SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high BLUE back drape, and 3' high BLUE side dividers.

Booths 300 sqft or less will receive a 7” x 44” one-line identification sign. Booths larger than 300 sqft may receive a 7” x 44” one-line 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 April 27, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Monday May 18, 2020 12:00 PM - 3:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Wednesday May 20, 2020 11:00 AM - 12:45 PM

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, May 20, 2020 at 12:45 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, May 20, 2020 at 11:00 AM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (407) 816-7900 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 fax (469) 621-5605
FreemanOrlandoES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by April 27, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # _________
Card Forum 2020
C/O FREEMAN
8439 NW 72ND ST
MEDLEY, FL 33166

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.
Freeman will accept crated, boxed or skidded materials beginning **Friday, April 17, 2020**, at the above address. **Material arriving after May 11, 2020 will be received at the warehouse with an additional after deadline charge.** Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (407) 816-7900.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth # __________
Card Forum 2020
C/O FREEMAN
INTERCONTINENTAL HOTEL
100 CHOPIN PLZ
MIAMI, FL 33131-4323

Freeman will receive shipments at the exhibit facility beginning **Monday, May 18, 2020.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (407) 816-7900.

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

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

**LABOR INFORMATION**

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

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (407) 816-7900.

**WE APPRECIATE YOUR BUSINESS!**
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (407) 816-7900 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 April 27, 2020.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman's Exhibitor Services department at (407) 816-7900 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.

**5. Printing**

Reduce printing and go digital with your booth literature.

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

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

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

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.

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
Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

*Freeman will no longer accept cash payments for any Freeman Services.*

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/496600](https://www.freemanpay.com/496600)

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

Freeman REV 08/18

FREEMAN terms & conditions
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed as your consent to said terms. In the event that a party’s materials are damaged or lost at any point during the process of moving the materials to or from the show, the party shall be responsible for any loss or damage incurred. Freeman reserves the right to refuse service to any person or entity that is not providing adequate security or is not following the terms of the contract.

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 shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, paper wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpeting in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging not bearing legible lot numbers. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All empty labels must be removed or labeled by Exhibitor. 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 OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier 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 MAH’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 that Exhibitor keep a copy of its show handling agreement.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, delay, 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 assumes no responsibility for loss or damage to crates or containers after they have been delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed with Exhibitor by Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES ARE OF EXHIBITOR’S PAST OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR TORT, INCLUDING (WITHOUT LIMITATION) DELIBERATE ACT, OR THE NEGLIGENCE, WILFUL MISCONDUCT, OR DELIBERATE ACT OF EXHIBITOR’S EMPLOYEES AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF THE RULES FOR SAFE OPERATION OF YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the control of Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as designated in these instructions. OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the control of Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as designated in these instructions. OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the control of Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as designated in these instructions. OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the control of Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as designated in these instructions. 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8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment may notify Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING Effect TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, WHETHER BASED ON CONTRACT, NEGLIGENCE, OR DAMAGE OR OTHER CLAIMS RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY AND BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY BETWEEN FREEMAN AND SHIPPER. ANY DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, it will be subject to the terms and conditions herein and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper represents that it has read, understood, and agreed to all the terms of this Contract, and that it is a principal and not an agent or agent of any other party for payment of the product and all matters related to payment for the shipment.
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 includes any principal, agent, broker, or consignor of the property. (b) “Consignment” means any type of delivery or storage relationship where Freeman is a consignee, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type re- ceived from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is to be delivered. (c) “Declared Value” means the declared value for transportation, storage, and other lawful charges determined by dividing Shipper’s declared value for carriage by the actual weight of the shipment. (d) “Freeman’s LIABILITY MAXIMUM” means the lesser of $300.00 per pound or $500.00 per unit of cargo lost or damaged unless the property has been specifically excluded or limited by this Contract.

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 provisions of this Contract are operative only if the Package contains a Package Number. If the Package does not contain a Package Number, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such provisions.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its rea- sonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facture failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of any governmental agency or authority, loss of recording or other data, collapse of any building or structure, breakdown or mechanical defects of vehicles or equipment, or from any cause beyond Freeman’s control which it is impossible to transport by any particular schedule, means, vehicle or otherwise other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty re- garding the acceptance of packagings or procedure or packaging that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unsecured materials, padlocked or screw-shipped crates. A standard purchase order is accepted for only a properly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and pro- cedures may be found in the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or temperature control, unless otherwise requested by the owner. Physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the respon- sibility for bringing the goods to the proper temperature before loading the goods into the trailer, for the cost of refrigeration, during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent defects, diseases in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This may be subject to additional charges. Shipper is re- sponsible for bringing the goods to the proper temperature before loading the goods into the trailer and for setting the temperature (including maintaining and repair), after all times after the trailer is spotted by Shipper and before the trailer is received by Freeman. Shipper recognizes the importance of knowing the temperature setting on the day the property is loaded and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee’s agent without notice of loss or damage to property was being Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was received in good condition as they were in when damage was discovered.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of insufficient available capacity or any other reason, shipper’s liability shall be limited to that of a warehouseman.

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

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost, stolen, damaged, or delayed, Freeman’s maximum liability shall be the amount of the declared value or the actual weight of the property whichever is less. (THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE PROPERTY AT THE TIME OF THE OCCURRENCE OF LOSS, DAMAGE, OR DELAY.) The property shall be returned per the terms of this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract shall be provided to any third party, including common or contract carriers of cargo who have custody or control of the property, in a manner consistent with this Contract. Year, the property shall be delivered in good condition as they were in when damage was discovered. Shipper agrees that all shipments are subject to correction and final adjustment by law.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to deliver must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by the Consignee to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the written notice. The suit shall be commenced in a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

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 UNDER THIS CONTRACT SHALL BE DALLAS COUNTY, TEXAS. ANY ARBITRATION OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING THE ABOVE LIMITATION ON THE CLAIMS FOR LOSS OR DAMAGE MAY OCCUR, (b) EVEN THOUGH THE ALLOWED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM THE NEGLIGENCE OF FREEMAN, PRODUCTS LIABILITY ACT, OR THE NEGLIGENCE OF ANY OTHER PERSON, OR ANY LEGAL THEORY OR CAUSE, AND (e) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.

12. MISCELLANEOUS. (a) In the event that there is an ambiguity or conflict between the terms of this Contract and any other agreements, Freeman’s terms and conditions shall control with respect to all matters. Shipper agrees that the property shall be delivered to the property specified on the face of the Consignment Order.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, dam- aged, or delayed, Freeman’s maximum liability shall be the lesser of $300.00 per pound or $500.00 per unit of cargo lost or damaged unless the property has been specifically excluded or limited by this Contract. Shipper agrees that the property shall be delivered to the property specified on the face of the Consignment Order. Shipper agrees that the property shall be delivered to the property specified on the face of the Consignment Order. Shipper agrees that the property shall be delivered to the property specified on the face of the Consignment Order. Shipper agrees that the property shall be delivered to the property specified on the face of the Consignment Order.
Shipping and Material Handling

before event
from your location or previous event

event venue

during the event

venue dock

venue dock

your exhibit

material handling
move items from the dock, to the exhibit, back to the dock after the show

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
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

## COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date:

<table>
<thead>
<tr>
<th>SHIPPER NAME</th>
<th>SHIPPER ADDRESS</th>
</tr>
</thead>
</table>

### SHIPMENT INFORMATION

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

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

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

### OUTBOUND SHIPPING

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

  Ship to address:
  
  (City)    (State)   (Zip Code)

- Complete this form only if you are shipping your exhibit materials by Freeman Exhibit Transportation.

### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value 
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

01/20
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

**WHERE DO I GET A FORKLIFT?**

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

**DO I NEED INSURANCE?**

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

**OTHER AVAILABLE FREIGHT SERVICES**

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

**MATERIAL HANDLING SERVICES**

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

**SPECIAL HANDLING:** (See definitions on back) 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, no documentation, and shipments that require additional time, equipment or labor to unload.

