SERVICE INFORMATION

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

EXHIBIT HALL CARPET
Aisles and booths are not carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by July 19, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ.
Monday    July 24, 2017    1:00 PM - 6:00 PM

EXHIBIT HOURS
Tuesday    July 25, 2017    9:00 AM - 5:00 PM
Wednesday  July 26, 2017    9:00 AM - 5:00 PM
Thursday   July 27, 2017    9:00 AM - 5:00 PM
Friday     July 28, 2017    9:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.
Friday     July 28, 2017    12:00 PM - 5:00 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, July 28, 2017 at 5:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, July 28, 2017 at 2:00 PM.

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

FREEMAN
8801 Ambassador Row
Dallas, TX 75247
(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 July 19, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # _________
IGARSS 2017
C/O FREEMAN
5130 CASH RD
DALLAS, TX 75247

Freeman will accept crated, boxed or skidded materials beginning Wednesday, June 21, 2017, at the above address. Material arriving after July 19, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (214) 634-1463.

PLEASE NOTE: The office and warehouse will be closed Monday & Tuesday, July 3 & 4, in observance of Independence Day. Shipments will not be accepted on these dates.

Show Site Shipping Address:
Exhibiting Company Name / Booth # _________
IGARSS 2017
C/O FREEMAN
FORT WORTH CONVENTION CENTER
1201 HOUSTON ST
FORT WORTH, TX 76102
Freeman will receive shipments at the exhibit facility beginning Monday, July 24, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (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 July 19, 2017.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman's Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

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

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

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

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

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

COMPANY NAME: BOOTH #: 

ADDRESS: 

BOOTH SIZE: 

CITY/STATE/ZIP: 

PHONE: EXT.: FAX #: 

SIGNATURE: PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

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

Check if you are a new Freeman customer

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.

METHOD OF PAYMENT

☐ 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 (456753) 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 ☐ VISAMERICAN EXPRESS

We do not accept credit card information via email.

ACCOUNT NO.: EXP. DATE: 

CARDHOLDER NAME (PRINT): SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

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<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
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- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

We do not accept credit card information via email.

**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.**

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:** **DATE**

**EXHIBITING COMPANY INFORMATION**

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

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

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

**THIRD PARTY COMPANY INFORMATION**

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

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

**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

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

- **ACCOUNT NO:** **EXP. DATE:**
- **CARDHOLDER NAME (PLEASE PRINT):** **CARD TYPE:**
- **AUTHORIZED SIGNATURE:**
- **CARDHOLDER BILLING ADDRESS:**
- **CITY/STATE/ZIP:**

01/17 (456753)
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR’s booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN’s control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is reselling these charges to its customers. For International EXHIBITORS, FREEMAN 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 36 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 ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be considered as your acknowledgment that they are fair and reasonable. If you have any questions, feel free to 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, affiliates, and related entities. In no event shall Freeman be deemed to be the Ultimate Conscierne 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 is unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork lift and similar means. Freeman does not accept any crediting or packaging nor is it responsible for any mail held, Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGE 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 such labels must be removed or canceled. Freeman assumes no responsibility for errors 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 DAMAGE OR CRATES AND CARRIERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman will not be liable for any damage to the crates and packaging delivered with Exhibitor’s materials 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 they 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. 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 reserves the right to cancel the services, in whole or in part, if Freeman is prevented by or suffers any delay, loss, or damage from acts of God or from causes beyond its reasonable control, including natural disaster, war, terrorism, riot, act of any government, civil commotion, strikes or labor disputes, embargo, import restrictions, fire, flood, bad weather, acts of nature, delays in transportation or otherwise beyond its control. Freeman shall not be liable for any loss, damage, or delay to Exhibitor’s materials which was caused by or is attributable to causes beyond Freeman’s control, of any kind.

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) 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 to the carrier for transportation from show site or from Freeman’s warehouse. All claims shall be of a design to adequately protect contents for handling by fork lift and similar means. If Freeman does not accept any crediting or packaging nor is it responsible for any mail held.

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 THEREOF, OR FAULTED 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 JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed by to 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 for Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclosed 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 WAIVE ALL CLAIMS ARISING FROM ANY ACT OR OMISSION OF FREEMAN OR AGAINST FREEMAN, WHETHER OR NOT FREEMAN IS AT FAULT, AND ASSUME ALL RISK AND NOT TO SEEK TO RECOVER DAMAGES FOR ANY AND ALL INJURY OR DAMAGE 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 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 PREMISES.

