Post-Show FAQ.

Tuesday June 2, 2020 1:30 PM - 6:00 PM
Note: Overtime rates also apply to outbound shipments and to labor performed after 5:00 PM on Tuesday, June 2, 2020.

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by 6:00 PM on Tuesday, June 2, 2020. 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 4:00 PM on Tuesday, June 2, 2020.

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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (504) 731-6137 for a quote.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

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

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada
(512) 982-4187 Outside the US
(817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

FREEMANONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by May 8, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:
Exhibiting Company Name / Booth #
IISE ANNUAL CONFERENCE & EXPO 2020
C/O Freeman
905 Sams Ave.
New Orleans, LA  70123

Freeman will accept crated, boxed or skidded material beginning Thursday, April 30, 2020, at the above address. Material arriving after May 22, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108”H x 93”W. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (504) 731-6137.

ATTENTION: COST SAVING INFORMATION

It is recommended to send materials to the advance warehouse rather than directly to the Hyatt Regency New Orleans. To avoid delays and additional charges from the hotel, it is recommended to ship all packages to the advance warehouse address. Please note that the Hyatt Regency New Orleans is unequipped to remove and store empty containers and is unable to offer outbound loading assistance.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
IISE ANNUAL CONFERENCE & EXPO 2020
C/O Freeman
Hyatt Regency New Orleans
601 Loyola Ave.
New Orleans, LA  70113

Freeman will receive shipments at the exhibit facility beginning Sunday, May 31, 2020. 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. If required, provide your carrier with this phone number: (504) 731-6137.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the 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 feature you may contact Freeman New Orleans Exhibitor Services at (504) 731-6137 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by May 8, 2020.

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

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

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

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

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

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

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

For more information & helpful hints on post-show procedures and move-out please Post-Show FAQ.

Call Freeman’s Exhibitor Services department at 504-731-6137 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. Booth Structure

**Option 1 Multiple Use**
Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

**Option 2 One-time Use**
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. Carpet

**Option 1 Rent**
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

**Option 2 Color**
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. Shipping

**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.

Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.

Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. Graphics

**Option 1 Multiple Use**
Print on a durable substrate without dates, event names, or locations.

**Option 2 One-time Use**
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

Reduce printing and go digital with your booth literature.

Print locally. Supporting local businesses while reducing shipping? It’s a win-win.

Print on at least 50 percent post-consumer recycled paper.
ON SITE

6 save energy

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7 train your team

Educate your installation and dismantling teams about recycling and donation processes.

MOVE OUT

8 shipping out

Pack in, pack out.
Leave no traces on show site.

Join a caravan.
If you're shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

9 leftover materials

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

TYPICALLY*

RECYCLABLE

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

TYPICALLY*

DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials
Unused raw materials: Plywood, subflooring, non-laminate wood
Flooring: 100 square feet of flooring. Excludes carpet.
Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/493812](https://www.freemanpay.com/493812)

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

• Both your order and your payment must be received by the discount deadline date to guarantee discount pricing
• Orders received without payment or after the discount price deadline date will be charged at the standard price.
• Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
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;
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN;
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be considered as a representation by the Exhibitor of its knowledge of the subject matter of this contract. By entering into this Agreement, the Exhibitor agrees to indemnify Freeman and its employees, representatives, agents, assigns, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipment and/or rental purposes. The term “Exhibitor” shall refer to the Exhibitor, its employees, agents, and representatives.

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

2. PACKAGING/Crates and Storage. Freeman shall not be responsible for damage to loose or uncertified materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled items. 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 forkift and similar means. Freeman does not accept any crate that is not bearing a Freeman label. All items requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. Freeman assumes no responsibility for or liability for loss or damage to goods in cold storage or accessible storage.

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

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, 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 recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman recommends the securing of security services from Facility or Show Management. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that arise out of improperly loaded or labeled materials.

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

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

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

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select ed/contract carrier and are in no way an extension of Freeman’s maximum liability stated herein. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth.

10. JURISDICTION / VENUE. This Contract shall be construed under the Laws of the State of Texas without giving effect to its conflict of laws rules. Exclusive Venue for all disputes arising out of or relating to this Contract shall reside in a Court of Competent Jurisdiction in Dallas County, Texas.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and 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 costs) incurred by Freeman, Freeman’s representatives, agents, assigns, related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipment and/or rental purposes. The term “Exhibitor” means the Exhibitor, its employees, representatives, agents, assigns, related companies, and related entities. Freeman assumes no responsibility for or liability for loss or damage to goods in cold storage or accessible storage.

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER AND/OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL knowledge of any risk involved in this activity; YOU RECOGNIZE THE HAZARDS AND AREWARE OF ALL THE RULES FOR SAFE OPERATION YOUR TRUCKOWNER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. Freeman ©2018
Freeman REV 08/18
1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, and affiliated companies and related entities, and any contractors appointed by Freeman. The term "Shipper" means the person or business for whom freight is to be shipped.

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 agree that this Contract shall govern their respective rights and obligations. This Contract may not be changed unless in writing. Thereafter, any alterations or additions to this Contract shall be effective only if agreed to in advance by both parties.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of any services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including but not limited to, acts of God, weather, civil commotion, strikes, or any other cause beyond its control. Freeman reserves the right to periodically embargo regions of the world due to conditions that affect commerce in the area.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage, and shipment, as provided for in this Contract. Each piece must be clearly marked and identified with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by the Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains its original and reasonable strength, has adequate padding or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a size and weight that can be handled by the common carrier, and comply with the conditions and limitations of the service guide for the shipment.