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

**OVERTIME:**
- 4:30 P.M. to 8:00 A.M., Monday through Friday
- Overtime charge 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 Minimum</th>
<th>Price Per 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>$110.25</td>
<td>$220.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$143.50</td>
<td>$287.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$165.50</td>
<td>$331.00</td>
</tr>
<tr>
<td><strong>SHOW SITE SHIPMENT (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$104.25</td>
<td>$208.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$135.75</td>
<td>$275.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$156.50</td>
<td>$313.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$156.50</td>
<td>$313.00</td>
</tr>
<tr>
<td><strong>SMALL PACKAGE - Maximum weight is 30 lbs per shipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td><strong>CART SERVICE - Intended for “privately owned vehicles”</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Trip</td>
<td>$156.50</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL SURCHARGES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (20 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divided by 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax(7.0%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or 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/store

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: ___________________________  DELIVERY ADDRESS: __________________________________________________________

CITY: ___________________________  STATE/PROVINCE: ___________________________  ZIP/POSTAL CODE: ___________________________

PHONE#: ___________________________  ATTN: ___________________________

SPECIAL INSTRUCTIONS: __________________________________________________________

BILL TO: □ Same as Ship to:

COMPANY NAME: ___________________________

DELIVERY ADDRESS: __________________________________________________________

CITY: ___________________________  STATE/PROVINCE: ___________________________  ZIP/POSTAL CODE: ___________________________

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Carrier Name: ___________________________

Carrier Phone: ___________________________

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Lift gate required

☐ Air ride required

☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

Select Desired Number of Labels: __________

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

RECEIVING DATE BEGINS: APRIL 17, 2020

DEADLINE DATE IS: MAY 11, 2020

TO: ________________
EXHIBITOR NAME

C/O: FREEMAN
8439 NW 72ND ST
MEDLEY, FL 33166

WAREHOUSE

EVENT: Card Forum 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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE MAY 18, 2020

TO: ______________________________

EXHIBITOR NAME

C/O: FREEMAN
INTERCONTINENTAL HOTEL
100 CHOPIN PLZ
MIAMI, FL 33131-4323

SHOW SITE

EVENT: Card Forum 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.
Nationwide Service
Visit us at freeman.com or call 1.888.508.5054 for customer service, 7am-7pm CT Monday through Friday and 8am-5pm CT Saturday.

FREEMAN® Trade Show Furnishings are proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make FREEMAN® Trade Show Furnishings your furniture solution.
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
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around. Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected. Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts. Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep it Green. Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Down. Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Level the field! Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social. Style furnishings to create shareable moments worthy of Instagram.

8. Gather Round! Ottomans styled around a side table create an informal campfire setting for small group discussions.

9. Charge It! Powered tables and seating encourages clients to linger in the booth and recharge.

10. Provide a Pop! Colorful furnishings attract attention and help reinforce brand themes.
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.

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 banquettes 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 freestanding charging station.

Powered Banquettes.

Power Banquette
8506 Center Cone w/ Electrical Charging Outlet (white vinyl)
38” RND 51” H

8507 Quarter Curve Ottoman (white vinyl)
53” L 22” D 18” H

Ottoman Ring (4 curved ottoman seats) (white vinyl)
18” RND 18” H

815119 Half Bench Ottoman (white vinyl)
39” L 22” D 18” H

Powered Pedestals

A. 85061
B. 85063
C. 85060
D. 85062

A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
C) 85060 24”L 24”D 36”H
D) 85062 24”L 24”D 42”H

(A) 85061 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

E) 820710 Wireless Charging Table, Powered (white, AC plug-In) 20”L 20”D 18”H

Power Pedestal

A) B) C) D) E)

Please Note: Customer 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.

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Powered Tech Desk

A. B. C.

A) 84083 Tech Desk, Powered w/ 2 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

E) 820710 Wireless Charging Table, Powered (white, AC plug-In) 20”L 20”D 18”H

Please Note: Customer 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.

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Soft Seating
Create Engaging Booth Environments

VALENCE
810180 Chair (spice orange velvet) 28"L x 30.5"D x 31"H
81045 Sofa (coffee brown velvet) 63"L x 30.5"D x 31"H

MAXCIE
81040 Swivel Ottoman (Forest Green Vinyl) 17"RND x 18"H

PALM BEACH
83040 Sofa (white vinyl, brushed metal) 69"L x 29"D x 33"H

SWANSON
810875 Swivel Chair (white vinyl) 28"L x 25"D x 30"H

HEDGE
81015 4' Boxwood Hedge 46"L x 9"D x 47"H

VALENCE Sofa & Chair 10’x10’ Booth

Palma Beach Sofa & Swanson Chairs 10’x10’ Booth

Soft Seating Collections

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

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

HEDGE
81035 4' Boxwood Hedge 46"L x 9"D x 47"H

VALENCE
810180 Chair (spice orange velvet) 28"L x 30.5"D x 31"H
B) 83045 Sofa (coffee brown velvet) 63"L x 30.5"D x 31"H

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

10 | visit freemanco.com/store

visit freemanco.com/store | 11
Munich Collection
Modular Seating to Design Custom Exhibits

HEDGE
85035
4’ Boxwood Hedge
4/3’ W 43” H

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5’ W 32’ D 30’ H

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

810150 Munich Corner Chair
(gray fabric)
26.5’ W 27’ D 28.5’ H

810151 Munich Armless Chair
(gray fabric)
22.5’ W 27’ D 28.5’ H

WIRELESS CHARGING TABLE, POWERED
820710
White, 4’ Box Round
20’ L 20’ D 18’ H

ALLEGRO
A) 81019 Chair
(blue fabric)
36’ L 34’ W 30’ H
B) 830190 Sofa
(blue fabric)
73’ L 34’ W 30’ H

KEY LARGO
A) 810950 Chair
(black fabric)
35’ L 34’ W 30’ H
B) 830950 Loveseat
(black fabric)
57’ L 34’ W 30’ H
C) 830951 Sofa
(black fabric)
79’ L 34’ W 30’ H

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

NAPLES
A) 810119 Chair
(black vinyl)
36’ L 30’ W 33.25’ H
B) 810120 (Powered)
C) 830119 Sofa
(black vinyl)
87’ L 30’ W 33.25’ H
830121 (Powered)

C) 830120 Loveseat
(black vinyl)
62’ L 30’ W 33.25’ H
830122 (Powered)

Available in Power

Denotes Powered Products

visit freemanco.com/store
Accent Chairs

A) 810874 La Brea Chair (charcoal gray, fabric) 35"L 27"D 40"H
B) 810145 Wentworth Chair (brown vinyl) 32.1"L 26"D 31.5"H
C) 8103 Key West Chair (black) 31"L 31"D 31"H
D) 810875 Swanson Swivel Chair (white vinyl) 28"L 25"D 30"H

Accent Chair Styles

A) 810156 Madrid Chair (leather) 38"L 30"D 31"H
B) 810816 Madrid Chair (white vinyl) 38"L 30"D 31"H
C) 810151 Munich Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
D) 810947 Pro Executive Guest Chair (black vinyl) 26"L 22"D 36"H

Meeting & Stage Chairs

A) 810164 Marina Chair (white vinyl) 17.5"L 19.5"D 35"H
B) 810160 Marina Chair (black vinyl) 17.5"L 19.5"D 35"H
C) 810161 Marina Chair (brown fabric) 17.5"L 19.5"D 35"H

Meeting Chair

A) 810165 Madrid Chair (brown vinyl) 29"L 26"D 31.5"H
B) 810946 Madrid Chair (taupe fabric) 30"L 27"D 31"H
C) 810948 Madrid Chair (white vinyl) 29"L 26"D 30"H

visit freemanco.com/store
Group Seating

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

**LAGUNA**
- C) 810861 Chair (maple, chrome)
  18"L 19"D 34"H
- D) 820123 Round Café Table
  (white laminate top, chrome hydraulic base)
  30"RND 29"H

