

2018 EXHIBITOR KIT



DALLAS
LEIPZIG

10TH
ANNIVERSARY

DECEMBER 13-15, 2018
OMNI DALLAS HOTEL • DALLAS, TX

BIANNUAL, CONTINUING MEDICAL EDUCATION CONFERENCE
FOR CARDIOVASCULAR PROFESSIONALS

Don't Miss Vital Learning in Valvular Heart Disease

DALLASLEIPZIG.COM



SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

All aisles and booths will be carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by November 21, 2018

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Wednesday December 12, 2018 2:00 PM - 8:00 PM

EXHIBIT HOURS

Thursday December 13, 2018 7:00 AM - 5:30 PM
Friday December 14, 2018 7:00 AM - 3:30 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Friday December 14, 2018 3:30 PM - 6:30 PM

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, December 14, 2018 at 6:30 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, December 14, 2018 at 5:00 PM.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

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

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by November 21, 2018. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

DALLAS LEIPZIG

C/O FREEMAN

5130 CASH RD

DALLAS, TX 75247

Freeman will accept crated, boxed or skidded materials beginning Monday, November 12, 2018, at the above address. Material arriving after December 07, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (214) 634-1463.

PLEASE NOTE: The office and warehouse will be closed Thursday & Friday, November 22 & 23, 2018, in observance of Thanksgiving. Shipments will not be accepted on these dates.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

DALLAS LEIPZIG

C/O FREEMAN

OMNI DALLAS HOTEL

555 S LAMAR

DALLAS, TX 75202

Freeman will receive shipments at the exhibit facility beginning Wednesday, December 12, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (214) 634-1463.

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

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by November 21, 2018.

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 <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.



FREEMAN

3801 Adler Dr, Ste 100
 Dallas, TX 75211
 (214) 634-1463 Fax: (469) 621-5601

DISCOUNT PRICE
 DEADLINE DATE
 NOVEMBER 21, 2018

INCLUDE THIS FORM
 WITH YOUR ORDER
 PLEASE USE BLACK INK

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (408351) on your remittance.

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

AMERICAN EXPRESS **MASTER CARD** **VISA** **We do not accept credit card information via email.**

BANK TRANSFER
 Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
 ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
 ABA#: 111000012 ACCT# 1252039192 Freeman

Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN method of payment

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection 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 charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman 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, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

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

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

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted 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 OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER 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 ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No claim for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. 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 atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

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

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

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

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

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman of carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 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 delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

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

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME:	BOOTH #:	BOOTH SIZE: X	
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the 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: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
- DALLAS LEIPZIG**
- C/O: FREEMAN
5130 CASH RD
DALLAS, TX 75247
- MUST BE DELIVERED BY DECEMBER 07, 2018
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
- DALLAS LEIPZIG**
- C/O: FREEMAN
OMNI DALLAS HOTEL
555 S LAMAR
DALLAS, TX 75202
- CANNOT BE DELIVERED BEFORE DECEMBER 12, 2018

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

SHIPPING INFORMATION

Items to be shipped	Est. Weight
Number of Pieces	
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (color _____)	_____
___ Skids/Pallets	_____
___ Carpet (color _____)	_____
___ Other (_____)	_____
___ Total	_____

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (408351) _____

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

3801 Adler Dr., Ste. 100
 Dallas, TX 75211
 (214) 634-1463 • Fax: (469) 621-5601

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 78.50	157.00
Special Handling Shipment.....	\$ 102.25	204.50
Carpet and/or Pad Only Shipment.....	\$ 117.75	235.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 76.25	152.50
Special Handling Shipment.....	\$ 99.25	198.50
Uncrated or Pad Wrapped Shipment.....	\$ 114.50	229.00
Carpet and/or Pad Only Shipment.....	\$ 114.50	229.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after the deadline.....	\$ 19.75	39.50
Show Site Shipment after the deadline.....	\$ 19.25	38.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 28.75	57.50
Carpet and/or Pad Only Shipment.....	\$ 28.75	57.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 28.75	57.50
Carpet and/or Pad Only Shipments.....	\$ 28.75	57.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.25% Tax	N/A
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have “No Documentation”?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

POV CART SERVICE FREIGHT MOVE IN INFORMATION

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. **Exhibitors may unload their own vehicles provided their vehicle qualifies** and they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, or anything with a motor etc.).

Process onsite for unloading freight or vehicles on the show floor

Exhibitors wishing to self-unload

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

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

DOLLIES THAT QUALIFY:



DOLLIES THAT DO NOT QUALIFY:



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

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

FREEMAN

3801 Adler Dr., Ste.100
Dallas, TX 75211

(214) 634-1463 • Fax: (469) 621-5601

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Privately Owned Vehicle Cart Service Rates and Procedures

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

Cart Rate: \$ 172.00 round trip per cartload

Service to include:

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

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

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

EXHIBITOR MOVE-IN

Wednesday December 12, 2018 2:00 PM - 8:00 PM

PLEASE CHECK DESIRED SERVICE:

INBOUND

Approximate number of pieces: _____

Move-in day you will receive this service: _____

OUTBOUND

Approximate number of pieces: _____

The above rates and procedures apply **ONLY** to passenger size vehicles. **NO** trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.

FREEMAN

3801 Adler Dr, Ste 100
 Dallas, TX 75211
 (214) 634-1463 Fax: (469) 621-5601

OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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.