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

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM MAINTENANCE, REPAIR, OR VANDALISM TO ROADS, BRIDGES, AND PUBLIC FACILITIES, SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE IN OR REIMBURSEMENT OF THE LOSS OR DAMAGE SUSTAINED UPON DELIVERY, AS AGREED TO IN ADVANCE WITH FREEMAN. IF THE PROPERTY IS LOST OR DAMAGED BY NEGLIGENCE OR FAULT OF FREEMAN, FREEMAN'S LIABILITIES SHALL BE LIMITED TO THE AMOUNT SHOWN ON THE FACE OF THESE SHIPPING INSTRUCTIONS, IF SO INDICATED, TO SHIPPER OR THE PARTY, IF ANY, DESIGNATED TO RECEIVE NOTICE IN THESE INSTRUCTIONS.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: FREEMAN WILL NOT BE LIABLE FOR ANY LOSSES OF PROPERTY SUSTAINED BY SHIPPER DUE TO THE ACTS OR OMISSIONS OF SHIPPER OR ITS EMPLOYEES, CONTRACTORS, OR AGENTS.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the property in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. Freeman reserves the right to periodically embargo regions of the world due to conditions that affect commerce in the area. Freeman shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any claim, cause of action, judgment, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on the ground that Freeman is liable for any loss or damage, whether or not such claim, cause of action, judgment, and expenses shall be found to be groundless, false, or fraudulent, and whether or not Freeman is a party to the action, suit, or proceeding giving rise to said claim, cause of action, judgment, and expenses.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective em-
ployees, 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, in the absence of property consigned, the person or business responsible for the pro-
cessing, receiving and/or shipping of the property. The term “Freeman’s” means Freeman Expositions, Inc.,
and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type
received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom
the property shall be delivered or to whom the property is consigned.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s
services, which the parties have specified in this Contract, Freeman and Shipper each agree that this
Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property.
The terms and conditions of this Contract may not be waived or varied, except in writing, and only then by an
authorized representative of Freeman.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be
responsible for loss or damage to events or causes of loss, delay, or damage beyond its rea-
sponsible control, including (by way of illustration only and not as a limitation on the breadth of this clause),
strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure,
wartime, confiscation, confiscation, war risk, export control, requisition, nationalization, civil commotion,
invasion of state or country, fire, flood, storm, hurricane, windstorm, tidal wave, cyclone, earthquake, tsunami,
any other natural catastrophe, acts of God, terrorism, acts of war or other nation or international action, or any
other causes not directly under the control or supervision of Freeman.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling,
storage and shipment using ordinary care. Freeman makes neither representation nor any warranty re-
respecting the acceptability of packages, crates, or other equipment or services used by Shipper and/or
Shipper’s designer, equipment, or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, palletized or shrink-wrapped crates, or other packages, or for packages, crates, or other equipment designed or purchased by Shipper or other parties.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental
controls (including temperature), or other special equipment or packages. Shipper will give written notice of requested temperature setting of the thermostatic controls, or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is re-
ponsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the
storage and shipment using ordinary care. Freeman makes neither representation nor any warranty re-

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is
unable to deliver a shipment because of the misrepresentation of its weight and dimension that was the
basis of the warehouseman’s liability that it is a load of another’s goods, or for any other reason that
the shipper might give, (a) Shipper must immediately 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, if applicable, shall start no sooner than the next business day following the attempt-

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, destroyed, damaged, delayed, or otherwise not received by Shipper, FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE 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 ($5.00) PER POUND OF CARGO LOST OR DAMAGED (WHICH AMOUNTS SAME AS A PACKAGE LOST OR DAMAGED). FREEMAN’S MAXIMUM LIABILITY IN CASE OF A CLAIM BROUGHT IN CONNECTION WITH A PROPERTY LOCATED IN A SHIPMENT SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

If Shipper has made a declaration of value, liability shall never exceed the declared original invoice value or the original invoice value, whichever is lower. The property may be declared of 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 the maximum liability of Freeman will be subject to all other applicable limits of liability such as repair costs, special damages, or consequential damages, including but not limited to lost profits or revenue or the amount of any other special loss or damage occasioned by or due to any act or omission of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, material or equipment that could pose a threat to the safety of Freeman’s personnel, property, or the public in general. Such goods may be warehoused at owner’s risk and expense or destroyed without compensation.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:

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 for claims that 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 to the Shipper by Freeman to the claimant that Freeman has disabled the claim or any part or parts of the claim specified in the notice or that Freeman has reduced to the amount of the declared or agreed value.

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 ANY ACTION OR PROCEEDING BASED ON OR ARISING UNDER OR RELATING TO THIS CONTRACT OR ANY OTHER CLAIM AGAINST FREEMAN SHALL BE IN THE DALLAS COUNTY, TEXAS, COURT WHERE THIS CONTRACT IS PERFORMED. THE COURT OF JURISDICTION IN ANY EVENT, (EXCLUDING SMALL PACKAGE PROGRAM SHIPMENTS) FREEMAN MAXIMUM LIABILITY WILL NEVER BE LESS THAN $100,000 PER SHIPMENT. Shipper understands that if even if Shipper is not able to participate or fully participate in any action, forum or court of law in Dallas, Texas, Shipper agrees that any such action, forum or court will resolve such claim for any 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 receipt without contest. This Contract may not be waived or varied, except in writing, and only then by an authorized representative of Freeman.
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

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

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

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

RESULTS, DELIVERED

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

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

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
**TIPS FOR EASY ORDERING**

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

**SHIPPING INFORMATION**

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

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

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

**OUTBOUND SHIPPING**

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

- Number of Labels : __________________

**FAX THIS COMPLETED FORM VIA:**

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

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

**SHOW #**  (493812)
Shipping and Material Handling

**before event**
- from your location or previous event

**during the event**
- venue dock
- your exhibit
- venue dock
- storage for empty containers

**after event**
- to your location or next event

**advance warehouse**
where exhibit materials are stored before an event

**shipping**
transport to the venue’s shipping dock then from the shipping dock to the next event or customer location

**material handling**
move items from the dock, to the exhibit, back to the dock after the show
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

• Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

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

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

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

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

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

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

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

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

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

**WHERE DO I GET A FORKLIFT?**

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

**DO I NEED INSURANCE?**

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

**OTHER AVAILABLE FREIGHT SERVICES**

(may not be available in all locations)

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

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

**UNCRAVED:**
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.)

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warehouse Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$89.75</td>
<td>179.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$116.75</td>
<td>233.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$134.75</td>
<td>269.50</td>
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<tr>
<td><strong>Show Site Shipment (200 lb. minimum)</strong></td>
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<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$92.75</td>
<td>185.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$120.75</td>
<td>241.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$139.25</td>
<td>278.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$139.25</td>
<td>278.50</td>
</tr>
<tr>
<td><strong>Small Package - Maximum weight is 30 lbs per shipment</strong></td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

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

### ADDITIONAL SURCHARGES:

**Shipments Delivered after Deadline Date (in addition to above rates)**
- Warehouse Shipment after MAY 22, 2020: $22.50 45.00
- Show Site Shipment after Show Opening: $23.25 46.50

**Overtime Charge - Inbound (in addition to above rates)**
- Crated or Skidded Shipment: $23.25 46.50
- Special Handling Shipment: $30.25 60.50
- Uncrated or Pad Wrapped Shipment: $35.00 70.00
- Carpet and/or Pad Only Shipment: $35.00 70.00

**Overtime Charge - Outbound (in addition to above rates)**
- Crated or Skidded Shipment: $23.25 46.50
- Special Handling Shipment: $30.25 60.50
- Uncrated or Pad Wrapped Shipment: $35.00 70.00
- Carpet and/or Pad Only Shipment: $35.00 70.00

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2% Tax**

**Total**
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

**What does it mean if I have “No Documentation”?**
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & 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.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