**MALBA**
- A) 810131 Chair (gray)
  20"L 20"D 32"H
- B) 810130 Chair (green)
- E) 810132 Chair (red vinyl)

**MARINA**
- A) 810164 Chair (white vinyl)
- B) 810160 Chair (black vinyl)
- C) 810161 Chair (brown fabric)
- D) 810162 Chair (ocean blue fabric)
- E) 810163 Chair (red fabric)

**MARINA**
- F) 810164 Chair (white vinyl)
- G) 810160 Chair (black vinyl)
- H) 810161 Chair (brown fabric)
- I) 810162 Chair (ocean blue fabric)
- J) 810163 Chair (red fabric)

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

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

Visit fremanco.com/store
Ottomans

Vibe Cube
18" L 18" D 18" H
A) 81535 (citrus green vinyl)
B) 81537 (apricot orange vinyl)
C) 81538 (desert rose vinyl)
D) 81536 (taupie vinyl)
E) 81531 (white vinyl)
F) 81530 (black vinyl)
G) 81532 (steel blue vinyl)
H) 81534 (purple vinyl)
I) 81533 (silver vinyl)
J) 81519 (red vinyl)
K) 81537 (yellow vinyl)
L) 81518 (blue vinyl)
M) 81525 (orange vinyl)

Marche Swivel
60°, 22° D 18" H
A) 81553 (white vinyl)
B) 81558 (black vinyl)
C) 81552 (gray fabric)
D) 81553 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (bronz fabric)
G) 81551 (brown fabric)
H) 815119 Half Bench (white vinyl)

ENDLESS Square
34" L 19" D 19" H
I) 815123 (black)
J) 815120 (white)
K) 815128 (pearl yellow)
L) 815129 (plum)
M) 81565 (gray)
N) 815119 Half Bench (white vinyl)

Regis Bench
(brushed metal)
47" L 15.5" D 16" H
A) 8034 (white)
B) 8034 (black)
C) 8034 (red)
D) 8034 (ocean blue)
E) 8034 (silver)
F) 8034 (brown)
G) 8034 (orange)
H) 8034 (tan)
I) 8034 (beige)
J) 8034 (distressed brown vinyl)

Regis Bench
(brushed metal)
47" L 15.5" D 16" H
A) 8034 (white)
B) 8034 (black)
C) 8034 (red)
D) 8034 (ocean blue)
E) 8034 (silver)
F) 8034 (brown)
G) 8034 (orange)
H) 8034 (tan)
I) 8034 (beige)
J) 8034 (distressed brown vinyl)
Accent Tables

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

End Table
20"L 20"D 16"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO
Cocktail Table
36"RND 17.25"H (glass top, bronze)
A) 820131 Cocktail Table
B) 820132 Cocktail Table
C) 820133 End Table
D) 820134 End Table
E) 820135 End Table
F) 820136 End Table

Sydney Cocktail Tables
Brushed steel
A) 820273 (white)
B) 820274 (black)

Sydney End Tables
21"L 20"D 18"H
E) 820275 (white)
F) 820276 (black)
G) 820277 (blue)
H) 820278 (wood)

Regis Tables
Brushed metal
I) 820279 Bench Table
J) 820280 End Table

Silverado Tables
Glass, chrome
K) 820281 End Table
L) 820282 Cocktail Table

Edge LED Cube Table
M) 820283 (plexi top, white plastic)
N) 820284 (white, AC plug-in)

Wireless Charging Table, Powered
O) 820285 (white, AC plug-in)

Aura Round Table
Q) 820286 (white metal)
15" Round 22"H
**Café Tables**

**Create your look.** Choose from a wide variety of tables and seating options.

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

**Café Tables**

**Standard Black Base**
30” RND 29”H

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
</table>
| A) 820940 Blue Hydraulic Café Table  
(chrome base, blue top) 30” RND 29”H | B) 810130 Malba Chair  
(gray) 20”L 20”D 32”H |

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
</table>
| A) 820941 Madison Hydraulic Café Table  
(chrome base, gray acajou top) 30” RND 29”H | B) 811320 Malba Chair  
(green) 20”L 20”D 32”H |

**Hydraulic Chrome Base**
30” RND 29”H

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
</table>
| A) 820923 Hydraulic Café Table  
(orange top, chrome) 30” RND 30”H | B) 810861 Laguna Chair  
(maple, chrome) 18”L 19”D 34”H |

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
</table>
| A) 820241 Madison Hydraulic Café Table  
(chrome base, gray acajou top) 30” RND 29”H | B) 811320 Malba Chair  
(green) 20”L 20”D 32”H |

<table>
<thead>
<tr>
<th>E</th>
<th>F</th>
</tr>
</thead>
</table>
| D) 810164 Marina Chair  
(white vinyl) 17.5”L 19.5”D 35”H | E) 72069 Soho Block-Top Café Table  
(black) 24” RND 30”H also available 72068 36” RND 30”H | 72066 18” RND 18”H |
| C) 72063 Chelsea Butcher Block-Top Café Table  
(white) 30” RND 30”H also available 72061 36” RND 30”H | 72060 18” RND 18”H |

**Customize and Create**
Choose your base, black or chrome, then pick a color that suits your design.

<table>
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</tr>
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</table>
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(chrome base, blue top) 30” RND 29”H | B) 810130 Malba Chair  
(gray) 20”L 20”D 32”H |

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| A) 820941 Madison Hydraulic Café Table  
(chrome base, gray acajou top) 30” RND 29”H | B) 811320 Malba Chair  
(green) 20”L 20”D 32”H |

**30” Round Café Table**
A) 820941 Standard Black Base  
(blue top) 30” RND 29”H | B) 810933 Lucent Chair  
(frosted, acrylic) 19.5”L 19.75”D 32.5”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
brushed black 27” L 27” D 33”H

C) 8201226 Rustique Square Metal Bar Table
(gunmetal) 23.75”L 23.75”D 41.25”H
D) 810599 Rustique Barstool
(gunmetal) 19”L 19”D 30”H

Choose your base, black or chrome, then pick a color that suits your design.

BRUSHED GUNMETAL
WOOD
MADISON/GRAY
ACAJOU
GRAPHITE NEBULA
MAPLE
RED
BLUE
GREEN
BLACK
ORANGE BRUSHED
WHITE

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)
B) 820197 (brushed yellow)
also available
820366
(Madison/gray acajou)
820915 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820923 (wood)
36” RND 42”H 820141 (black)

Hydraulic Chrome Base
30” RND 45”H

C) 820920 (red)
also available
8201207 (maple)
820932 (graphite nebula)
820910 (brushed gunmetal)
820911 (black)
820912 (green)
820913 (orange)
820914 (brushed yellow)
820922 (blue)
820932 (wood)
8201236 (black)
36” RND 42”H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)
8201240 (black)

Bar Tables

C) 720163 CleoButcher Block-Top Bistro Table
(maple) 24” RND 42”H
also available
720164 36” RND 42”H
D) 810912 Lucent Barstool
(frosted, acrylic) 22” L 22.5” D 45.5”H

E) 72070 Soho Black-Top Bistro Table
(black) 34” RND 42”H
also available
72068 36” RND 42”H
F) 810933 Apex Barstool
(red ultrasuede) 27” L 27” D 33”H

Also Available
720164
36” RND 42”H
8201211
36” RND 42”H
8201205
36” RND 42”H
8201240
36” RND 42”H

659x700

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visit freemanco.com/store
Barstools

**LIFT Barstools**
10” RND 23–33.5”H
A) 810991 (black vinyl)
B) 810992 (red vinyl)
C) 810993 (white vinyl)
D) 810994 (blue ultra suede)

**Zeby Barstools**
15”L 18”D 30–34.75”H
E) 810104 (white, chrome)
F) 810105 (black, chrome)

**Banana Barstools**
21”L 22”D 33”H
G) 810951 (black vinyl)
H) 810952 (red vinyl)
I) 810953 (white vinyl)
J) 810954 (blue ultra suede)