Freeman REV 01/17
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 shall be governed by and construed in accordance with the laws of the State of Texas and the laws of the United States of America, and no customer of the party providing the Air Cargo Service shall have the benefit of the Warsaw Convention, including its amendments, or the Hague Convention, or the Carmel Convention, or the Convention for the International Carriage of Goods by Road, or any other convention or treaty, and all provisions herein shall be construed and enforced accordingly. In the event that any court of competent jurisdiction determines that any provision or part of this Contract is invalid or unenforceable, the remainder of the Contract shall continue in full force and effect. Freeman reserves the right to periodically embargo regions of the world due to conditions that are beyond its control or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR GUILTABLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEED DELIVERY BY ANY SPECIFIC TIME OR DATE.

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, Consignee, or Freeman, or for any reason, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET SHIPMENT IS SOLELY OR 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 AND THAT SHIPPER WILL HAVE NO CONTROL OVER THE PROPERTY UNTIL IT IS DELIVERED PURSUANT TO THE INSTRUCTIONS IN THIS CONTRACT. The Shipper agrees that this Contract may be provided to any third party, including common or contract service, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract.

8. CLAIMS: Claims, 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 the delivery, any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. Freeman reserves the right to periodically embargo regions of the world due to conditions that are beyond its control or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman.

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 DISPUTE OR CONTROVERSY ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE RESOLVED IN THE STATE COURT OF DALLAS COUNTY, TEXAS OR IN THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF TEXAS, DALLAS DIVISION. ANY AND ALL DISPUTES BETWEEN THE PARTIES ARISING OUT OF OR RELATED TO THIS AGREEMENT WILL ASSOCIATION WILL APPLY IF BINDING ARBITRATION IS UNAVAILABLE OR UNWILLING TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPREHENSIVE JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. In the event that the actual weight and dimensions of the package exceed the data furnished, Freeman reserves the right to embargo regions of the world due to conditions that are beyond its control or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Shipper agrees that this Contract may be provided to any third party, including common or contract service, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Freeman reserves the right to periodically embargo regions of the world due to conditions that are beyond its control or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman.

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 has been consigned or with whom Freeman has entered into a contract. The term “Consignee” means the person or business for whom the property has been consigned or with whom Freeman has entered into a contract. The term “Carrier” means any third party other than Freeman or its agents, assigns, affiliated companies, and contractors appointed by the Shipper, which is engaged or authorized by the Shipper to transport the property. The term “Claimant” means any person who makes a claim for damages. The term “Consignor” means any person, or entity, who consigns the property to the Carrier. The term “Consignment” means any transaction in which Freeman receives property from a Consignor and holds it for the purpose of delivering it to a Consignee. The term “Declared Value” means the amount of money for which the property is declared to be of a specific value. The term “Delayed” means any time that the property is not delivered within the time specified in the Contract. The term “Freight” means the transportation of property by Freeman. The term “Holder” means the person or business who holds the property for the benefit of another. The term “Non-delivery” means that the property was not delivered to the consignee within the time specified in the Contract. The term “Overcharge” means any charge that is not authorized by the Contract. The term “Packaging” means the materials used to protect the property during transportation. The term “Penalties” means any monetary penalties imposed by the Carrier. The term “Property” means any goods or materials that are consigned to Freeman. The term “Record” means any written document or electronic record that contains information about the property. The term “Shipper” means the person or business that consigns the property to the Carrier. The term “Transit” means the movement of the property from one point to another. The term “Transportation” means the act of moving property from one point to another. The term “Undelivered” means that the property was not delivered to the consignee within the time specified in the Contract. The term “User” means any person or entity who uses the service provided by Freeman. The term “World Options” means the ability to transport property to any destination within the world. The term “Wrongful Delivery” means delivery of the property to an incorrect consignee.
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, except in writing, and only then 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 any party, contractors, sub-contractors, or suppliers contracted directly or indirectly by Shipper or by any contractor or sub-contractor of Shipper, 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 property is consigned.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of the enemy of the United States, embargo, requisition, confiscation, destruction, loss or damage of the property or any part thereof,

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 acceptance of packages, crates, containers, or other device or container for shipping except as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in the previous paragraph as the party responsible for packing or crating. Property, containers, packages or crates containing hazardous materials or Dangerous Substances, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, and/or the like (collectively referred to as “Hazardous Materials”), will not be accepted by Freeman.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, or, when required by law, in reefer containers. Freezing points of perishable goods are as specified by 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.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment, the carrier’s delivery of a Refused Shipment is in accordance with the carrier’s terms and conditions as set forth by its procedures. In the event of a Refused Shipment, Freeman will notify the Shipper and the Consignee of the reason for the Refused Shipment.