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

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Select a Carrier:</th>
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<tr>
<td>☐ Freeman Exhibit Transportation</td>
<td>☐ Other Carrier</td>
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<tr>
<td>No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.</td>
<td>Carrier Name:</td>
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<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
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<th>Select a Level of Service:</th>
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<td>☐ 1 Day: Delivery next business day</td>
<td>☐ Standard Ground</td>
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<td>☐ 2 Day: Delivery by 5:00 PM second business day</td>
<td>☐ Specialized: Pad wrapped, uncrated, or truckload</td>
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<td>☐ Deferred: Delivery within 3-5 business days</td>
<td>☐ Lift gate required</td>
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<th>Select Shipment Options (if applicable):</th>
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<td>☐ Have loading dock</td>
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<td>☐ Inside delivery</td>
<td>☐ Residential</td>
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<td>☐ Pad wrap required</td>
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<td>☐ Do not stack</td>
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<th>Select Desired Number of Labels:</th>
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Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor’s expense.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE MAY 31, 2020
TO: ________________________________
EXHIBITOR NAME
C/O: FREEMAN
HYATT REGENCY NEW ORLEANS
601 LOYOLA AVE
NEW ORLEANS, LA 70113
SHOW SITE
EVENT: IISE Annual Conference & Expo 2020
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.
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn’t have to be complicated. You just need the right elements. Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth. It’s about designing a beacon.
Fairfax Sofa & La Brea Chairs
10’x10’ Booth

10’x10’ Munich Sectional Booth

10’x20’ Malba Café & Bench Theater Booth
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

**Powered Seating**

- **WIRELESS CHARGING TABLE, POWERED**
  - **820710** (white, ac plug in)
  - 20"L 20"W 18"H

- **ROMA**
  - **81021 Chair, Powered**
    - (white vinyl) 37"L 31"D 33"H

- **83017 Sofa, Powered**
  - (white vinyl) 78"L 31"D 33"H

- **HEDGE**
  - 4 ft 85035
  - 4' Boxwood Hedge
  - 46"L 9"D 47"H
Powered Seating

A) 810120
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) 830121
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) 830122
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Powered Tables

A) 820955
Ventura Powered Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

B) 820950
Ventura Powered Café Tables
72.25"L 26.25"D 30"H
(silver frame)

C) 820964
C) 820965
Ventura Powered

D) 82073
Sydney Powered Cocktail Tables
48"L 26"D 18"H
(brushed steel)

E) 82076
E) 82076
Sydney Powered (black)

F) 82076
Sydney Powered (black)

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.
Modular System

Create round banquetttes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.
Powered Pedestals

A) 85061 24"L 24"D 36"H
B) 85063 24"L 24"D 42"H (black)
C) 85060 24"L 24"D 36"H
D) 85062 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

(E) 820710 20"L 20"D 18"H

Mobile devices must be compatible with Qi wireless charging pad.

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) 84084 Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

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Soft Seating
Create Engaging Booth Environments

HOPI
(gray linen)
810140, Chair
21"L 25"D 34"H
830150, Loveseat
48"L 25"D 34"H

REGIS
82075 End Table
16"L 15.5"D 16.5"H

PEDESTAL
85063
Powered Locking
(white)
24"L 24"D 42"H

CAFE TABLE
8201223
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

MARCHE
815159 Swivel Ottoman
(blue fabric)
17"RND 18"H

HEDGE
7 ft 85030
7' Boxwood Hedge
36.5"L 12"D 84"H

Visit freeman.com
Soft Seating Collections

BAJA
A) 81050 Chair
   (white vinyl)
   36"L 30.5"D 28.5"H
B) 83019 Sofa
   (white vinyl)
   86"L 28"D 30"H
C) 83020 Loveseat
   (white vinyl)
   61"L 30.5"D 28.5"H

FAIRFAX
A) 830949 Sofa
   (white vinyl, brushed metal)
   62"L 26"D 30"H
B) 810949 Chair
   (white vinyl, brushed metal)
   27"L 26"D 30"H

NAPLES
A) 810119 Chair
   (black vinyl)
   36"L 30"D 33.25"H
810120 (Powered)
B) 830119 Sofa
   (black vinyl)
   87"L 30"D 33.25"H
830121 (Powered)
C) 830120 Loveseat
   (black vinyl)
   62"L 30.5"D 33.25"H
830122 (Powered)

Visit freeman.com
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H

810150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H

810151 Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

HEDGE
4 ft 85035
4’ Boxwood Hedge
46"L 9"D 47"H

WIRELESS CHARGING TABLE, POWERED
820710
(white, ac plug-in)
20"L 20"D 18"H

Denotes Powered Products

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Soft Seating Collections

ALLEGRO
A) 81019 Chair (blue fabric) 36”L 34.5”D 30”H
B) 83015 Sofa (blue fabric) 73”L 34.5”D 30”H

TANGIERS
A) 830118 Sofa (beige textured) 78”L 37”D 36”H
B) 810118 Chair (beige textured) 34”L 37”D 36”H
C) 830220 Loveseat (beige textured) 57.5”L 37”D 37”H

KEY LARGO
A) 810950 Chair (black fabric) 35”L 35”D 34”H
B) 830950 Loveseat (black fabric) 57”L 35”D 34”H
C) 830951 Sofa (black fabric) 79”L 35”D 34”H

SOUTH BEACH (platinum suede)
A) 8301 Sofa 69”L 29”D 33”H
B) 8151 Ottoman 25”L 31”D 18”H

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Accent Chairs

**KEY WEST**
8103 Chair  
(black)  
31”L 31”D 31”H

**SWANSON**
810875 Swivel Chair  
(white vinyl)  
28”L 25”D 30”H

**LA BREA**
810874 Chair  
(charcoal grey, fabric)  
35”L 27”D 40”H

**WENTWORTH**
810145 Chair  
(brown vinyl)  
32.1”L 26”D 31.5”H

**AURA**
820844 Round Table  
(white metal)  
15” Round 22”H

visit freeman.com
Accent Chair Styles

A) Madrid Chair
   - 81816 (white vinyl)
   - 30"L 30"D 31"H

B) Madrid Chair
   - 8102 (black vinyl)
   - 30"L 30"D 31"H

C) Fairfax Chair
   - 810949 (white vinyl, brushed metal)
   - 27"L 26"D 30"H

D) Munich Armless Chair
   - 810151 (gray fabric)
   - 22.5"L 27"D 28.5"H

E) Hopi Chair
   - 810140 (gray linen)
   - 21"L 25"D 34"H

F) Pro Executive Guest Chair
   - 810947 (black vinyl)
   - 24"L 22"D 36"H

Meeting & Stage Chairs

A) Marina Chair
   - 810160 (black vinyl)
   - 17.5"L 19.5"D 35"H

B) Marina Chair
   - 810161 (brown fabric)
   - 17.5"L 19.5"D 35"H

C) Marina Chair
   - 810164 (white vinyl)
   - 17.5"L 19.5"D 35"H

D) Meeting Chair
   - 810835 (espresso vinyl)
   - 25.5"L 23.5"D 34"H

E) Meeting Chair
   - 810836 (taupe fabric)
   - 25.5"L 23.5"D 34"H

F) Meeting Chair
   - 810948 (white vinyl)
   - 25.5"L 23.5"D 34"H
**Group Seating**

**ZENITH**
- A) 810851 Chair (white, chrome) 18.25"L 22"D 32"H
- B) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

**LAGUNA**
- C) 810861 Chair (maple, chrome) 18"L 19"D 34"H
- D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

**MALBA**
- 20"L 20"D 32"H
- A) 810131 Chair (gray)
- B) 810130 Chair (green)

**MARINA**
- 17.5"L 19.5"D 35"H
- A) 810164 (white vinyl)
- B) 810160 (black vinyl)
- C) 810161 (brown fabric)
- D) 810162 (ocean blue fabric)
- E) 810163 (red fabric)
Styles & Shapes