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**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 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.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 12, 2018

RECEIVING DATE BEGINS: NOVEMBER 12, 2018

DEADLINE DATE IS: DECEMBER 07, 2018

DEADLINE DATE IS: DECEMBER 07, 2018

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
5130 CASH RD**

DALLAS, TX 75247

**C/O: FREEMAN
5130 CASH RD**

DALLAS, TX 75247

WAREHOUSE

WAREHOUSE

EVENT: DALLAS LEIPZIG

EVENT: DALLAS LEIPZIG

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 12, 2018

CANNOT DELIVER BEFORE DECEMBER 12, 2018

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
OMNI DALLAS HOTEL
555 S LAMAR

C/O: FREEMAN
OMNI DALLAS HOTEL
555 S LAMAR

DALLAS, TX 75202

DALLAS, TX 75202

SHOW SITE

SHOW SITE

EVENT: _____ **DALLAS LEIPZIG**

EVENT: _____ **DALLAS LEIPZIG**

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

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

FURNISH FORWARD

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



CHAIR *SELECT*
black vinyl **810119**

36"L 30"D 33"H
⊕ Powered options available



LOVESEAT *SELECT*
black vinyl **830120**

62"L 30"D 33"H
⊕ Powered options available



SOFA *SELECT*
black vinyl **830119**

87"L 30"D 33"H
⊕ Powered options available

Munich



CORNER CHAIR *SELECT*
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR *SELECT*
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT *SELECT*
gray **830200**

45"L 27"D 28.5"H



SECTIONAL - 3 PIECE *SELECT*
gray **830201**

93.5"L 27"D 28.5"H

Baja

CHAIR *SELECT*
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT *SELECT*
white vinyl **83020**

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

SOFA *SELECT*
platinum suede **8301**

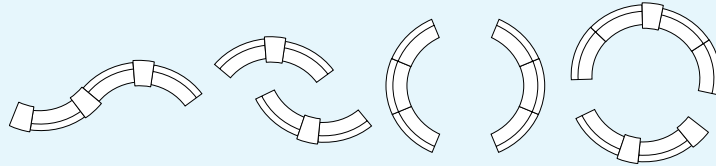
69"L 29"D 33"H

OTTOMAN *SELECT*
platinum suede **8151**

25"L 31"D 18"H



possible configurations



Key Largo



LOVESEAT *SELECT*
black fabric **830950**

57"L 35"D 34"H



SOFA *SELECT*
black fabric **830951**

79"L 35"D 34"H



CHAIR *SELECT*
black fabric **810950**

35"L 35"D 34"H

Allegro

CHAIR *SELECT*
blue fabric **81019**

36"L 34.5"D 30"H

SOFA *SELECT*
blue fabric **83015**

73"L 34.5"D 30"H



SEATING

Fairfax

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



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



Hopi

CHAIR *SELECT*
gray linen **810140**
21"L 25"D 34"H



LOVESEAT *SELECT*
gray linen **830150**
48"L 25"D 34"H



Tangiers

CHAIR *SELECT*
ivory/cream/beige fabric **810118**
34"L 37"D 36"H



LOVESEAT *SELECT*
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H



SOFA *SELECT*
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**
black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**
black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

**HALF BENCH
OTTOMAN** *SELECT*
white vinyl **815119**

39"L 23"D 18"H



**VIBE CUBE
OTTOMAN** *SELECT*

blue vinyl **81518**
red vinyl **81519**
orange vinyl **81525**
pink vinyl **81520**
yellow vinyl **81517**
black vinyl **81530**
white vinyl **81531**
steel blue vinyl **81532**
silver vinyl **81533**
purple vinyl **81534**

18"L 18"D 18"H



**MARCHE SWIVEL
OTTOMAN** *SELECT*

gray fabric **815151**
red fabric **815154**
blue fabric **815159**
linen fabric **815152**
meadow green fabric **815157**
pear yellow fabric **815158**
plum fabric **815156**
raspberry fabric **815153**
rose quartz fabric **815155**
white vinyl **815150**

17" Round 18"H



**EDGE LED
CUBE OTTOMAN*** *SELECT*

high-density plastic **81526**

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

⊗ Powered

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



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

⊗ See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



BEVERLY BENCH OTTOMAN *SELECT*
black vinyl **81550**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
brown fabric **81551**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
gray fabric **81552**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
linen fabric **81553**
ivory/cream/beige

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
ocean blue fabric **81554**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
red fabric **81555**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
white vinyl **81556**

60"L 20"D 18"H

OCCASIONAL CHAIRS

**BLACK DIAMOND
SIDE CHAIR** **ESSENTIALS**
71089

21"W | 23"L | 32"H

**BLACK DIAMOND
ARMCHAIR** **ESSENTIALS**
71090

20"W | 21"L | 33"H

LAGUNA CHAIR **SELECT**
maple/chrome 810861

18"L | 19"D | 34"H



**LIMERICK® CHAIR
BY HERMAN MILLER** **ESSENTIALS**
gray 210108

18"W | 17.75"L | 33"H

MADRID CHAIR **SELECT**
black vinyl/chrome 8102
white vinyl/chrome 810816

30"L | 30"D | 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

White Vibe Cube Ottoman | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**
 espresso vinyl **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