**Zoey Barstools**
15”L 16”D 30–34.75”H
K) 810840 (white, chrome)
L) 810834 (black, chrome)

**Apex Barstools**
21”L 21”D 33”H
M) 810870 (white vinyl)
N) 810873 (red vinyl)
O) 810871 (black vinyl)
P) 810872 (gray vinyl)

**Blade Barstool**
20.5”L 20.125”D 40.5”H
Q) 81080 (red)
R) 81081 (sky blue)

**Mix & Match**
T) 720163 Butcher Black Top Bistro
(U) 210109 LIMBERIC® Stool 36”RND 42”H
also available 720164 36”RND 42”H
V) 71018 Black Diamond Stool
W) 71048 Gas Lift Stool w/ arms
also available 71047 w/o arms
S) 810605 Zest Barstool (white, chrome)

**Styles & Shapes**

visit freemanco.com/store
Conference Tables

Atomic Round Tables (glass, chrome)
- C) 820125 42" RND 30"H
- D) 820124 36" RND 30"H

Geo Rectangular Tables
- E) 82041 (glass, black)
- F) 82051 (glass, chrome)

Geo Rounded Square Tables
- G) 82044 (glass, chrome)
- H) 82043 (glass, black)

I) 820103 6’ Conference Tables (graphite nebula)
- J) 820707 Merlin Multi-Use Table (gray laminate, black)
- K) 820706 Work Table (white laminate, white)

MADISON (Madison/gray acajou)
- C) 820261 42" Round Conference Table
  42"RND 29"H
- B) 820260 (Madison/gray acajou)
- C) 8201244 (black top, black)

42" Round Conference Table
- A) 820708 (white laminate)
- B) 820260 (Madison/gray acajou)
- C) 8201244 (black top, black)

820261 5' Table
- 60"L 48"D 29"H

820262 8' Table
- 96"L 60"D 29"H

820263 10' Table
- 120"L 48"D 29"H

MADISON 42" Round Conference Table
- 42"RND 29"H

A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)
C) 8201244 (black top, black)

Pro Executive Mid Back Chair
- A) 810945 (white vinyl)
- B) 810944 (black vinyl)
- Adjustable height

Pro Executive Mid Back Chair
- A) 810945 (white vinyl)
- B) 810944 (black vinyl)
- Adjustable height

42" Round Conference Table
- A) 820708 (white laminate)
- B) 820260 (Madison/gray acajou)
- C) 8201244 (black top, black)

820261 5' Table
- 60"L 48"D 29"H

820262 8' Table
- 96"L 60"D 29"H

820263 10' Table
- 120"L 48"D 29"H

MADISON 42" Round Conference Table
- 42"RND 29"H

A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)
C) 8201244 (black top, black)
Executive Seating

Pro Executive High Back Chair
24" L 24" D 48" H
A) 810444 (white vinyl)
B) 810445 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) 810770 (black vinyl, chrome) 27" L 30.5" D 40-43" H Adjustable.
B) 810775 (black fabric, black) 27.5" L 27.5" D 40-43.5" H Adjustable.

Gas Lift Chair
22" W 22" D 34" H
A) 71046 (gray, adjustable, w/o arms)
B) 71047 (gray, adjustable, w/o arms)

Pro Executive Mid Back Chair
24" L 22" D 40" H
A) 810145 (white vinyl)
B) 810144 (black vinyl)
Adjustable height

Task Stool
810125 (black fabric)
27.5" L 27" D 32.75" - 40" H Adjustable height

Gas Lift Stool
24" W X 20" D X 46" H
B) 71047 (gray, adjustable)

Bar Tables

81060 Loggia Barstool (maple, chrome) 15" L 20" D 47" H

Pro Executive Guest Chair
24" L 23" D 34" H
810947 (black vinyl)

Gas Lift Chair
20" W 20" D 38" H
A) 71046 (gray, adjustable)

Task Stool
810125 (black fabric)
27.5" L 27" D 32.75" - 40" H Adjustable height

Café Tables

Communal and Powered Tables
Choose from a variety of powered, solid or grommet hole table tops.

Table Top Options
BLACK WHITE MAPLE

Ventura Powered Bar Tables
(silver frame)
72.25" L 26.25" D 42" H
A) 820950 (black top)
B) 820952 (white top)

Ventura Communal Bar Tables
(silver frame)
72.25" L 26.25" D 42" H
Maple Top
B) 820954 (solid)
C) 820951 (grommets)
White Top
C) 820953 (grommets)
D) 820956 (solid)
Black Top
E) 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
B) 820963 (solid)
C) 820960 (grommets)
White Top
D) 820961 (grommets)
E) 820966 (solid)
Black Top
E) 820962 (solid)

Bar Tables

Gas Lift Stool
24" W X 20" D X 46" H
B) 71047 (gray, adjustable)

Ventura Powered Bar Tables
(silver frame)
72.25" L 26.25" D 42" H
A) 820950 (black top)
B) 820952 (white top)

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

Bar Tables

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)
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Maple Top
B) 820963 (solid)
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White Top
D) 820961 (grommets)
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Black Top
E) 820962 (solid)
Office Essentials

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) 27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable

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) 850708 Floor Lamp (brushed silver) 18" RND 55"H
B) 850707 Table Lamp (brushed silver) 18" 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

visit freemanco.com/store
Show Essentials

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

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

Display Counter

Lighted & Greenery Products

LED light available in white, red, green, blue and rolling color.
Draped or Undraped Tables & Counters

Table-Drape Colors

- black
- green
- flax
- plum
- brown
- gold
- red
- white
- grey

Table Top Risers

- 24" D x 30" H
  - Tables Draped
    - 3'L x 24" D x 30" H
      - 124330
  - Tables Undraped
    - 3'L x 24" D x 30" H
      - 125330

- 24" D x 42" H
  - Counter Draped
    - 3'L x 24" D x 42" H
      - 124342
  - Counter Undraped
    - 3'L x 24" D x 42" H
      - 125342

- 30" D x 30" H
  - Tables Draped
    - 6'L x 24" D x 30" H
      - 124630
  - Tables Undraped
    - 6'L x 24" D x 30" H
      - 125630

- 30" D x 42" H
  - Counter Draped
    - 6'L x 24" D x 42" H
      - 124642
  - Counter Undraped
    - 6'L x 24" D x 42" H
      - 125642

- 30" D x 30" H
  - Counter Draped
    - 8'L x 24" D x 30" H
      - 124830
  - Counter Undraped
    - 8'L x 24" D x 42" H
      - 125830

4th Side Table Draped 30" table

- 24" D x 42" H
  - Drape Table 4th Side 6' x 30" 12404630
  - Drape Table 4th Side 8' x 30" 12404830

Sizing Chart

A. Display Counter (black)
  - 24" W x 49" L x 42" H
B. Orion Computer Kiosk (black)
  - 28" L x 28" D x 40.5" H (computer not included)
C. Zoey Barstool (white, chrome)
  - 15" L x 16" D x 30-34.75" H
D. Display Cube—Large (black)
  - 24" W x 24" D x 42" H
E. Display Cube—Medium (black)
  - 18" W x 18" L x 36" H
F. Display Cube—Small (black)
  - 12" W x 12" D x 42" H
G. Display Cylinder—High (black)
  - 24" W x 24" D x 36" H
H. Display Cylinder—Medium (black)
  - 18" W x 18" L x 20" H
I. Display Cylinder—Low (black)
  - 30" W x 12" L x 15" H
J. Pro Executive Guest Chair (black vinyl)
  - 24" L x 22" D x 36" H

Visit us at freeman.com for ordering and full product line.
**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 X 20”D X 28”H

D) 74082
2 Drawer File Cabinet w/ Lock
(tan metal)
15”W X 28”L X 26”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 28”L X 64”H

G) 75057
Small Refrigerator
4.0 cubic feet
20”W X 22”L X 33”H

**Show & Office Accessories**

A) 10201484
Floor Standing Bulletin Board
(black)
48”W X 36”L X 78”H

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

C) 220111
Chrome Stanchion w/ 8’ Retractable Belt
(black, ball) 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) 220134
Brushed Aluminum Easel
(open 5 1/4”W X 64 1/4”H)
24”W X 62”H

H) 220106
Corrugated Wastebasket
(black)
NAME OF SHOW: Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (407) 816-7900 to speak with one of our experts.