A) 810810
Berlin Chair
(black, white)
18"L 22"D 32"H

B) 810846
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

C) 810841
Rustique Chair w/arms
(gunmetal)
20"L 18"D 31"H

D) 81063
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

E) 71089
Diamond Side Chair
(black)
21"W X 23" L X 32"H

F) 71090
Diamond Arm Chair
(black)
20"W X 21"L X 33"H

G) 810837
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

H) 81083
Blade Chair
(sky blue)
20.5"L 19"D 30.5"H

I) 81082
Blade Chair
(red)
20.5"L 19"D 30.5"H

J) 210108 LIMERICK® Chair
BY HERMAN MILLER™
(gray) 18"W X 17.75"L X 33"H

K) 81093 Lucent Chair
(frosted, acrylic) 19.5"L 19.75"D 32.5"H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

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Ottomans

Vibe Cube
18"L 18"D 18"H

A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
**Styles & Shapes**

- **Beverly Bench**
  - 60"L 20"D 18"H
  - A) 81556 (white vinyl)
  - B) 81550 (black vinyl)
  - C) 81552 (gray fabric)
  - D) 81555 (red fabric)
  - E) 81554 (ocean blue fabric)
  - F) 81553 (linen fabric)
  - G) 81551 (brown fabric)
  - H) 815119 Half Bench (white vinyl)
    - 39"L 22"D 18"H

- **ENDLESS Square**
  - 34"L 34"D 15"H
  - I) 815123 (black)
  - J) 815122 (white)

- **ENDLESS Curved**
  - 60.5"L 37.5"D 15"H
  - K) 815952 (black)
  - L) 815953 (white)

- **M) 8507 Quarter Curve**
  - 53"L 22"D 18"H
  - Ring (4 ottoman seats)
  - 72"RND 18"H

- **N) 81526 Edge LED Cube**
  - (white plastic)
  - 19"L 19"D 19"H
  - A/C power only

- **O) 82074 Regis Bench**
  - (brushed metal)
  - 47"L 15.5"D 16"H

**Marche Swivel Ottomans**

- 17"RND 18"H
- A) 815150 (white vinyl)
- B) 815154 (red fabric)
- C) 815158 (pear yellow fabric)
- D) 815156 (plum fabric)
- E) 815159 (blue fabric)
- F) 815151 (gray fabric)
- G) 815155 (rose quartz fabric)
- H) 815152 (linen fabric)
- I) 815153 (raspberry fabric)
- J) 815157 (meadow green fabric)
- K) 815160 (orange fabric)

Visit [freeman.com](http://freeman.com)
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

ALONDRA
End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

GEO
End Table
26"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
Styles & Shapes

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053 (white)
  82073 (Powered)
B) 82052 (black)
  82076 (Powered)
C) 82077 (blue)
D) 82078 (wood)

Sydney End Tables
27"L 23"D 22"H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (wood)

Regis Tables
(brushed metal)
I) 82074 Bench Table
  47"L 15.5"D 16"H
J) 82075 End Table
  16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) 82015 End Table
  24" Round 22"H
L) 82014 Cocktail Table
  36" Round 17"H

Oliver Tables
(walnut finish)
M) 82088 End Table
  22" Round 22"H
N) 82087 Cocktail Table
  47"L 27"D 19"H

Aura Round Table
O) 820844 (white metal)
  15" Round 22"H

Edge LED Cube Table
P) 82057
  (plexi top, white plastic)
  20"L 20"D 20"H
  A/C power only

Wireless Charging Table, Powered
Q) 820710
  (white, AC plug-in)
  20"L 20"D 18"H
Café Tables

30" Round Café Tables
A) 898240 Standard Black Base
   (red top) 30" RND 29"H
B) 898895 Lucent Chair
   (frosted, acrylic) 19.5"L 19.75"D 32.5"H

7 ft 85030
7' Boxwood Hedge
36.5"L 12"D 84"H

A) 820940 Blue Hydraulic Café Table
   (chrome base, blue top) 30" RND 29"H
B) 810131 Malba Chair
   (gray) 20"L 20"D 32"H

A) 820241 Madison Hydraulic Café Table
   (chrome base, gray acajou top) 30" RND 29"H
B) 810130 Malba Chair
   (green) 20"L 20"D 32"H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Mix & Match
Create your look. Choose from a wide variety of tables and seating options.

Café Tables
Standard Black Base
30" RND 29"H
A) 8201220 (white)
also available
820265 (Madison/gray acajou)
820941 (blue)
820943 (wood)

Café Tables
Hydraulic Chrome Base
30" RND 29"H
B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820928 (silver)
8201223 (white)
36" RND 29"H
8201206 (maple)

C) 72063 Chelsea butcher block-top café table
(oak) 30"RND 30"H
also available
72064 36"RND 30"H

D) 810164 Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H

E) 72069 SOHO Series Black Top Café
(black) 24"RND 30"H
also available
72067 36"RND 30"H | 72066 18"RND 18"H

F) 81082 Blade Chair
(red) 20.5"L 19"D 30.5"H

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Bar Tables

A) 8201222
30" Round Bar Table
(white top, chrome hydraulic base)
30"RND 45"H

B) 810952
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H

C) 8201226
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) 810839
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

E) 820930
30" Round Bar Table
(blue top, chrome hydraulic base)
30"RND 45"H

F) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

G) 820240 30"
Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

H) 810850
Zenith Barstool
(white, chrome)
19"L 20"D 44"H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Style & Design
Choose from a variety of table top colors and styles for the perfect look.

Bar Tables
Standard Black Base
30" RND 42"H
A) 8201221 (white)
also available
820264 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
B) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
820924 (silver)
36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

C) 720163 Chelsea butcher block-top bistro
(oak) 30"RND 42"H
also available
720164 36"RND 42"H

D) 81092 Apex Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H

E) 72070 SOHO blacktop bistro
(black) 24"RND 42"H
also available
72068 36"RND 42"H

F) 810953 Apex Barstools
(red vinyl) 21"L 21"D 33"H
Barstools

LIFT Barstools
15" Round 23–33.5"H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)
Mix & Match

T) 720163 Butcher Block-Top Bistro
(oak) 30”L RND 42”H
also available 720164 36”RND 42”H

U) 210109 LIMERICK® Stool BY HERMAN MILLER™
(white) 18” X 17.75”L X 44”H

Apex Barstools
21”L 21”D 33”H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoey Barstools
15”L 16”D 30-34.75”H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

Banana Barstools
21”L 22”D 41.75”H
G) 810104 (black, chrome)
H) 810103 (white, chrome)

I) 810201 Oslo Barstool
(white)
17”L 20”D 45”H
J) 810848 Christopher Barstool
(white vinyl, chrome)
19”L 15”D 41”H
K) 810202 Shark Barstool
(white, chrome)
22”L 19”D 34-44”H
L) 810850 Zenith Barstool
(black, chrome)
19”L 20”D 44”H