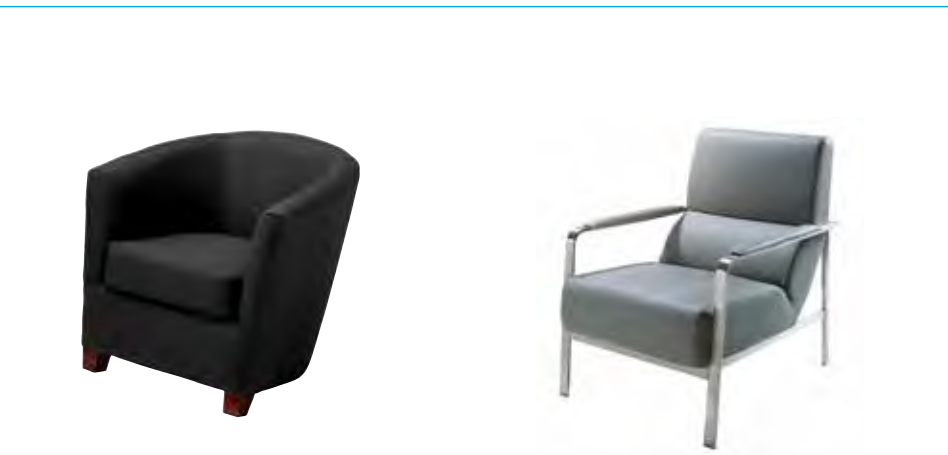
black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**
 green molded plastic **810130**

20"L 20"D 32"H



FREEMAN

OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**
black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**
black vinyl **810944**

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



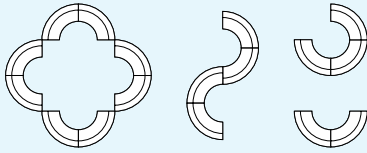
FREEMAN

BARS & BARSTOOLS

MARTINI BAR **SELECT**
gray metal rounded bar with frosted
glass top and chrome legs **8501**

67"L | 22"D | 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**
71088

22"W | 18"L | 46"H

GRAY GASLIFT STOOL **ESSENTIALS**
with arms **71048**
without arms **71047**

24"W | 20"L | 46"H | Adjustable

LAGUNA BARSTOOL **SELECT**
maple/chrome **810860**

18"L | 20"D | 47"H



LIMERICK® STOOL
BY HERMAN MILLER **ESSENTIALS**
gray **210109**

18"W | 17.75"L | 44"H

LIFT BARSTOOL **SELECT**
gray vinyl/chrome **810872**
red vinyl/chrome **810873**
black vinyl/chrome **810871**
white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



APEX BARSTOOL **SELECT**
black vinyl **810951**
blue ultra suede **810952**
red vinyl **810953**
white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

white vinyl/chrome **810103**
black vinyl/chrome **810104**

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

white vinyl/chrome **810840**
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

blue plastic/chrome **810200**
white plastic/chrome **810201**

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 22**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

TABLES*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



BLACK-TOP CAFÉ **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



BLACK-TOP BISTRO **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



BUTCHER BLOCK-TOP CAFÉ **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



BUTCHER BLOCK-TOP BISTRO **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H



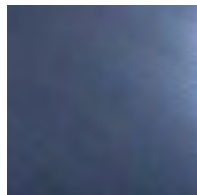
HYDRAULIC BASE CAFÉ TABLE **SELECT**
maple 8201208

30" Round 29"H



HYDRAULIC BASE BAR TABLE **SELECT**
maple 8201207

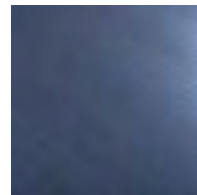
30" Round 45"H



actual color

STANDARD BASE CAFÉ TABLE **SELECT**
blue steel 8201203

30" Round 29"H



actual color

STANDARD BASE BAR TABLE **SELECT**
blue steel 8201204

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
maple **8201205**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
white laminate **820125**
36" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
gray acajou **820241**
30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** *SELECT*
gray acajou **820240**
30" Round 45"H



**MADISON
CAFÉ TABLE** *SELECT*
gray acajou **820265**
30" Round 29"H



**MADISON
BAR TABLE** *SELECT*
gray acajou **820264**
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201220**
30" Round 29"H



**30" BAR TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201221**
30" Round 42"H



**30" BAR TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201222**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201223**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - RED**
SELECT
red laminate **820920**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - RED**
SELECT
red laminate **820921**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820922**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820923**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - SILVER**
SELECT
silver **820924**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - SILVER**
SELECT
silver **820925**
30" Round 29"H

OCCASIONAL, END & COCKTAIL TABLES

Silverado

END TABLE **SELECT**
tempered glass/painted steel **82015**

24" Round 22"H

COCKTAIL TABLE **SELECT**
tempered glass/painted steel **82014**

36" Round 17"H



Alondra

END TABLE **SELECT**
glass/chrome **820252**

20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome **820250**

47"L 24"D 16"H



END TABLE **SELECT**
wood/chrome **820253**

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome **820251**

47"L 24"D 17"H



Atomic

36" ROUND TABLE **SELECT**
glass/chrome **8201224**

36" Round 30"H

42" ROUND TABLE **SELECT**
glass/chrome **8201225**

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE **SELECT**
wood/black steel **82028**

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**
wood/black steel **82027**

47"L 24"D 17"H



END TABLE **SELECT**
glass/chrome **82035**

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome **82034**

50"L 22"D 16"H

Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE *SELECT*
brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE *SELECT*
brushed metal **82074**

47"L 15.5"D 16"H



AURA

ROUND TABLE *SELECT*
white metal **820844**

15" Round 22"H

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

20"L 20"D 20"H



GEO SQUARE-ROUND TABLE *SELECT*

glass/black steel **82043**
glass/chrome **82044**

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE **SELECT**
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**
walnut finish **82087**

47"L 27"D 19"H



Rustique

SQUARE METAL BAR TABLE **SELECT**
gray finish **8201226**

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



CONFERENCE TABLES

GEO CONFERENCE TABLE *SELECT*

glass/black steel **82041**
 glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE *SELECT*

gray acajou **820260**

42" Round 29"H



42" ROUND WHITE CONFERENCE TABLE *SELECT*

white laminate **820708**

42" Round 29"H

6' OVAL CONFERENCE TABLE *SELECT*

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminate/metal

82067

72"L 26"D 30"H

G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminate/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