### SOFT SEATING

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NAME OF SHOW: Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME:  

CONTACT NAME:  

PHONE #:  

E-MAIL ADDRESS:  

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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## Table Top Risers - Risers are 8" wide

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For Assistance, please call (407) 816-7900 to speak with one of our experts.

### Table Top Risers - Risers are 8” wide (continued)

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### Pedestal Tables - Soho Series

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### Pedestal Tables

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### Table Riser (continued)

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

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**Card Forum 2020 / May 18 - 20, 2020**

For Assistance, please call (407) 816-7900 to speak with one of our experts.
NAME OF SHOW:  Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME:  
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**Powered Tables**

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**Powered Pedestals**

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**Midtown Counters & Bars**

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**DISPLAY & ACCESSORIES**

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**Display**

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## Boxwood Hedges

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## Accessories

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## Special Drape

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<td>White</td>
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## TOTAL COST

\[
\text{Sub-Total} + \text{7\% Tax} = \text{Total Cost}
\]

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
### NAME OF SHOW:
Card Forum 2020 / May 18 - 20, 2020

### COMPANY NAME:

### CONTACT NAME:

### E-MAIL ADDRESS:

For Assistance, please call 407-816-7900 to speak with one of our experts.

---

#### ACCESSORIES

**PERFBOARD - SINGLE SIDED**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Online Special</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>1020180</td>
<td>1 M x 8'H Single Side-Vert</td>
<td>$267.30</td>
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<td>374.20</td>
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<tr>
<td>1020182</td>
<td>½M x 8'H Single Side-Vert</td>
<td>$158.00</td>
<td>173.80</td>
<td>221.20</td>
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<tr>
<td>10201482</td>
<td>4' x 8' Double Sided-Horz</td>
<td>$267.30</td>
<td>294.05</td>
<td>374.20</td>
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<tr>
<td>10201484</td>
<td>Bulletin Board</td>
<td>$267.30</td>
<td>294.05</td>
<td>374.20</td>
<td></td>
</tr>
<tr>
<td>10202</td>
<td>Loop Hook per dozen</td>
<td>$10.85</td>
<td>11.95</td>
<td>15.20</td>
<td></td>
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<tr>
<td>10203</td>
<td>Single Hook per dozen</td>
<td>$23.50</td>
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<tr>
<td>10204</td>
<td>Double Hook per dozen</td>
<td>$10.85</td>
<td>11.95</td>
<td>15.20</td>
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**PERFBOARD - SINGLE SIDED**

<table>
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<th>Description</th>
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<tr>
<td>1020182</td>
<td>½M x 8'H Single Side-Vert</td>
<td>$158.00</td>
<td>173.80</td>
<td>221.20</td>
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<tr>
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<td>4' x 8' Double Sided-Horz</td>
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<td>294.05</td>
<td>374.20</td>
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<tr>
<td>10201484</td>
<td>Bulletin Board</td>
<td>$267.30</td>
<td>294.05</td>
<td>374.20</td>
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<tr>
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<td>Double Hook per dozen</td>
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<td>11.95</td>
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**CHROME GARMENT RACK**

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<tbody>
<tr>
<td>103028</td>
<td>Chrome Grid</td>
<td>$124.60</td>
<td>137.05</td>
<td>174.45</td>
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</tr>
<tr>
<td>103010</td>
<td>Black Grid</td>
<td>$124.60</td>
<td>137.05</td>
<td>174.45</td>
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<tr>
<td>103029</td>
<td>Grid Legs - Chrome</td>
<td>$48.00</td>
<td>52.80</td>
<td>67.20</td>
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<tr>
<td>103029</td>
<td>Grid Legs - Black</td>
<td>$48.00</td>
<td>52.80</td>
<td>67.20</td>
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<tr>
<td>103030</td>
<td>Grid Connectors</td>
<td>$15.60</td>
<td>17.15</td>
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**GRID ACCESSORIES**

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<tbody>
<tr>
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<td>7-Ball Waterfall</td>
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<tr>
<td>10403</td>
<td>2-way Straight Arm</td>
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<td>2-way Slant Arm</td>
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**GRID LEGS**

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<tbody>
<tr>
<td>103028</td>
<td>Chrome Grid</td>
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<td>137.05</td>
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<td>103010</td>
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<td>137.05</td>
<td>174.45</td>
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<tr>
<td>103029</td>
<td>Grid Legs - Chrome</td>
<td>$48.00</td>
<td>52.80</td>
<td>67.20</td>
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<tr>
<td>103029</td>
<td>Grid Legs - Black</td>
<td>$48.00</td>
<td>52.80</td>
<td>67.20</td>
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<tr>
<td>103030</td>
<td>Grid Connectors</td>
<td>$15.60</td>
<td>17.15</td>
<td>21.85</td>
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**TICKET TUMBLER**

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<td>Garment Rack</td>
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<td>15905</td>
<td>Fish Bowl</td>
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<td>50.15</td>
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<tr>
<td>6605</td>
<td>40 Gallon Trash receptacle</td>
<td>$178.80</td>
<td>196.70</td>
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<tr>
<td>159011</td>
<td>Ticket Tumbler - Small</td>
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<tr>
<td>159020</td>
<td>Ballot Box 12”x12” square</td>
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<td>Ballot Box 18”x18” square</td>
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<td>15104</td>
<td>Pad Lock</td>
<td>$66.10</td>
<td>72.70</td>
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**2’ x 8’ GRID PANELS**

**4 WAY CONNECTORS**

#### TOTAL COST

Don't see what you need? Please call an Exhibitor Services Representative @ 407-816-7900.

---

For fast, easy ordering, go to www.freeman.com/store
**NAME OF SHOW:** Card Forum 2020 / May 18 - 20, 2020  
**COMPANY NAME:**  
**CONTACT NAME:**  
**E-MAIL ADDRESS:**

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

---

### SHOWCASES

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<tr>
<td></td>
<td>101043</td>
<td>4' FULL VISION CASE</td>
<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
<td>$860.65</td>
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<td>101051</td>
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<td>$580.45</td>
<td>$638.50</td>
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<td>$860.65</td>
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<td>101061</td>
<td>6' FULL VISION CASE</td>
<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
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<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
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<td>101050</td>
<td>5' HALF VISION CASE</td>
<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
<td>$860.65</td>
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<tr>
<td></td>
<td>101060</td>
<td>6' HALF VISION CASE</td>
<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
<td>$860.65</td>
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<tr>
<td></td>
<td>1010200</td>
<td>TOWER CASE</td>
<td>$614.25</td>
<td>$675.70</td>
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<td>$1,164.00</td>
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### QUARTER VISION CASE

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<tbody>
<tr>
<td></td>
<td>101044</td>
<td>4' QUARTER VISION CASE</td>
<td>$580.45</td>
<td>$638.50</td>
<td>$812.65</td>
<td>$860.65</td>
</tr>
<tr>
<td></td>
<td>101052</td>
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<td>$580.45</td>
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<td>$860.65</td>
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<tr>
<td></td>
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### CORNER VISION CASE

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<tr>
<td></td>
<td>101090</td>
<td>HALF CORNER VISION CASE</td>
<td>$590.45</td>
<td>$638.50</td>
<td>$812.65</td>
<td>$860.65</td>
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### TOWER CASE

Dimensions are 20"L x 20"D x 80"H  
3 Glass Shelves  
Lights  
Locks  
Available in 20 x 20 Square Only

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<tr>
<th>Qty</th>
<th>Part #</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1010200</td>
<td>TOWER CASE</td>
<td>$614.25</td>
<td>$675.70</td>
<td>$859.95</td>
<td>$1,164.00</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**
- Include the Freeman Method of Payment form with your order
- All Showcases are 20"D x 38"H, have lights, locks, sliding doors, white exterior, and white interior 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 + Tax (7.0) = TOTAL
FROM THE GROUND UP

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

Sustainability Tip:

DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.
PRESTIGE CARPET

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

Freeman’s prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

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

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

CLASSIC CARPET

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

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

Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
Pricing includes delivery, material handling, installation and removal.