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

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost or damaged, shipper’s maximum recoverable damages are subject to the limitations set forth in this Contract. 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 AT THE SHOW TO WHICH THE PROPERTY IS SHIPPED. The “FAIR MARKET VALUE” does not include any value of the trade-in value of the property.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except 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 date written notice is given to the shipper to the carrier before the expiration of the limitation period prescribed in this paragraph.

11. CHOICE OF FORUM / ARBITRATION. This CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ANY PROCEEDINGS ARISING FROM OR RELATED TO THIS CONTRACT, OR THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING THE ABOVE SELECTION OF FORUM, ANY AND ALL CLAIMS OR CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS CONTRACT OR THE ENVIRONMENT OR INTERPRETATION OF THIS CONTRACT SHALL BE RESOLVED BY COMMERICAL ARBITRATION IN ACCORDANCE WITH ITS COMMERCIAL ARBITRATION RULES AND JUDGMENT ON THE RENDERED BY THE ARBITRATION(S) MAY BE ENTERED BY ANY COURT HAVING JURISDICTION THEREOF.

12. MISCELLANEOUS.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Package Program are lost, dam- aged, or delayed in transit, the Federal Express Guaranteed Returns Claim will be filed on behalf of the Shipper, and the Federal Express Guaranteed Returns Claim will be filed on behalf of the Shipper, and the Shipper will be responsible for any additional costs associated with the return of the lost, damaged, or delayed items.

Freeman REV 01/17
TIPS FOR EASY ORDERING
• Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
• International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

COMPANY NAME:

CONTACT NAME:

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

SHIPPING INFORMATION

Items to be shipped

Number of Pieces Est. Weight

Crates (wooden)

Cartons (cardboard)

Cases/Trunks (fiber) (color

Skids/Pallets

Carpet (color

Other ( )

Total

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels:__________

EXHIBIT TRANSPORTATION

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

DESTINATION

☐ I will be shipping to the WAREHOUSE

☐ I will be shipping to SHOW SITE

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 $

☐ Standard Ground: Dependent on distance

☐ Expedited Ground: Tailored to specific requirements

☐ Specialized: Pad wrapped, uncrated, truck load

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

SHOW # (456753)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

**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
MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

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.)

NAME OF SHOW: ________________________________________________________________________________________
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.

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
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</thead>
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<td>146.00</td>
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<td>Crated or Skidded Shipment</td>
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<td>$95.00</td>
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<td>Carpet and/or Pad Only Shipment</td>
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<td></td>
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<td>219.00</td>
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<td>Show Site Shipment (200 lb. minimum)</td>
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* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
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<td></td>
<td>$26.50</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
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<td>$26.50</td>
<td>53.00</td>
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<td>Overtime Charge - Outbound (in addition to above rates)</td>
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</tr>
<tr>
<td>Crated or Skidded Shipment</td>
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<td>Carpet and/or Pad Only Shipment</td>
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<td>53.00</td>
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SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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.
TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
5130 CASH RD
DALLAS, TX 75247

WAREHOUSE

EVENT: IGARSS 2017

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.
CANNOT DELIVER BEFORE JULY 24, 2017

TO: ________________________________

EXHIBITOR NAME

C/O: FREEMAN
FORT WORTH CONVENTION CENTER
1201 HOUSTON ST
FORT WORTH, TX 76102

SHOW SITE

EVENT: _____________________________

IGARSS 2017

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.
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.

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
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<tbody>
<tr>
<td>Select a Carrier:</td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>☐ Other Carrier</td>
</tr>
<tr>
<td>No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.</td>
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<tr>
<td>Carrier Name: ___________________________</td>
</tr>
<tr>
<td>Carrier Phone: ___________________________</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
</tbody>
</table>

| Select a Level of Service: |
| ☐ 1 Day: Delivery next business day |
| ☐ 2 Day: Delivery by 5:00 P.M. second business day |
| ☐ Deferred: Delivery within 3-5 business days |
| ☐ Standard Ground |
| ☐ Specialized: Pad wrapped, uncrated, or truckload |

| Select Shipment Options (if applicable) |
| ☐ Have loading dock |
| ☐ Inside delivery |
| ☐ Pad wrap required |
| ☐ Do not stack |
| ☐ Lift gate required |
| ☐ Air ride required |
| ☐ Residential |

| Select Desired Number of Labels: |
| ___________________________ |

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

01/17 (456753)
Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success.