VENTURA BAR TABLE *SELECT*
W/ GROMMET HOLES
maple **820951**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
black **820952**
 72.25"L 26.25"D 42"H



VENTURA BAR TABLE *SELECT*
W/ GROMMET HOLES
white **820953**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
maple **820954**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
white **820956**
 72.25"L 26.25"D 42"H

FREEMAN

OFFICE



MADISON DESK *SELECT*
gray acajou **84075**

60"L 30"D 29"H



MADISON CREDENZA *SELECT*
gray acajou **84077**

60"L 20"D 29"H



MADISON BOOKCASE *SELECT*
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



WORK DESK *SELECT*
white laminate **820706**

48"L 24"D 30"H



MERLIN TABLE *SELECT*
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Key Largo Chair | 810950 | **Page 4**

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

VENTURA COMMUNAL BAR TABLE POWERED* **SELECT**
black **820950**

72.25"L | 26.25"D | 42"H

VENTURA COMMUNAL BAR TABLE POWERED* **SELECT**
white **820955**

72.25"L | 26.25"D | 42"H



G30 CAFÉ TABLE, POWERED* **SELECT**
white top **82071**

72"L | 26"D | 30"H

G30 CAFÉ TABLE, W/ GROMMETS POWERED* **SELECT**
white top **82069**

72"L | 26"D | 30"H



TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* **SELECT**
black metal **84083**
desk only **84084**

60"L | 30"D | 30"H

SYDNEY COCKTAIL TABLE, POWERED* **SELECT**
black laminate/brushed steel **82076**
white laminate/brushed steel **82073**

48"L | 26"D | 18"H



POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36" **SELECT**
black **85060**
white **85061**

24"L | 24"D | 36"H

POWERED* LOCKING PEDESTAL, 42" **SELECT**
black **85062**
white **85063**

24"L | 24"D | 42"H



Power Panel Detail

BANQUETTE

CENTER CONE **SELECT**
8506

38" Round | 51"H

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



*Electrical power must be ordered separately

POWERED

STORAGE

**3 DRAWER
FILE CABINET
ON CASTORS** **SELECT**
84080

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

**TWO-DRAWER
74082**

15"W 29"L 28"H

**FOUR-DRAWER
74081**

15"W 29"L 50"H



**POSH SHELVING
W/ CHROME FRAME** **ESSENTIALS**
white **85020**

36"W 18"L 72"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



REFRIGERATOR* **SELECT**
white - 14.0 cubic feet **8503001**

28"L 28"D 64"H

LIGHTING



**MASON TABLE
LAMP*** **SELECT**
white/brushed silver **850707**

16" Round 26"H



**MASON FLOOR
LAMP*** **SELECT**
white/brushed silver **850708**

18" Round 55"H

*Electrical power must be ordered separately

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

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



TABLET STAND ACCESSORIES

BROCHURE HOLDER* *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* *SELECT*

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* *SELECT*

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT *ESSENTIALS*
220121

42"H

CHROME SIGN HOLDER *ESSENTIALS*
220118

Holds 22" x 66" sign

ROUND LITERATURE RACK *ESSENTIALS*
750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK *ESSENTIALS*
750136

10"W 55"H

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

CHROME COAT TREE *ESSENTIALS*
220109

8 1/4"W (21"W at the base) x 69 1/2"H

BRUSHED ALUMINUM EASEL *ESSENTIALS*
220134

When open 5 1/4" (W) x 64 1/4" (H) 26"W x 62"H

CHROME BAG RACK *ESSENTIALS*
220110

1"W (3" at center) x 41" H x 26"W



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD *ESSENTIALS*
10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET *ESSENTIALS*
220106