M) 81092 Lucent Barstool
(frosted, acrylic)
22”L 22.5”D 45.5”H

N) 810860 Laguna Barstool
(maple, chrome)
18”L 20”D 47”H

Blade Barstool
20.5”L 20.125”D 40.5”H
O) 81080 (red)
P) 81081 (sky blue)

Q) 71088 Black Diamond Stool
(black) 22”W X 18”L X 46”H

R) Gas Lift Stool w/ arms
24”W X 20”L X 46”H
71048 (gray, adjustable)
also available
71047 w/o arms

S) 810839 Rustique Barstool
(gunmetal) 13”L 13”D 30”H
Conference Tables

42" Round Conference Table
42" RND 29" H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
C) 820261 5' Table
60" L 48" D 29" H
D) 820262 8' Table
96" L 40" D 29" H
E) 820263 10' Table
120" L 48" D 29" H
Styles & Shapes

Atomic Round Tables (glass, chrome)
A) 8201225 42"RND 30"H
B) 8201224 36"RND 30"H

Geo Rounded Square Tables
42"L 42"D 29"H
C) 82044 (glass, chrome)
D) 82043 (glass, black)

Geo Rectangular Tables
60"L 36"D 29"H
E) 82041 (glass, black)
F) 82051 (glass, chrome)

G) 820707 Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
H) 820706 Work Table
(white laminate, white)
48"L 24"D 30"H

I) 820203 6' Conference Tables
(graphite nebula)
72"L 42"D 29"H

Mix & Match
J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable

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Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

A. B.

Gas Lift Chair
26" X 20"L X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24"W X 20"L X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms

Task Stool
810135 (black fabric)
27.5"L 27.5"D
Adjustable height

A. B.

Pro Executive Guest Chair
24"L 22"D 36"H
810947 (black vinyl)

A. B.

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

A. B.

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Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Bar Tables

Table Top Options

Colors not available in all table options. Please check options listed to the right.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820951 (grommets)
White Top
C) 820953 (grommets)
820956 (solid)
Black Top
D) 820952 (solid)

Ventura Powered Café Tables
(silver frame)
72.25"L 26.25"D 30"H
A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables (silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820960 (grommets)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)

visit freeman.com
MADISON
A) 84075 Madison Executive Desk
   (gray acajou) 60”L 30”D 29”H
B) 84077 Madison Credenza
   (gray acajou) 60”L 20”D 29”H
C) 810135 Task Stool
   (black fabric) 22.5”L 22.5”D 32.75”-40.25”H Adjustable
D) 810844 Pro Executive High Back Chair
   (white classic vinyl) 25”L 24”D 48”H Adjustable

Office Essentials

DESK FRONT
DESK BACK
CREDENZA FRONT
CREDENZA BACK
Tech Powered Desk

A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) 84084 Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

Lighting & Shelving

A) Mason Lamps (brushed silver)
   - A) 850708 Floor Lamp 18" RND 55"H
   - B) 850707 Table Lamp 16" RND 26"H

C) 85020
   - Posh Shelving (chrome, acrylic) 36"L 18"D 72"H
   - D) 84078 Madison Bookcase (gray acajou) 36"L 12"D 72"H

ACCENT LAMPS

SHELVING

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Midtown Powered Counter
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

Midtown Powered Counter
60”L 18”D 42”H (pewter/glass)
850103 (unlighted)
850102 (lighted with plug-in)

Display Counter
A) 72056
Display Counter
(black)
24”W X 49”L X 42”H

B) 210109
Limerick Stool
BY HERMAN MILLER™
(white)
18” X 17.75”L X 44”H

7ft 85030
7’ Boxwood Hedge
36.5”L 12”D 84”H

810860
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H

Denotes AC and USB charging outlets
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A) 850101 (unlighted)
B) 850100 (lighted with plug-in)

Apex Barstool
C) 810952 (blue ultra suede) 21”L 21”D 33”H

Lighted & Greenery Products

LED light available in white, red, green, blue and rolling color.

A) 81526 Edge LED Cube Ottoman (white plastic)
20”L 20”D 20”H
A/C power only

B) 820857 Edge LED Cube Table (plexi top, white plastic)
20”L 20”D 20”H
A/C power only

C) 7 ft 85030 7’ Boxwood Hedge 36.5”L 12”D 94”H
D) 4 ft 85035 4’ Boxwood Hedge 46”L 9”D 47”H

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Draped or Undraped Tables & Counters

Table-top Colors

- black
- blue
- brown
- gray
- green
- flax
- gold
- white
- red
- plum

Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line.

Sizing Chart*

*Table and counter widths are available in select cities

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Visit freeman.com for more information.
Product Display

A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D) 75032
Display Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

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Product Storage

RACKS
A) 750135
Round Literature Rack (black)
17"W X 17"L X 57"H

B) 750136
Flat Literature Rack (black)
10"W X 55"H

CABINETS
C) 84080
3 Drawer File Cabinet on Castors (black metal, laminate)
16"L 20"D 28"H

D) 74082
2 Drawer File Cabinet w/Lock (tan metal)
15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet w/Lock (tan metal)
15"W X 29"L X 50"H

REFRIGERATORS
F) 8503001
Large Refrigerator (white) 14.0 cubic feet
28"W X 38"L X 64"H

G) 8983000
Small Refrigerator (brown) 4.0 cu feet
20"W X 22"L X 33"H
Show & Office Accessories

A) 10201484
Floor Standing Bulletin Board
(black) 48"W X 96"L X 78"H

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable) 24"W X 20"L X 46"H
also available 71047 w/o arms

C) 220121
Chrome Stanchion w/ 8' Retractable Belt
(black, belt) 42"H

D) 220110
Chrome Bag Rack
(3" at center) 1"W X 41"H X 26"W

E) 220109
Chrome Coat Tree
(21"w at the base) 8 1/4"W X 69 1/2"H

F) 220118
Chrome Sign Holder
(sign holds) 22"W X 28"H

G) 220143
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H

H) 220106
Corrugated Wastebasket
(black)
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NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

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

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### Table Top Risers - Risers are 8" wide

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### Pedestal Tables - Soho Series

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NAME OF SHOW: IISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

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

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Accent Tables (continued)

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Computer Desks/Tables

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#### Boxwood Hedges

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<tr>
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<th>Discount Price</th>
<th>Standard Price</th>
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<tbody>
<tr>
<td></td>
<td>85030*</td>
<td>7' Boxwood Hedge</td>
<td>640.00</td>
<td>704.00</td>
<td>896.00</td>
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<tr>
<td></td>
<td>85035*</td>
<td>4' Boxwood Hedge</td>
<td>350.00</td>
<td>385.00</td>
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#### Accessories