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

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

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

For Assistance, please call (407) 816-7900 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

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

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

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

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td><strong>10' CLASSIC CARPET, PADDING &amp; PLASTIC COVERING</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>345.90</td>
<td>380.50</td>
<td>484.25</td>
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<tr>
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<td>10' x 20' Classic Carpet</td>
<td>691.80</td>
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<tr>
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<td>10' x 30' Classic Carpet</td>
<td>1,037.70</td>
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<td>1,452.80</td>
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<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>1,383.60</td>
<td>1,521.95</td>
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<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>133.55</td>
<td>146.90</td>
<td>186.95</td>
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<tr>
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<td>10' x 20' Carpet Padding - Single Layer</td>
<td>267.10</td>
<td>293.80</td>
<td>373.95</td>
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<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>400.65</td>
<td>440.70</td>
<td>560.90</td>
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<td>10' x 40' Carpet Padding - Single Layer</td>
<td>534.20</td>
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<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>534.20</td>
<td>587.60</td>
<td>747.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>801.30</td>
<td>881.45</td>
<td>1,121.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>1,068.40</td>
<td>1,175.25</td>
<td>1,495.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>.65</td>
<td>.70</td>
<td>.90</td>
<td></td>
</tr>
</tbody>
</table>

**9' CLASSIC CARPET, PADDING & PLASTIC COVERING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>223.60</td>
<td>245.95</td>
<td>313.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>447.20</td>
<td>491.90</td>
<td>626.10</td>
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<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>670.80</td>
<td>737.90</td>
<td>939.10</td>
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</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>894.40</td>
<td>983.85</td>
<td>1,252.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>120.20</td>
<td>132.20</td>
<td>168.30</td>
<td></td>
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<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>240.40</td>
<td>264.45</td>
<td>336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>360.60</td>
<td>396.65</td>
<td>504.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>480.80</td>
<td>528.90</td>
<td>673.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>240.40</td>
<td>264.45</td>
<td>336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>480.80</td>
<td>528.90</td>
<td>673.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>721.20</td>
<td>793.30</td>
<td>1,009.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>961.60</td>
<td>1,057.75</td>
<td>1,346.25</td>
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<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>.65</td>
<td>.70</td>
<td>.90</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Qty</td>
<td>Description</td>
<td>Price per sq. ft.</td>
<td>Online Price</td>
<td>Discount Price</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----</td>
<td>-------------</td>
<td>------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td></td>
<td></td>
<td>$1.45</td>
<td>$1.60</td>
<td>$2.05</td>
</tr>
<tr>
<td>Carpet Padding-1/2&quot; (Over 700 sq. ft.)</td>
<td></td>
<td></td>
<td>$1.30</td>
<td>$1.45</td>
<td>$1.80</td>
</tr>
<tr>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td></td>
<td></td>
<td>$2.90</td>
<td>$3.20</td>
<td>$4.05</td>
</tr>
<tr>
<td>Double Carpet Padding -1/2&quot; (Over 700 sq. ft.)</td>
<td></td>
<td></td>
<td>$2.60</td>
<td>$2.85</td>
<td>$3.65</td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub- Total + 7% Tax = Total Cost
For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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.

<table>
<thead>
<tr>
<th>VACUUMING (per sq. ft. - 100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>610100</td>
</tr>
<tr>
<td>610200</td>
</tr>
<tr>
<td>610300</td>
</tr>
<tr>
<td>610400</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SHAMPOOING (per sq ft - 100 sq ft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>630100</td>
</tr>
<tr>
<td>630200</td>
</tr>
<tr>
<td>630300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (# days)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>620500</td>
</tr>
<tr>
<td>6201500</td>
</tr>
<tr>
<td>6202500</td>
</tr>
<tr>
<td>6203500</td>
</tr>
</tbody>
</table>

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

TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>+</td>
<td>7% Tax</td>
<td>Total Cost</td>
</tr>
</tbody>
</table>

01/20 (496600) 9183
Custom Exhibit Services

Make a lasting impression with turnkey solutions that provide convenience and affordability.

• Cost-effective, innovative, turnkey exhibit solutions
• Rental or purchase
• Award winning exhibit design
• Complete installation and dismantle services included
• Single point of contact from beginning to end

The right exhibit design can invite interaction & engagement.

For further information, please contact:
Freeman Exhibitor Services at 407-816-7900 or email FreemanOrlandoES@Freemanco.com
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 zipped 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  0.25”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.
**QUICK TIPS**

**SMARTFABRIC EXHIBIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit.....</td>
<td></td>
<td>$2,801.50</td>
<td>$3,922.10</td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit.....</td>
<td></td>
<td>$5,401.50</td>
<td>$7,562.10</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</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit.........</td>
<td></td>
<td>$1,833.00</td>
<td>$2,566.20</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Frame Only Unit.........</td>
<td></td>
<td>$3,055.00</td>
<td>$4,277.00</td>
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</table>

**ACCESSORIES**

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

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

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

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>7% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

10 X 20

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 2

PACKAGE 3

PACKAGE 4
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5

PACKAGE 6

10 X 20

10 X 10
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.

- **SLATWALL**
- **COLORED PANELS**
- **SHELVES**
- **BLACK METAL**
- **CABINETS**
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, convord board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
NAME OF SHOW: Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME: __________________________ BOOTH #: ___________________

CONTACT NAME: __________________________ PHONE #: ___________________

E-MAIL ADDRESS: ________________________________________________________

For assistance, please call 407-816-7900 to speak with one of our experts.

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

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

RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package 1</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’</td>
<td>4,398.75</td>
<td>10’ x 20’</td>
<td>8,567.95</td>
<td>12,966.70</td>
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<tr>
<td>Package 2</td>
<td>10’ x 10’</td>
<td>3,132.05</td>
<td>10’ x 20’</td>
<td>6,034.45</td>
<td>9,166.50</td>
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<tr>
<td>Package 3</td>
<td>10’ x 10’</td>
<td>4,431.05</td>
<td>10’ x 20’</td>
<td>8,632.80</td>
<td>13,063.85</td>
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<tr>
<td>Package 4</td>
<td>10’ x 10’</td>
<td>5,596.00</td>
<td>10’ x 20’</td>
<td>10,962.45</td>
<td>16,558.45</td>
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<tr>
<td>Package 5</td>
<td>10’ x 10’</td>
<td>3,377.35</td>
<td>10’ x 20’</td>
<td>6,537.85</td>
<td>9,915.20</td>
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<tr>
<td>Package 6</td>
<td>10’ x 10’</td>
<td>3,521.75</td>
<td>10’ x 20’</td>
<td>6,879.80</td>
<td>10,371.55</td>
</tr>
</tbody>
</table>

* Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.

* Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

☐ Blue Fabric ☐ Gray Fabric ☐ Black Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

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

Check color choice

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

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

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

MV0719 (498600)
## For fast, easy ordering, go to www.freeman.com

### ACCESSORIES FOR RENTAL UNITS

**LIGHTS (use only on rentals)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>129.20</td>
<td>180.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>378.55</td>
<td>529.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>129.20</td>
<td>180.90</td>
<td></td>
</tr>
</tbody>
</table>

**SHELVES (use only on rentals)**

**CABINETS**

**GONDOLAS**

**(electrical service & labor to install lights not included)**

### LIGHT FIXTURES

**CABINETS & LOCKS**

- **Cabinets**
  - Black Fabric
  - Blue Fabric
  - Gray Fabric
  - White PVC

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17305</td>
<td>1m x ½m x 36' High</td>
<td>511.25</td>
<td>715.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1m x ½m x 42' High</td>
<td>551.15</td>
<td>771.60</td>
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</tr>
<tr>
<td></td>
<td>17308</td>
<td>2m x ½m x 36' High</td>
<td>776.25</td>
<td>1,086.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2m x ½m x 42' High</td>
<td>816.95</td>
<td>1,143.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1m Radius x ½m x 36' High</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>173011</td>
<td>1m Radius x ½m x 42' High</td>
<td>521.00</td>
<td>729.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>20.80</td>
<td>29.10</td>
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</table>

(RADIUS CABINET)

(comes with shelves)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1m x 4' High..</td>
<td>438.25</td>
<td>613.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174542</td>
<td>Double Sided 1m x 4' High..</td>
<td>582.55</td>
<td>815.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174581</td>
<td>Single Sided 1m x 8' High..</td>
<td>685.15</td>
<td>959.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174582</td>
<td>Double Sided 1m x 8' High..</td>
<td>910.60</td>
<td>1,274.85</td>
<td></td>
</tr>
</tbody>
</table>

**SIDE CABINETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

(Inside Shelves Available) Quoted on Request

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature ......</td>
<td>41.05</td>
<td>57.45</td>
<td></td>
</tr>
</tbody>
</table>

---

### TOTAL COST

**Sub-Total**  
**7% Tax**  
**Total Cost**

---

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
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.
**TABLE TOP 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>$1,343.30</td>
<td>$1,880.60</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>40&quot; H x 8&quot; W</td>
<td>$1,538.30</td>
<td>$2,153.60</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>$1,635.55</td>
<td>$2,289.75</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>40&quot; H x 8&quot; W</td>
<td>$1,830.50</td>
<td>$2,562.70</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>
</tr>
</thead>
<tbody>
<tr>
<td>8' H x 8' W</td>
<td>$1,855.95</td>
<td>$2,598.35</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>$2,504.70</td>
<td>$3,506.60</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>8' H x 6' W</td>
<td>$2,122.60</td>
<td>$2,971.90</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>$4,063.15</td>
<td>$5,688.40</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**CUSTOM GRAPHIC / PHOTO PANELS**

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

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY.</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**OPTIONAL ACCESSORIES**

**RENTAL**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total Qty</th>
<th>Discount</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>_____</td>
<td>$243.80</td>
<td>$341.30</td>
<td>_____</td>
<td>_____</td>
<td>$341.30</td>
<td>_____</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>_____</td>
<td>$126.65</td>
<td>$177.30</td>
<td>_____</td>
<td>_____</td>
<td>$177.30</td>
<td>_____</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>_____</td>
<td>$97.35</td>
<td>$136.30</td>
<td>_____</td>
<td>_____</td>
<td>$136.30</td>
<td>_____</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td>_____</td>
<td>$97.35</td>
<td>$136.30</td>
<td>_____</td>
<td>_____</td>
<td>$136.30</td>
<td>_____</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total Qty</th>
<th>Discount</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

---

**QUICK TIPS**

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

---

**PURCHASE UNITS TOTAL COST**

Sub-Total + 7.0% = TOTAL

**RENTAL UNITS TOTAL COST**

Sub-Total + 7.0% = TOTAL

---

**DISCOUNT PRICE**

DEADLINE DATE

APRIL 27, 2020
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
- 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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
F R E E M A N
1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900  Fax: (469) 621-5605
Freeman Orlando ES@freeman.com

NAME OF SHOW:  Card Forum 2020 / May 18 - 20, 2020

DISCOUNT PRICE DEADLINE DATE APRIL 27, 2020

CONTACT NAME:
PHONE #:
E-MAIL ADDRESS:

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

   L   X   W   =   sq. ft.

   $ 24.70   per sq. ft. discount price

   $ 37.05   per sq. ft. standard price

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

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

File Information:
   Electronic File Name
   Application
   PMS Colors

   Backing Material:
   □ Freeman Foam (Foamcore)
   □ Freeman PVC (PVC)
   □ Freeman HD Foam (Gatorfoam)
   □ Freeman Polyfoam (Ultra Board)
   □ Masonite
   □ Plexi
   □ Freeman Honeycomb (Eco-Board)
   □ Other

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

   Vertical
   Horizontal
   Use Your Judgment For Sign Layout

   Special Instructions

   01/20 (496600)

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

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>@</td>
<td>70.90</td>
<td>106.35</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@</td>
<td>72.65</td>
<td>109.00</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@</td>
<td>78.20</td>
<td>117.30</td>
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</tr>
<tr>
<td>9&quot; x 44&quot;</td>
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<td>87.85</td>
<td>131.80</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@</td>
<td>92.65</td>
<td>139.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>@</td>
<td>101.80</td>
<td>152.70</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>@</td>
<td>132.45</td>
<td>198.70</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>@</td>
<td>144.45</td>
<td>216.70</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>@</td>
<td>204.60</td>
<td>306.90</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@</td>
<td>292.80</td>
<td>439.20</td>
<td></td>
</tr>
</tbody>
</table>

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.

Background Color:

Lettering Color:

TOTAL COST

Sub-Total + 7 % 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

RASER 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 (407) 816-7900 for assistance.
Union Jurisdictions for Miami, Florida

To assist you in planning for your participation in this upcoming exposition, 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 that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the 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. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

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 employees. Any request for such should be brought to the attention of a Freeman representative at the 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 cannot 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.
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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME ____________________________________________________________

CONTACT NAME: ______________________________________ PHONE #: ______________________

E-MAIL ADDRESS ______________________________________

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$118.50</td>
<td>$166.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$237.00</td>
<td>$332.00</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.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
• Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

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

Emergency contact: ______________________ Phone Number: ______________________

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

Supervisor will be: ______________________ Phone Number: ______________________

Date | Start Time | No. of People | Approx. Hrs. per Person x | Total Hrs. @ $ | Hourly Rate @ $ | Estimated Total Cost
---|------------|---------------|----------------------------|---------------|-----------------|---------------------|
|   |           |               |                            | @ $ | @ $ | = $ | = $ |

Freeman Supervision (30%/$45.00) = $          

Tax (7.0%) = $          

Total Installation = $          

DISMANTLE LABOR

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

Emergency contact: ______________________ Phone Number: ______________________

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

Supervisor will be: ______________________ Phone Number: ______________________

Date | Start Time | No. of People | Approx. Hrs. per Person x | Total Hrs. @ $ | Hourly Rate @ $ | Estimated Total Cost
---|------------|---------------|----------------------------|---------------|-----------------|---------------------|
|   |           |               |                            | @ $ | @ $ | = $ | = $ |

Freeman Supervision (30%/$45.00) = $          

Tax (7.0%) = $          

Total Dismantle = $          

Straight Time-
8:00 A.M. to 4:30 P.M. Monday through Friday .....................................................$ 118.50 $166.00
Overtime-
6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday ...............................................$ 237.00   $332.00

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.
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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.