WASTEBASKET *ESSENTIALS*
wastebasket color may vary.
220107

FREEMAN

3801 Adler Dr, Ste 100
 Dallas, TX 75211
 (214) 634-1463 Fax: (469) 621-5601

ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE

NOVEMBER 21, 2018

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
_____	810119*	Chair.....	462.00	508.20	646.80	_____
_____	830120*	Loveseat.....	666.50	733.15	933.10	_____
_____	830119*	Sofa.....	636.00	699.60	890.40	_____
Munich Group - Gray Fabric						
_____	810150*	Corner Chair.....	532.00	585.20	744.80	_____
_____	810151*	Armless Chair.....	466.00	512.60	652.40	_____
_____	830200*	Armless Loveseat.....	780.00	858.00	1,092.00	_____
_____	830201*	Sectional - 3 Piece.....	1,776.00	1,953.60	2,486.40	_____
Baja Group - White Vinyl						
_____	81050*	Chair.....	500.00	550.00	700.00	_____
_____	83020*	Loveseat.....	550.00	605.00	770.00	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	619.50	681.45	867.30	_____
_____	8151*	Ottoman.....	271.00	298.10	379.40	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	620.50	682.55	868.70	_____
_____	830951*	Sofa.....	686.00	754.60	960.40	_____
_____	810950*	Chair.....	489.50	538.45	685.30	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	439.50	483.45	615.30	_____
_____	83015*	Sofa.....	701.50	771.65	982.10	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	413.00	454.30	578.20	_____
_____	830949*	Sofa.....	659.00	724.90	922.60	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	213.00	234.30	298.20	_____
_____	830150*	Loveseat.....	271.50	298.65	380.10	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	411.00	452.10	575.40	_____
_____	830220*	Loveseat.....	656.00	721.60	918.40	_____
_____	830118*	Sofa.....	531.00	584.10	743.40	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	301.50	331.65	422.10	_____
_____	815123*	Endless Square - Black Vinyl.....	301.50	331.65	422.10	_____
_____	815953*	Endless Curve - White Vinyl.....	511.50	562.65	716.10	_____
_____	815952*	Endless Curve - Black Vinyl.....	511.50	562.65	716.10	_____
_____	815119*	Half-Bench - White Vinyl.....	339.00	372.90	474.60	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	137.50	151.25	192.50	_____
_____	81519*	Vibe Cube - Red Vinyl.....	137.50	151.25	192.50	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	137.50	151.25	192.50	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	137.50	151.25	192.50	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	137.50	151.25	192.50	_____
_____	81530*	Vibe Cube - Black Vinyl.....	119.50	131.45	167.30	_____
_____	81531*	Vibe Cube - White Vinyl.....	119.50	131.45	167.30	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	_____
_____	815151*	Marche Swivel - Gray Fabric.....	211.00	232.10	295.40	_____
_____	815154*	Marche Swivel - Red Fabric.....	211.00	232.10	295.40	_____
_____	815159*	Marche Swivel - Blue Fabric.....	211.00	232.10	295.40	_____
_____	815152*	Marche Swivel - Linen Fabric.....	211.00	232.10	295.40	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	211.00	232.10	295.40	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	211.00	232.10	295.40	_____
_____	815156*	Marche Swivel - Plum Fabric.....	211.00	232.10	295.40	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	211.00	232.10	295.40	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	211.00	232.10	295.40	_____
_____	815150*	Marche Swivel - White Vinyl.....	211.00	232.10	295.40	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	178.00	195.80	249.20	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	568.50	625.35	795.90	_____
_____	8507*	Quarter Curve Ottoman.....	551.00	606.10	771.40	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	396.00	435.60	554.40	_____
_____	81551*	Brown Fabric.....	396.00	435.60	554.40	_____
_____	81552*	Gray Fabric.....	396.00	435.60	554.40	_____
_____	81553*	Linen Fabric.....	396.00	435.60	554.40	_____
_____	81554*	Ocean Blue Fabric.....	396.00	435.60	554.40	_____
_____	81555*	Red Fabric.....	396.00	435.60	554.40	_____
_____	81556*	White Vinyl.....	396.00	435.60	554.40	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	121.00	133.10	169.40	_____
_____	71090	Black Diamond Arm Chair.....	164.00	180.40	229.60	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	125.50	138.05	175.70	_____
_____	210108	Limerick® Chair by Herman Miller.....	67.50	74.25	94.50	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	775.00	852.50	1,085.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	802.50	882.75	1,123.50	_____
_____	810948*	Meeting Chair - White Vinyl.....	339.00	372.90	474.60	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	207.50	228.25	290.50	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	271.00	298.10	379.40	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	388.00	426.80	543.20	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	426.00	468.60	596.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	94.00	103.40	131.60	
	810130*	Malba Chair - Green Molded Plastic.....	94.00	103.40	131.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	113.50	124.85	158.90	
	810851*	Zenith Chair - White/Chrome.....	147.00	161.70	205.80	
	810841*	Rustique Chair - Gunmetal.....	120.00	132.00	168.00	
	810837*	Razor Armless Chair - White High Density Plastic....	57.00	62.70	79.80	
	810875*	Swanson Swivel Chair - White Vinyl.....	251.50	276.65	352.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	105.50	116.05	147.70	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	105.50	116.05	147.70	
	810847*	Wendy Chair - Clear Acrylic.....	113.50	124.85	158.90	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	266.00	292.60	372.40	
	71045	Gray Gaslift Chair Without Arms.....	246.50	271.15	345.10	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	296.00	325.60	414.40	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	341.00	375.10	477.40	
	810844*	Pro Executive High Back Chair - White Vinyl.....	271.00	298.10	379.40	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	339.00	372.90	474.60	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	420.50	462.55	588.70	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	350.50	385.55	490.70	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	440.50	484.55	616.70	
Bars & Barstools						
	8501*	Martini Bar.....	1,339.50	1,473.45	1,875.30	
	71088	Black Diamond Stool.....	153.00	168.30	214.20	
	71048	Gray Gaslift Stool with Arms.....	284.00	312.40	397.60	
	71047	Gray Gaslift Stool without Arms.....	266.00	292.60	372.40	
	810860*	Laguna Barstool - Maple/Chrome.....	158.50	174.35	221.90	
	210109	Limerick® Stool by Herman Miller.....	118.50	130.35	165.90	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	153.00	168.30	214.20	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	153.00	168.30	214.20	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	153.00	168.30	214.20	
	810870*	Lift Barstool - White Vinyl/Chrome.....	153.00	168.30	214.20	
	810951*	Apex Barstool - Black Vinyl.....	185.50	204.05	259.70	
	810952*	Apex Barstool - Blue Ultra Suede.....	185.50	204.05	259.70	
	810953*	Apex Barstool - Red Vinyl.....	185.50	204.05	259.70	
	810954*	Apex Barstool - White Vinyl.....	185.50	204.05	259.70	
	810103*	Banana Barstool - White Vinyl/Chrome.....	184.50	202.95	258.30	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	184.50	202.95	258.30	
	810850*	Zenith Barstool - White/Chrome.....	147.00	161.70	205.80	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	290.50	319.55	406.70	
	810848*	Christopher Barstool - White.....	251.50	276.65	352.10	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	323.50	355.85	452.90	
	810839*	Rustique Barstool - Gunmetal.....	120.00	132.00	168.00	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	232.50	255.75	325.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	232.50	255.75	325.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Draped Tables & Counters						
Draped Tables - Tables are 30" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	130330	Draped Table 3'L x 30"H.....	98.50	108.35	137.90	_____
_____	130430	Draped Table 4'L x 30"H.....	115.50	127.05	161.70	_____
_____	130630	Draped Table 6'L x 30"H.....	142.00	156.20	198.80	_____
_____	130830	Draped Table 8'L x 30"H.....	163.00	179.30	228.20	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	39.00	42.90	54.60	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	39.00	42.90	54.60	_____
_____	130342	Draped Counter 3'L x 42"H.....	152.00	167.20	212.80	_____
_____	130442	Draped Counter 4'L x 42"H.....	168.50	185.35	235.90	_____
_____	130642	Draped Counter 6'L x 42"H.....	180.50	198.55	252.70	_____
_____	130842	Draped Counter 8'L x 42"H.....	207.50	228.25	290.50	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	46.50	51.15	65.10	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	46.50	51.15	65.10	_____
Undraped Tables & Counters						
_____	131330	Undraped Table 3'L x 30"H.....	50.50	55.55	70.70	_____
_____	131430	Undraped Table 4'L x 30"H.....	56.00	61.60	78.40	_____
_____	131630	Undraped Table 6'L x 30"H.....	68.50	75.35	95.90	_____
_____	131830	Undraped Table 8'L x 30"H.....	80.50	88.55	112.70	_____
_____	131342	Undraped Counter 3'L x 42"H.....	71.00	78.10	99.40	_____
_____	131442	Undraped Counter 4'L x 42"H.....	76.50	84.15	107.10	_____
_____	131642	Undraped Counter 6'L x 42"H.....	92.00	101.20	128.80	_____
_____	131842	Undraped Counter 8'L x 42"H.....	104.50	114.95	146.30	_____
Table Top Risers - Risers are 8" wide						
_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.50	33.55	42.70	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.50	33.55	42.70	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.50	39.05	49.70	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.50	39.05	49.70	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.00	45.10	57.40	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.50	51.15	65.10	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.50	51.15	65.10	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	67.00	73.70	93.80	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	67.00	73.70	93.80	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	194.00	213.40	271.60	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	200.00	220.00	280.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	118.50	130.35	165.90	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	195.00	214.50	273.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	210.50	231.55	294.70	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	194.00	213.40	271.60	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	194.00	213.40	271.60	_____