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion w/ 8' Retractable Belt</td>
<td>139.70</td>
<td>153.65</td>
<td>195.60</td>
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<tr>
<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>100.55</td>
<td>110.60</td>
<td>140.75</td>
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<tr>
<td></td>
<td>750135</td>
<td>Round Literature Rack</td>
<td>217.90</td>
<td>239.70</td>
<td>305.05</td>
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<tr>
<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
<td>184.40</td>
<td>202.85</td>
<td>258.15</td>
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<td></td>
<td>220109</td>
<td>Chrome Coat Tree</td>
<td>67.10</td>
<td>73.80</td>
<td>93.95</td>
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<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>50.20</td>
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<tr>
<td></td>
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<td>Chrome Bag Rack</td>
<td>108.95</td>
<td>119.85</td>
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<td></td>
<td>1020146</td>
<td>Floor Standing Bulletin Board</td>
<td>223.15</td>
<td>245.45</td>
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<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>24.25</td>
<td>26.70</td>
<td>33.95</td>
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#### Special Drape

- Black
- Blue
- Brown
- Green
- Flax
- Gray
- Plum
- Red
- White

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>20.10</td>
<td>22.10</td>
<td>28.15</td>
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<tr>
<td></td>
<td>12108</td>
<td>Special Drape 6'H (per ft.)</td>
<td>25.30</td>
<td>27.85</td>
<td>35.40</td>
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#### Total Cost

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>11.45% Tax</td>
<td>Total Cost</td>
<td></td>
<td></td>
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Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing
NAME OF SHOW:  IISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

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.freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**PERFBOARD - SINGLE SIDED**

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Description</th>
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**BULLETIN BOARD**

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**CHROME GARMENT RACK**

<table>
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**SMALL TICKET TUMBLER**

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**2’ x 8’ GRID PANELS**

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**4 WAY CONNECTORS & GRID LEGS**

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**2-WAY STRAIGHT ARM AND 4-WAY SLANT ARM**

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**7-Ball WATERFALL**

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**GRIDS**

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</table>

**TOTAL COST**

\[
\text{Sub-Total} + \text{Tax (11.45\%)} = \text{TOTAL}
\]

Don't see what you need? Please call Exhibitor Services at 504-731-6137

ONLINE PRICE & DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2020

ACCESSORIES

Take advantage of the Online price by ordering at www.freeman.com by MAY 8, 2020
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

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.freeman.com

SHOWCASES

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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<th>Standard Price</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FULL VISION CASE</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>101043</td>
<td>4’ Full Vision Case</td>
<td>$616.00</td>
<td>$677.60</td>
<td>$862.40</td>
<td></td>
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<tr>
<td></td>
<td>101061</td>
<td>6’ Full Vision Case</td>
<td>$616.00</td>
<td>$677.60</td>
<td>$862.40</td>
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<table>
<thead>
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<tr>
<td></td>
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<td>QUARTER VISION CASE</td>
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<tr>
<td></td>
<td>101044</td>
<td>4’ Quarter Vision Case</td>
<td>$616.00</td>
<td>$677.60</td>
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<tr>
<td></td>
<td>101062</td>
<td>6’ Quarter Vision Case</td>
<td>$616.00</td>
<td>$677.60</td>
<td>$862.40</td>
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<table>
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<tbody>
<tr>
<td></td>
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<td>HALF VISION CASE</td>
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<tr>
<td></td>
<td>101042</td>
<td>4’ Half Vision Case</td>
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<td>$677.60</td>
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<tr>
<td></td>
<td>101060</td>
<td>6’ Half Vision Case</td>
<td>$616.00</td>
<td>$677.60</td>
<td>$862.40</td>
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<table>
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<tr>
<td></td>
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<td>CORNER QUARTER VISION CASE</td>
<td></td>
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<td></td>
<td>101092</td>
<td>Quarter View Case</td>
<td>$752.95</td>
<td>$828.25</td>
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<th>Standard Price</th>
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<tbody>
<tr>
<td></td>
<td>1010200</td>
<td>80’H x 20’D x 20’W Tower Case</td>
<td>$807.80</td>
<td>$888.60</td>
<td>$1130.90</td>
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<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>1010203</td>
<td>80’H x 19’D x 70’W Wall Case</td>
<td>$780.30</td>
<td>$858.35</td>
<td>$1092.40</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE:
- 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 the showcase or a charge of $10.00 will be assessed.
- Electrical hook-up service is NOT included. Please order this from the electrical contractor.
- Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

TOTAL COST

Sub-Total + 11.45% Tax = TOTAL
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

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

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

**CLEANING SERVICES**

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.57</td>
<td>.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.00</td>
<td>1.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.30</td>
<td>1.80</td>
<td></td>
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<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.00</td>
<td>1.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>1.80</td>
<td>2.50</td>
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<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>2.50</td>
<td>3.50</td>
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</tbody>
</table>

### PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>113.30</td>
<td>158.60</td>
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<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>132.15</td>
<td>185.00</td>
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<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>154.00</td>
<td>215.60</td>
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<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL COST**

Sub-Total  +  11.45 %Tax  =  Total Cost
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.

* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.
SMARTFABRIC® RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9’ x 10’ or 9’ x 20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10’ Booth
- 6 Arm Lights per 20’ Booth
- Power for lights only

FRAME ONLY UNIT
If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**

RENTAL EXHIBITS INCLUDE:
- Rental Frame
- 9’ x 10’ or 9’ x 20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10’ Booth
- 6 Arm Lights per 20’ Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

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

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9’ x 10’ or 9’ x 20’ (16 oz.) – Color Options Included with Rental Package Options

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

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

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options

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

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W  8”H  16”D

One SmartFabric zipper bag is included with purchase.

CLEAR ACRYLIC SHELF

36"W  .25”H  12”D

(holds up to 15 lbs each)

CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS

This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.
### SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' SmartFabric Exhibit</td>
<td></td>
<td></td>
<td>$2,155.00</td>
</tr>
<tr>
<td>10' x 20' SmartFabric Exhibit</td>
<td></td>
<td></td>
<td>$4,155.00</td>
</tr>
</tbody>
</table>

### CUSTOM GRAPHICS

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

### FRAME ONLY UNIT

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

<table>
<thead>
<tr>
<th>Qty Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Frame Only Unit</td>
<td></td>
<td></td>
<td>$1,410.00</td>
</tr>
<tr>
<td>10' x 20' Frame Only Unit</td>
<td></td>
<td></td>
<td>$2,350.00</td>
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</tbody>
</table>

### ACCESSORIES

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

### QUICK TIPS

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

- **9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

### DISCOUNT PRICE DEADLINE DATE

MAY 08, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

For fast, easy ordering, go to www.freeman.com
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

PACKAGE 1 UPGRADE OPTIONS

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

 PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

 PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

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

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

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.

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

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

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

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

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

Rental Exhibits Include:

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

questions?