- **BLACK DIAMOND ARMCHAIR**
  - Code: 71090
  - Dimensions: 20"W x 21"L x 33"H

- **BLACK DIAMOND SIDE CHAIR**
  - Code: 71089
  - Dimensions: 21"W x 23"L x 32"H

- **BLACK DIAMOND STOOL**
  - Code: 71088
  - Dimensions: 22"W x 18"L x 46"H

- **Studio Series**
  - **BLACK END TABLE**
    - Code: 115104
    - Dimensions: 17"W x 17"L x 18"H
  - **BLACK COCKTAIL TABLE**
    - Code: 115103
    - Dimensions: 36"W x 20"L x 15"H
  - **ALUMINIUM EASEL**
    - Code: 220134

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
BLACK-TOP
CAFÉ
72069
24” Round 30”H
72067
36” Round 30”H
BLACK-TOP
MINI
72066
18” Round 18”H
ORION COMPUTER
KIOSK
ESSENTIALS
black 75079
28”L 28”D 40.5”H
(Computer not included.)
ORION COMPUTER
KIOSK
ESSENTIALS
black 75079
28”L 28”D 40.5”H
(Computer not included.)
LIMERICK® CHAIR
BY HERMAN MILLER
ESSENTIALS
grey 210108
18”W 17.75”L 33”H
LIMERICK® STOOL
BY HERMAN MILLER
ESSENTIALS
grey 210109
18”W 17.75”L 44”H
CORRUGATED
WASTEBASKET
ESSENTIALS
220106
WASTEBASKET
ESSENTIALS
220107
Wastebasket color may vary
### ESSENTIALS

#### TABLES (30" HEIGHT)

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<tr>
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<th>4'</th>
<th>6'</th>
<th>8'</th>
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<tr>
<td>Draped on Fourth Side</td>
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<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
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<td>131430</td>
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#### COUNTERS (42" HEIGHT)

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<td>130442</td>
<td>130642</td>
<td>130842</td>
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<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
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<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
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- Black
- Blue
- Brown
- Green
- Flax
- Gold
- Gray
- Plum
- Red
- White

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

**Pages 1 & 2**

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<thead>
<tr>
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<th>Discount Price</th>
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**Display Cylinders**

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**Pedestal Tables - Chelsea Series - Butcher Block Top**

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**Pedestal Tables - SoHo Series**

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

**FURNISHINGS**

**PAGE 2 (continued)**

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**MISCELLANEOUS**

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**Special Drape**

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<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>20.50</td>
<td>22.55</td>
<td>28.70</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

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

**Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.**
FROM THE GROUND UP

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

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

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

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

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

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

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

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

CLASSIC CARPET

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

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

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

Actual colors may vary slightly
NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

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

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

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Classic Carpet</td>
<td>$295.00</td>
<td>$324.50</td>
<td>$413.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Classic Carpet</td>
<td>$590.00</td>
<td>$649.00</td>
<td>$826.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Classic Carpet</td>
<td>$885.00</td>
<td>$973.50</td>
<td>$1,239.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Classic Carpet</td>
<td>$1,180.00</td>
<td>$1,298.00</td>
<td>$1,652.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$110.00</td>
<td>$121.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$220.00</td>
<td>$242.00</td>
<td>$308.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$330.00</td>
<td>$363.00</td>
<td>$462.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$440.00</td>
<td>$484.00</td>
<td>$616.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$220.00</td>
<td>$242.00</td>
<td>$308.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$440.00</td>
<td>$484.00</td>
<td>$616.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$660.00</td>
<td>$726.00</td>
<td>$924.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$880.00</td>
<td>$968.00</td>
<td>$1,232.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.85</td>
<td>$.95</td>
<td>$1.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 10' Classic Carpet</td>
<td>$160.50</td>
<td>$176.55</td>
<td>$224.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 20' Classic Carpet</td>
<td>$321.00</td>
<td>$353.10</td>
<td>$449.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 30' Classic Carpet</td>
<td>$481.50</td>
<td>$529.65</td>
<td>$674.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Classic Carpet</td>
<td>$642.00</td>
<td>$706.20</td>
<td>$898.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$99.00</td>
<td>$108.90</td>
<td>$138.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$198.00</td>
<td>$217.80</td>
<td>$277.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$297.00</td>
<td>$326.70</td>
<td>$415.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$396.00</td>
<td>$435.60</td>
<td>$554.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$198.00</td>
<td>$217.80</td>
<td>$277.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$396.00</td>
<td>$435.60</td>
<td>$554.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$594.00</td>
<td>$653.40</td>
<td>$831.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$792.00</td>
<td>$871.20</td>
<td>$1,108.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.85</td>
<td>$.95</td>
<td>$1.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### TOTAL COST