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Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	194.00	213.40	271.60	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	194.00	213.40	271.60	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	317.00	348.70	443.80	
	8201207*	Hydraulic Base Bar Table - Maple.....	329.50	362.45	461.30	
	8201203**	Standard Base Cafe Table - Blue Steel.....	228.00	250.80	319.20	
	8201204**	Standard Base Bar Table - Blue Steel.....	273.00	300.30	382.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	352.50	387.75	493.50	
	8201211*	Hydraulic Base Bar Table - Graphite.....	362.50	398.75	507.50	
	8201206*	Hydraulic Base Cafe Table - Maple.....	343.00	377.30	480.20	
	8201205*	Hydraulic Base Bar Table - Maple.....	342.00	376.20	478.80	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	366.50	403.15	513.10	
	820125*	Hydraulic Base Bar Table - White Laminate.....	366.50	403.15	513.10	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	292.00	321.20	408.80	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	292.00	321.20	408.80	
	820265*	Madison Cafe Table - Gray Acajou.....	230.50	253.55	322.70	
	820264*	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	
	8201220*	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	248.00	272.80	347.20	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	263.50	289.85	368.90	
	820252*	Alondra End Table - Glass/Chrome.....	213.00	234.30	298.20	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	296.50	326.15	415.10	
	820253*	Alondra End Table - Wood/Chrome.....	213.00	234.30	298.20	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	296.50	326.15	415.10	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028*	Geo End Table - Wood/Black Steel.....	251.50	276.65	352.10	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	258.00	283.80	361.20	
	82035*	Geo End Table - Glass/Chrome.....	304.00	334.40	425.60	
	82034*	Geo Cocktail Table - Glass/Chrome.....	373.00	410.30	522.20	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	231.50	254.65	324.10	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	231.50	254.65	324.10	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	278.50	306.35	389.90	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	278.50	306.35	389.90	