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

“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
### ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

**NAME OF SHOW:**

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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

---

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount</td>
<td>Standard</td>
<td>Discount</td>
</tr>
<tr>
<td>Price</td>
<td>Price</td>
<td>Price</td>
</tr>
<tr>
<td>3,061.75</td>
<td>4,286.45</td>
<td>6,879.50</td>
</tr>
<tr>
<td>2,009.45</td>
<td>2,813.25</td>
<td>5,044.85</td>
</tr>
<tr>
<td>2,624.60</td>
<td>3,674.45</td>
<td>7,510.80</td>
</tr>
<tr>
<td>3,538.85</td>
<td>4,954.40</td>
<td>6,457.20</td>
</tr>
<tr>
<td>2,385.95</td>
<td>3,340.35</td>
<td>6,457.20</td>
</tr>
<tr>
<td>2,425.70</td>
<td>3,396.00</td>
<td>6,457.20</td>
</tr>
</tbody>
</table>

**CHOSE 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
  - Midnight Blue
  - Blue
  - Plum
  - Gray
  - Red
  - Green
  - Red Pepper
  - Latte
  - Tuxedo

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

---

**LIGHTING**

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

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

**HEADER IDENTIFICATION SIGN**

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

- Black
- Red
- Blue
- Blue
- Brown
- Teal
- Burgundy
- White
- Green
- PMS Color
- Font Type

Indicate exactly how you want your company name to appear:

---

**ENHANCE YOUR EXHIBIT**

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

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

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>11.45% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

---

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

---

For Assistance, please call (504) 731-6137 to speak with one of our experts.
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

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.freeman.com

**ACCESSORIES FOR RENTAL UNITS**

<table>
<thead>
<tr>
<th>LIGHT FIXTURES (electrical service not included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GONDOLAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHELVES (use only on rental exhibits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LITERATURE POCKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
</tr>
<tr>
<td>-----</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
</tr>
</tbody>
</table>

Don’t see what you need? Please call Exhibitor Services at 504-731-6137
FLEXING TO FIT YOUR NEEDS

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

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

*Graphic design elements are priced separately and not included with TotalFlex® order.

FLOOR UNITS

- 10’w x 8’h Floor Standing Unit
- 20’w x 8’h Floor Standing Unit

TABLE TOP UNITS

- 6’w x 40’h Table Top Unit
- 8’w x 40’h Table Top Unit
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME:  
CONTACT NAME: 
E-MAIL ADDRESS: 

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

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

## TABLETOP UNIT

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6&quot;W</td>
<td>1,110.80</td>
<td>1,555.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8&quot;W</td>
<td>1,275.35</td>
<td>1,785.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6&quot;W</td>
<td>1,308.20</td>
<td>1,831.50</td>
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<td></td>
</tr>
<tr>
<td>40&quot;H x 8&quot;W</td>
<td>1,472.85</td>
<td>2,062.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

### FLOOR UNIT

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>8'H x 8'W</td>
<td>1,801.90</td>
<td>2,522.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>2,130.95</td>
<td>2,983.35</td>
<td></td>
<td></td>
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</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8'W</td>
<td>2,961.95</td>
<td>4,146.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>3,455.75</td>
<td>4,838.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

### FABRIC PANEL COLORS

- **All Classic carpet contain recycled content and are recyclable.**
- **Other Colors Also Available for Purchase Units**

<table>
<thead>
<tr>
<th>Color</th>
<th>Fabric Panel Colors for All Units:</th>
<th>Black</th>
<th>Gray</th>
<th>Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Classic Carpet:</td>
<td>Black, Blue, Green, Gray</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latte</td>
<td>Midnight Blue</td>
<td>Plum</td>
<td>Red</td>
<td>Red Pepper</td>
</tr>
<tr>
<td>Gold</td>
<td>Gray</td>
<td>Plum</td>
<td>Red</td>
<td>White</td>
</tr>
</tbody>
</table>

### OPTIONAL ACCESSORIES

- **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.

### QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Orders received after the deadline date or without payment will be charged the Standard Price.

### PURCHASE UNITS TOTAL COST

- **Sub-Total**
- **11.45% Tax**
- **Total Cost**

### RENTAL UNITS TOTAL COST

- **Sub-Total**
- **11.45% Tax**
- **Total Cost**
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16’ wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10’ fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

CONTACT NAME: 
E-MAIL ADDRESS: 

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

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

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.

- 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

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

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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<td>54.75</td>
<td>82.15</td>
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<tr>
<td>7&quot; x 22&quot;</td>
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<td>58.80</td>
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<tr>
<td>7&quot; x 44&quot;</td>
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<td>66.70</td>
<td>100.05</td>
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<tr>
<td>9&quot; x 44&quot;</td>
<td>@</td>
<td>77.65</td>
<td>116.50</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@</td>
<td>58.80</td>
<td>88.20</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>@</td>
<td>82.30</td>
<td>123.45</td>
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<td>14&quot; x 44&quot;</td>
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<td>94.80</td>
<td>142.20</td>
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<tr>
<td>22&quot; x 28&quot;</td>
<td>@</td>
<td>126.60</td>
<td>189.90</td>
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<tr>
<td>28&quot; x 44&quot;</td>
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<td>170.65</td>
<td>256.00</td>
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</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@</td>
<td>232.80</td>
<td>349.20</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Lettering Color:

Background Color:

Special Instructions

TOTAL COST

Sub-Total + 11.45% Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide 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.
LET US DO THE HEAVY LIFTING

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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
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 Central South 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.
NAME OF SHOW: **ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020**

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

### DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$106.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday</td>
<td>$159.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>Holidays</td>
<td>$212.00</td>
</tr>
</tbody>
</table>

- 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.
- 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.

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

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

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.

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

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

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

2% Tax = $

Total Dismantle = $

---

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

For Assistance, please call 504-731-6137 to speak with one of our experts.
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME: 

CONTACT NAME: 

BOOTH#: 

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.
SHOW NAME:  ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME:  
CONTACT NAME:  
E-MAIL ADDRESS:  

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>24Hr</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Amp / 500 Watts</td>
<td>128.30</td>
<td>192.45</td>
<td>$________</td>
</tr>
<tr>
<td>10 Amp / 1000 Watts</td>
<td>196.00</td>
<td>294.00</td>
<td>$________</td>
</tr>
<tr>
<td>15 Amp / 1500 Watts</td>
<td>229.75</td>
<td>344.65</td>
<td>$________</td>
</tr>
<tr>
<td>20 Amp / 2000 Watts</td>
<td>263.40</td>
<td>395.10</td>
<td>$________</td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE (Labor Required for all 208V Connections)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>24Hr</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Amp</td>
<td>270.25</td>
<td>405.40</td>
<td>$________</td>
</tr>
<tr>
<td>15 Amp</td>
<td>337.70</td>
<td>506.55</td>
<td>$________</td>
</tr>
<tr>
<td>20 Amp</td>
<td>405.40</td>
<td>608.10</td>
<td>$________</td>
</tr>
</tbody>
</table>

Over 20 Amp: Please call for quote @ 504-731-6137

**208 VOLT 3 PHASE (Labor Required for all 208V Connections)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>24Hr</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Amp</td>
<td>405.40</td>
<td>608.10</td>
<td>$________</td>
</tr>
</tbody>
</table>

Over 10 Amp: Please call for quote @ 504-731-6137

**EQUIPMENT (Power not included)**

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cords - 25’</td>
<td>34.05</td>
<td>51.10</td>
</tr>
<tr>
<td>Power Strip (15 amp rated)</td>
<td>34.05</td>
<td>51.10</td>
</tr>
</tbody>
</table>

• Freeman will not be responsible for power failures or voltage fluctuations
• Special Service or wiring into equipment will be charged at the prevailing labor rate
• If you have electrical requirements or have questions regarding electrical, please call your Exhibitor Services Representative at 504-731-6137.