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.
NAME OF SHOW: Card Forum 2020 / May 18 - 20, 2020

COMPANY NAME: 

CONTACT NAME: 

PHONE#: 

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**

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of: Crates</td>
<td>Cartons</td>
<td>Fiber Cases</td>
</tr>
</tbody>
</table>

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

Carpet: With Exhibit Rented From Freeman Color Size

Electrical Placement: 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.
FORKLIFT RIGGING EQUIPMENT AND LABOR

### FORKLIFT LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$234.00</td>
<td>$327.75</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$354.50</td>
<td>$496.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$307.00</td>
<td>$430.50</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$428.00</td>
<td>$599.25</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$337.00</td>
<td>$472.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$457.50</td>
<td>$640.50</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$245.75</td>
<td>$344.25</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$368.25</td>
<td>$515.00</td>
</tr>
</tbody>
</table>

### RIGGING LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$120.75</td>
<td>$169.25</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$241.50</td>
<td>$338.25</td>
</tr>
</tbody>
</table>

### EQUIPMENT

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3009060</td>
<td>Forklift Cage</td>
<td>$54.00</td>
<td>$75.75</td>
</tr>
<tr>
<td>3009070</td>
<td>Forklift Boom</td>
<td>$54.00</td>
<td>$75.75</td>
</tr>
<tr>
<td>3009080</td>
<td>Pallet Jack</td>
<td>$56.00</td>
<td>$78.50</td>
</tr>
</tbody>
</table>

**INSTALLATION**

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

Describe work to be done: __________________________________________________________

**DISMANTLE**

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

Describe work to be done: __________________________________________________________

**DISCOUNT PRICE**

DEADLINE DATE

APRIL 27, 2020

For Assistance, please call 407-816-7900 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com/store
**EXHIBITOR SERVICES**
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic payment receipt will be emailed to you once payment has been received.

Prices are per day and apply to exhibit floor only. All rental rates subject to 15% increase if ordered on-site.

**MONITORS – Do not have USB Port, will require laptop.**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$620</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$855</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1270</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VIDEO/DATA DISPLAY**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POWER**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$515</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AUDIO**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$255</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LIGHTING**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$135</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MONITORS – Do not have USB Port, will require laptop.**

<table>
<thead>
<tr>
<th>Price</th>
<th>Days</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$620</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$855</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1270</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RENTAL TOTALS**

<table>
<thead>
<tr>
<th>1</th>
<th>EQUIPMENT TOTAL</th>
<th>(Multiply Price X Days X QTY per each item requested to get total amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SET UP AND TEAR DOWN</td>
<td>(24% OF LINE 1 OR $105 Minimum – REQUIRED)</td>
</tr>
<tr>
<td>3</td>
<td>SUB-TOTAL DUE</td>
<td>(A 15% Service Charge and 7% Local Sales Tax will apply to this amount)</td>
</tr>
</tbody>
</table>

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION**
FULL AMOUNT IS DUE WHEN ORDER IS PLACED
**Internet/Phone Request Form**

**Order form must be received 30 days prior to the installation date**
Phone: 305-577-1000, Request Conference Services Department
Fax Order Form to: 305-372-4496

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Exhibitor Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Contact Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Install Date &amp; Time</th>
<th>Removal Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibit Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PHONE LINES**

<table>
<thead>
<tr>
<th>Quantity Needed</th>
<th># Days</th>
<th>Advance Order (each per day)</th>
<th>Late Order (each per day)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did Line with Local &amp; Long Distance</td>
<td></td>
<td>$100.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Did Line for Computer/Fax</td>
<td></td>
<td>$100.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>House Phone</td>
<td></td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**CREDIT CARD MACHINES AND LAPTOPS MUST BE CONFIGURED TO DIAL "9" TO ACCESS LOCAL/LONG DISTANCE PHONE NUMBERS**

**HIGH SPEED INTERNET ACCESS**

<table>
<thead>
<tr>
<th>Quantity Needed</th>
<th># Days</th>
<th>Advance Order (each per day)</th>
<th>Late Order (each per day)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless (3mbps upload/download average)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Line</td>
<td></td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
</tbody>
</table>

An Order is Considered Late if Received less than 30 Days Prior to Install

Wireless Code Provided is Owned by Computer Once Signed on & Can Not be Switched to Another Computer

**CONDITIONS AND REGULATIONS**

Requests must be received 30 days prior to the installation date
An Order is Considered Late if Received less than 30 Days Prior to Install

Requests must be received 30 days prior to the installation date
An Order is Considered Late if Received less than 30 Days Prior to Install

I Agree that I will be responsible for all calls made from the above requested phone lines during the period indicated above

Signature ___________________________ Date ___________________________

**PAYMENT**

A credit card authorization form must be completed and sent with this form for the order to be processed along with a CLEAR photocopy of the front and back of the credit card and the ID of the card holder

If you are staying at the hotel you may bill the charge to your room by completing the details below

Name of Reservation: ___________________________

Dates of Stay: ___________________________

Confirmation Number: ___________________________
GROUP NAME: ____________________________

For Attention Of: __________________________

Credit Card #: _____________________________Exp Date: ________

for the following charges:

(    ) All Charges (    ) Banquets/Audio Visual
(    ) Guest Room and Tax (    ) Business Center
(    ) Guest Incidental Charges (  x ) Other
(    ) Guest Amenity Specify:

NOTE: The person executing this agreement, and, if applicable, the entity on whose behalf such person is executing this Agreement, shall be jointly and severally liable for payment of all charges incurred pursuant to this Agreement, inclusive of late charges.

SPECIAL REQUESTS:
___________________________________________________
___________________________________________________
___________________________________________________

BILLING ADDRESS:
___________________________________________________
___________________________________________________
___________________________________________________

TELEPHONE NUMBER: ______________________
E-mail: ______________________

CARDHOLDER SIGNATURE ____________________________ DATE: __________

Please return via fax to (305) 372-4496
SECURITY REQUEST FORM
PHONE: (305) 577-1000 – Request Conference Services Department
FAX: (305) 392-4793

Client Information

Name of Group: __________________________________________

On Site Contact __________________________________________ Phone #: ____________________________

Type of Event: __________________________________________

Dates in House: __________________________________________

Detail Location: __________________________________________

Hourly Rate: $40.00 per Hotel Inter-Continental Officer
Hourly Rate: $50.00 per City of Miami Police Officer

➢ Requests must be received one week in advance
➢ Rates noted are subject to a four hour minimum
➢ To maintain hotel service standards and for the safety & comfort of your attendees, no outside security agencies are permitted

Dates and Times Requesting Security

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th># Officers</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Person: ___________________________ Date: ___________________________

Signature: ___________________________________________
FLORAL & BOOTH DECORATIONS – ORDER FORM

**Plant Rentals:**

5’-6’ Green Plants in Baskets: $80.00 Each for show
$80.00 Each X _______No. Plants = Total $________

3’-4’ Green Plants in Baskets - $60.00 Each for show
$60.00 Each X _______No. Plants = Total $________

**Seasonal Blooming Plant Rentals:** $45.00 Each

$45.00 Each X _______No. Plants = Total $________

**Beautiful Flower Arrangements:** (FOR PURCHASE ONLY)

Small Arrangements - $60.00 Each X__________ No. = Total $______

Medium Arrangements - $80.00 Each X__________ No. = Total $______

Large Arrangements - $100.00 Each X__________ No. = Total $______

**Boston Fern Plant Rentals:** $45.00 Each

$45.00 Each X _______No. Plants = Total $________

Please complete all information and at least 2 weeks before the event:

1) Scan the form and Email to: orders@buning.com (or) Fax to: 954-677-0783

2) Please Note - For refunds, all cancellations must be received by email and confirmed by phone no later than two weeks prior to the scheduled event.

3) For questions, call Buning the Florist at 800-940-1778 or 954-731-1776

**WE WILL CONFIRM YOUR ORDER BY PHONE OR EMAIL**

(Please Print)

Company Name: ___________________________________ Phone: (                  )__________

Contact Name: ___________________________________ Email: __________________________

Address: __________________________________________________________________________

City/State/Zip: _________________________________________________________________

☐ Bill to credit card (complete below)      ☐ Check is enclosed (check must be drawn on a US Bank)

Type Card __________ Card No. __________________________ Exp. Date ________

Name on Card __________________________ Signature ____________________________

<table>
<thead>
<tr>
<th>Total Plants/Flowers</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Up/Pickup Charge</td>
<td>$25.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
</tr>
<tr>
<td>6.5% Tax on Subtotal</td>
<td>$</td>
</tr>
<tr>
<td>Order Total</td>
<td>$</td>
</tr>
</tbody>
</table>