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional, End & Cocktail Tables (continued)						
	82075*	Regis End Table - Brushed Metal.....	287.50	316.25	402.50	
	82074*	Regis Bench Table - Brushed Metal.....	404.50	444.95	566.30	
	820844*	Aura Round Table - White Metal.....	115.50	127.05	161.70	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	178.00	195.80	249.20	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	418.00	459.80	585.20	
	82044*	Geo Square-Round Table - Glass/Chrome.....	418.00	459.80	585.20	
	82088*	Oliver End Table - Walnut Finish.....	224.00	246.40	313.60	
	82087*	Oliver Table - Walnut Finish.....	251.50	276.65	352.10	
	8201226*	Rustique Square Metal Bar Table - Gray.....	272.00	299.20	380.80	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel.....	418.00	459.80	585.20	
	82051*	Geo Conference Table - Glass/Chrome.....	418.00	459.80	585.20	
	820260*	Madison Conference Table - Gray Acajou.....	416.00	457.60	582.40	
	820708*	42" Round Conference Table - White Laminate.....	384.50	422.95	538.30	
	820203*	6' Oval Conference Table - Graphite Nebula.....	602.50	662.75	843.50	
	820261*	Madison 5' Conference Table - Gray Acajou.....	477.50	525.25	668.50	
	820262*	Madison 8' Conference Table - Gray Acajou.....	953.00	1,048.30	1,334.20	
	820263*	Madison 10' Conference Table - Gray Acajou.....	953.00	1,048.30	1,334.20	
	82058*	G30 Cafe Table - Maple w/ Grommets.....	489.50	538.45	685.30	
	82067*	G30 Cafe Table - Maple.....	489.50	538.45	685.30	
	82063*	G30 Cafe Table - White.....	686.50	755.15	961.10	
	820951*	Ventura Bar Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820952*	Ventura Communal Bar Table - Black.....	656.00	721.60	918.40	
	820953*	Ventura Bar Table - White w/ Grommets.....	636.00	699.60	890.40	
	820954*	Ventura Communal Bar Table - Maple.....	636.00	699.60	890.40	
	820956*	Ventura Communal Bar Table - White.....	636.00	699.60	890.40	
Office						
	84075*	Madison Desk - Gray Acajou.....	719.00	790.90	1,006.60	
	84077*	Madison Credenza - Gray Acajou.....	599.00	658.90	838.60	
	84078*	Madison Bookcase - Gray Acajou.....	511.50	562.65	716.10	
Computer Desks/Tables						
	820706*	Work Desk - White Laminate.....	331.00	364.10	463.40	
	820707*	Merlin Table - Gray Laminate.....	346.50	381.15	485.10	
POWERED						
Powered Seating						
	810120*	Naples Chair, Powered - Black Vinyl.....	666.50	733.15	933.10	
	830122*	Naples Loveseat, Powered - Black Vinyl.....	859.50	945.45	1,203.30	
	830121*	Naples Sofa, Powered - Black Vinyl.....	990.00	1,089.00	1,386.00	
	81021*	Roma Chair, Powered - White Vinyl.....	666.50	733.15	933.10	
	83017*	Roma Sofa, Powered - White Vinyl.....	990.00	1,089.00	1,386.00	
Powered Tables						
	820950*	Ventura Communal Bar Table, Powered - Black.....	812.00	893.20	1,136.80	
	820955*	Ventura Communal Bar Table, Powered - White.....	738.00	811.80	1,033.20	
	82071*	G30 Cafe Table, Powered - White.....	911.50	1,002.65	1,276.10	
	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	454.00	499.40	635.60	

FREEMAN furnishings

Take advantage of the Online price by ordering at www.freeman.com before NOVEMBER 21, 2018

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

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

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	743.00	817.30	1,040.20	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	653.50	718.85	914.90	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	506.00	556.60	708.40	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	506.00	556.60	708.40	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	487.50	536.25	682.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	487.50	536.25	682.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	581.00	639.10	813.40	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	564.50	620.95	790.30	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	511.50	562.65	716.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	143.00	157.30	200.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	166.50	183.15	233.10	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	_____

Refrigerator

_____	75057	Small Refrigerator.....	455.00	500.50	637.00	_____
_____	8503001*	Refrigerator - White.....	767.50	844.25	1,074.50	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	151.00	166.10	211.40	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	225.00	247.50	315.00	_____

Display

_____	75020	Display Cylinder - Black - Low.....	220.50	242.55	308.70	_____
_____	75021	Display Cylinder - Black - Medium.....	255.00	280.50	357.00	_____
_____	75022	Display Cylinder - Black - High.....	301.50	331.65	422.10	_____
_____	75030	Display Cube - Black - 12" Small.....	234.00	257.40	327.60	_____
_____	75031	Display Cube - Black - 18" Medium.....	251.50	276.65	352.10	_____
_____	75032	Display Cube - Black - 24" Large.....	292.50	321.75	409.50	_____
_____	75079	Orion Computer Kiosk - Black.....	404.50	444.95	566.30	_____
_____	72056	Display Counter - Black.....	377.50	415.25	528.50	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	251.50	276.65	352.10	_____
_____	850715*	Mobile Tablet Stand - Black.....	251.50	276.65	352.10	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	28.50	31.35	39.90	_____
_____	850712*	Wireless Printer Holder - Black.....	28.50	31.35	39.90	_____
_____	850713*	Charging Shelf - Black.....	28.50	31.35	39.90	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	118.50	130.35	165.90	_____
_____	220118	Chrome Sign Holder.....	94.00	103.40	131.60	_____
_____	750135	Round Literature Rack.....	218.50	240.35	305.90	_____
_____	750136	Flat Literature Rack.....	188.50	207.35	263.90	_____

FREEMAN furnishings

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NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						
Accessories (continued)						
_____	220109	Chrome Coat Tree.....	54.50	59.95	76.30	_____
_____	220134	Aluminum Easel.....	53.00	58.30	74.20	_____
_____	220110	Chrome Bag Rack.....	116.50	128.15	163.10	_____
_____	10201484	Floor Standing Bulletin Board.....	205.00	225.50	287.00	_____
_____	220106	Corrugated Wastebasket.....	12.00	13.20	16.80	_____
_____	220107	Wastebasket.....	21.00	23.10	29.40	_____

Special Drape

- Black Blue Brown Green Flax
 Gold Gray Plum Red White

_____	12103	Special Drape 3'H (per ft.).....	18.50	20.35	25.90	_____
_____	12108	Special Drape 8'H (per ft.).....	21.50	23.65	30.10	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.25% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN

3801 Adler Dr, Ste 100
 Dallas, TX 75211
 (214) 634-1463 Fax: (469) 621-5601

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time52	.75	_____
_____	610200	Booth Vacuuming - 2 Days90	1.25	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	187.50	262.50	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	211.50	296.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	237.50	332.50	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

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

FREEMAN cleaning

UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:

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

ELECTRICAL LABOR & PLUMBING

Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:

- Electrical wiring
- Electrical signs
- Multiple TV and VCR connections
- Videotaping using multiple video cameras, including camera operation, audio and lighting

Responsible for all plumbing supplies. This includes:

- Air
- Water
- Gas lines
- Tanks and venting

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

FREEMAN

3801 Adler Dr., Ste. 100
 Dallas, TX 75211
 (214) 634-1463 • Fax: (469) 621-5601

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 89.00	\$ 124.60
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	\$ 133.50	\$ 186.90
Double Time-	12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 178.00	\$ 249.40

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

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

Freeman installation & dismantle

NAME OF SHOW: **DALLAS LEIPZIG / DECEMBER 13-14, 2018**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Other Carrier:

Carrier Name: _____
Carrier Phone: _____

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

Select Level of Service:

- 1 Day: Delivery next business day
- 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

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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

- Re-route via Freeman's choice
- Deliver back to the warehouse at exhibitor's expense

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

FREEMAN installation & dismantle labor



EXHIBITOR PRICE GUIDE

VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
DVD/VHS Player	\$85			
24" LCD Monitor	\$155			
40" LCD Monitor w/stand	\$400			
52" LCD Monitor w/stand	\$550			
60" LED Monitor w/stand	\$675			
LCD Projector (WXGA) w/ stand & 6' Screen	\$765			

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

Subtotal

SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$40			
Powered Speaker (100W)	\$100			
Wireless Microphone Handheld/Lavaliere	\$175			

*Custom systems available, please call for a quote.

Subtotal

COMPUTER EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Desktop Computer	\$350			
Laptop Computer, PC	\$200			
Laptop Computer, Mac	\$400			

*Custom system available, please call for quote.

Subtotal

Video Equipment Subtotal

Sound Equipment Subtotal

Computer Equipment

(before taxes, service charge and/or labor) **EQUIPMENT TOTAL**

P: (214) 652-4255 F: (214) 652-4258 omnidallas@encore-us.com



OMNI HOTELS & RESORTS
dallas



EXHIBITOR PRICE GUIDE

INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared ethernet connection (1st device)	\$300			
Additional wired user/device	\$100			
WiFi connection (1st device)	\$100			
Additional wireless user/device	\$49.95			
				Subtotal

SPECIAL NETWORK SERVICES BY REQUEST

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Higher Bandwidth Caps - Available (current per user cap - 6Mbps)	\$55/each add'l Mbps			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
				Subtotal

*Custom items available, please call for quote.

TELECOMMUNICATION SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Direct Inward Dial (DID)	Please Call			
Standard Analog Line	Please Call			
Polycom Speakerphone	\$125			
				Subtotal

*Custom system available, please call for quote.

Internet Services Subtotal

Special Network Services Subtotal

Telecommunication Services Equipment

(before taxes, service charge and/or labor) **EQUIPMENT TOTAL**

P: (214) 652-4255 F: (214) 652-4258 omnidallas@encore-us.com



EXHIBITOR PRICE GUIDE

ELECTRICAL SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
120 VOLT SINGLE PHASE SERVICE				
5 Amp 120v (includes extension cord and power strip)	\$75			
20 Amp 120v (dedicated)	\$100			
208 VOLT THREE PHASE SERVICE				
30 Amp 208v	Please Call			
60 Amp circuit	Please Call			
100 Amp circuit	Please Call			
200 Amp circuit	Please Call			
400 Amp circuit	N/A			
Power strips	\$15			
25' Extension cord	\$15			
50' Extension cord	\$20			

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

Subtotal

Electrical Services Subtotal

(before taxes, service charge and/or labor) **ELECTRICAL TOTAL**

EXHIBIT RENTAL RESERVATION GRAND TOTAL

Equipment Total

Networking / Telecom Total

Electrical Subtotal

(before taxes, service charge and/or labor) **GRAND TOTAL**

P: (214) 652-4255 F: (214) 652-4258 omnidallas@encore-us.com



OMNI HOTELS & RESORTS
dallas



EXHIBITOR PRICE GUIDE

LABOR SERVICE RATES

HOURS	RATE
8am - 6pm	\$75
6pm -12am	\$112.50
12am - 8am	\$150
Holidays	\$150

FUNCTION SPACE

FUNCTION SPACE	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH
START DATE & TIME					
END DATE & TIME					

CLIENT / EXHIBITOR INFORMATION

Event Name:	Event Location:
Exhibitor:	Booth #:
Contact Name:	Email:
Address:	Phone:
City, State, Zip:	Fax:
Delivery Date:	Pick-up Date:

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place. Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT. TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES. Equipment listed is a partial inventory. Additional equipment is available upon request. Custom sizes and/or specifications are also available. Please call for a quote.

P: (214) 652-4255 F: (214) 652-4258 omnidallas@encore-us.com



EXHIBITOR PRICE GUIDE

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

EQUIPMENT TERMS AND CONDITIONS

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized

access to or tamper with any part of the network.

9. You agree to remain entirely liable for all activities conducted through the network connections.
10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed..
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

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

Authorized Signature

(required)

P: (214) 652-4255 F: (214) 652-4258 omnidallas@encore-us.com



OMNI HOTELS & RESORTS
dallas



CREDIT CARD AUTHORIZATION FORM

Cardholder's Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder's Phone Number

Order Number

Amount

I, _____, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges. 2. Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. 3. Rentals in the City of Dallas are subject to city tax of 8.25%. 4. Insurance for the subject equipment is Lessee's responsibility. 5. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. 7. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. 8. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 214-652-4258

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OMNI  HOTELS & RESORTS
dallas



FIRE DEPARTMENT REGULATIONS

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes, or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
 - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
 - b. Fuel tanks are locked and sealed.
 - c. Battery cables are disconnected.
 - d. Ignition keys are removed and at display location.
 - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.
8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproofed.
17. The storage of hay and straw must be approved by fire marshal.

**These are Basic Rules and every exhibit must comply prior to scheduled opening.
For assistance please contact 214-670-4627, Dallas Fire Department**