**DISCOUNT PRICE DEADLINE DATE**

**MAY 8, 2020**

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

**ADDITIONAL INFORMATION**

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

**MAY 8, 2020**

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

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

**INLINE AND PENINSULA BOOTHS**
Power will be placed in the back of the booth unless otherwise specified.

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

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

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

**OVERHEAD POWER**
If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanNewOrleansES@freeman.com.

**TOTAL COST**

Outlet(s)** + $________
Equipment** + $________
**11.45% Tax** + $________
Labor* + $________
**2% Tax** + $________
GRAND TOTAL $________
ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

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

LOCATION OF POWER IN YOUR BOOTH

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

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

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (e.g. power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.
NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME: ______________________________ BOOTH #: ______________________________

CONTACT NAME: ______________________________ PHONE #: ______________________________

E-MAIL ADDRESS: ____________________________________________________________

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
Overtime - Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description                      Advance Price  Show Site Price

Electrician - ST .......................................................... $106.00  $148.50
Electrician - OT .......................................................... $159.00  $222.75
Scissor Lift w/crew - ST .................................................. Price Available Per Request
Scissor Lift w/crew - OT .................................................. Price Available Per Request
Condor w/crew - ST .................................................. Price Available Per Request
Condor w/crew - OT .................................................. Price Available Per Request
Forklift w/operator - ST .................................................. Price Available Per Request
Forklift w/operator - OT .................................................. Price Available Per Request
Man Cage .......................................................... Price Available Per Request

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

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

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

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date ______ Time ______

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: ______________________________
AUTHORIZED SIGNATURE: ______________________________

☐ EXHIBITOR SUPERVISION (DO NOT PROCEED):

Date ______ Time ______ # of Electricians ______

NAME OF ON-SITE CONTACT: ______________________________
CELL PHONE: ______________________________

Special Instructions:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Connection or hard wiring of all exhibitor equipment.
☐ Wiring of overhead signs.
☐ Other ______________________________

Labor Request

Date ______ Time ______ Est. # Hours ______ # Electrician ______

Date ______ Time ______ Est. # Hours ______ # Electrician ______

Date ______ Time ______ Est. # Hours ______ Lift Type ______

NAME OF ON-SITE CONTACT: ______________________________
CELL PHONE: ______________________________

Special Instructions:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan:

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

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact us at FreemanNewOrleansES@freeman.com with any additional questions.
To ensure that your electrical and plumbing outlets, telephones and internet services are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:
- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers on aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location. Mark telephone and internet lines in each location. Locations marked should accurately reflect services ordered.
- Return this form with your prepaid order forms.

NAME OF SHOW: ISE Annual Conference & Expo 2020 / May 31 - June 2, 2020

COMPANY NAME: ________________________________________ BOOTH #: ____________________

CONTACT NAME: ________________________________________ PHONE #: ____________________

E-MAIL ADDRESS: ________________________________________

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

Adjacent booth or Aisle Number: ____________
### EXHIBITOR ORDER FORM

#### Video Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td>$95.00</td>
<td>$110.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Monitor (with table stand)</td>
<td>$405.00</td>
<td>$465.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52&quot;-60&quot; Plasma Monitor with stand (shelf is optional)</td>
<td>$785.00</td>
<td>$900.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70&quot; Plasma Monitor with stand (shelf is optional)</td>
<td>$965.00</td>
<td>$1,100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer (PC)</td>
<td>$250.00</td>
<td>$285.00</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Mounting Fees will apply to any monitors hung in booth*

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor Connector / VGA</td>
<td>$30.00</td>
<td>$30.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Connector / HDMI</td>
<td>$40.00</td>
<td>$40.00</td>
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<td></td>
</tr>
</tbody>
</table>

#### Audio Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD Player</td>
<td>$85.00</td>
<td>$95.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>$75.00</td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone: Handheld or Lavallier (circle one)</td>
<td>$195.00</td>
<td>$225.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Box (for Laptop Audio)</td>
<td>$50.00</td>
<td>$65.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powered Speaker with stand</td>
<td>$125.00</td>
<td>$145.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Package with 2 speakers with stands, Wireless Mic: Handheld or Lav (circle one), 4-ch.mixer</td>
<td>$485.00</td>
<td>$555.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone Package with 2 speakers with stands, Wired Mic, 4-ch.mixer</td>
<td>$365.00</td>
<td>$420.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Computer Display Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>19&quot; Multisync SVGA Flat Panel Monitor (4:3 format)</td>
<td>$125.00</td>
<td>$145.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; Multisync SVGA Flat Panel Monitor (16:9 format)</td>
<td>$185.00</td>
<td>$210.00</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Power Cords & Strips

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext. Cord</td>
<td>$15.00</td>
<td>$15.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Power Strip</td>
<td>$15.00</td>
<td>$15.00</td>
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</tbody>
</table>

#### Internet

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rate</th>
<th>Qty</th>
<th>Advanced</th>
<th>Days On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Wire Line</td>
<td>$200.00</td>
<td>$225.00</td>
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</tr>
<tr>
<td>Wireless Connection**</td>
<td>$22.50</td>
<td>$30.00</td>
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</tr>
</tbody>
</table>

**Note-actual power service must be ordered separately from Freeman**

**One connection on the shared bandwidth network, ideal for basic business functions (not recommended for web-casting or streaming audio/video)

#### Ordering Instructions

- The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
- Please include applicable Sales Tax on equipment rental.
- TAX EXEMPT STATUS- If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- To guarantee equipment availability and advanced rate, this order should reach us 3 days prior to delivery.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4-hour minimum.

#### CANCELLATIONS:

- A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a minimum 1-day charge.
- B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

#### Rental Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Advanced</th>
<th>On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery/Setup/Pickup (2 Hour Min @ $90/hr)</td>
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<tr>
<td>SUBTOTAL</td>
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<td></td>
</tr>
<tr>
<td>Sales Tax (12% of line Subtotal)</td>
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<tr>
<td>TOTAL DUE</td>
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</tbody>
</table>

#### Additional Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Advanced</th>
<th>On-Site</th>
<th>Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
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<td></td>
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<tr>
<td>Video</td>
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</tr>
</tbody>
</table>

#### Return for Processing

PSAV Sales Office
601 Loyola Ave.
New Orleans, LA 70113
Tel: 504-613-3720
Fax: 504-648-1512

3698exhibitor@psav.com

Hyatt Regency New Orleans
New Orleans, LA 70113

Authorized Signature: [Signature]
Date: [Date]