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

01/17 (456753) 7454
NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

E-MAIL ADDRESS:

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

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

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

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

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

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>10 x 25 = 250 sq. ft.</th>
<th>$3.10</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>16 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sq. ft.</td>
<td>Booth Size:</td>
<td>x =</td>
<td>sq. ft.</td>
<td>$3.10</td>
<td>$3.40</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size:</td>
<td>x =</td>
<td>sq. ft.</td>
<td>$3.50</td>
<td>$3.85</td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size:</td>
<td>x =</td>
<td>sq. ft.</td>
<td>$3.00</td>
<td>$3.30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size:</td>
<td>x =</td>
<td>sq. ft.</td>
<td>$4.00</td>
<td>$4.40</td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size:</td>
<td>x =</td>
<td>sq. ft.</td>
<td>$3.50</td>
<td>$3.85</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>10 x 25 = 250 sq. ft.</th>
<th>$1.15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.15</td>
<td>$1.25</td>
<td>$1.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$.85</td>
<td>$.95</td>
<td>$1.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$2.30</td>
<td>$2.55</td>
<td>$3.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.70</td>
<td>$1.85</td>
<td>$2.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

01/17 (456753) 7454
For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

CLEANING SERVICES

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.49</td>
<td>.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.84</td>
<td>1.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.25</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>1.65</td>
<td>2.30</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.88</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE (per day)

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

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>175.00</td>
<td>245.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>197.50</td>
<td>276.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>221.50</td>
<td>310.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Call for Quote

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total  + 8.25% Tax = Total Cost</td>
</tr>
</tbody>
</table>

01/17 (456753) 7454
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.
NAME OF SHOW: IGARSS 2017 / JULY 25-28, 2017

COMPANY NAME: ____________________________  BOOTH #: ____________________________

CONTACT NAME: ____________________________  PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$83.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$124.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$166.00</td>
</tr>
</tbody>
</table>

- 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.

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

**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.
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:  _____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight  ☐ Next Day  ☐ 2nd Day  ☐ Deferred  ☐ Expedited

☐ Other (list carrier name & phone number):
  ☐ Other Common Carrier:
  ☐ Other Air Freight:
  ☐ Van Line:

FREIGHT CHARGES

☐ Prepaid  ☐ Collect

Bill To:  _______________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

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

☐ Reroute via Freeman’s choice

☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

PLEASE NOTE:  Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
CURRENT AVAILABLE:
110 Volt, A.C., single phase, 60 cycle
208 Volt, A.C., single phase, 60 cycle
208 Volt, A.C., three phase, 60 cycle

GENERAL TERMS AND CONDITIONS

1. Discount rate applies to one week prior to show setup.
2. Any and all cancellations must be made 48 hours in advance of show setup.
3. Wall outlets and post outlets are not part of booth space. An outlet must be ordered for each booth to be connected.
4. All material and equipment furnished remains the property of Owens Service Company.
5. Not responsible for voltage fluctuation or power failure.
6. Prices include bringing circuits to the rear of exhibit booth.

MECHANIC'S SERVICE:

Should it be necessary to run lines within the booth or hook up motors or panels, a labor order must be placed at the Service Desk when your equipment is ready for such work. This work will be done on a time plus material basis. LABOR per hour straight time. 8 a.m. - 6 p.m., $75.00 ½ hour minimum time.

ELECTRICAL CONNECTIONS:

Equipment must have power conforming plugs or caps. Each motor of 1-HP or over must be equipped with a fusible switch. To avoid delay in installation all equipment should be properly tagged and wired with full information as to the kind of current, voltage, phase, cycle, horsepower, etc., ready for connection. Under O.S.H.A. we reserve the right to refuse connections to hazardous wiring and equipment.
**ORDER FORM FOR COMPRESSED AIR & WATER**

NAME OF EVENT ___________________________  BOOTH NO. ______________

EXHIBIT NAME ___________________________  PHONE NO. ______________

ADDRESS ___________________________  CITY ___________  STATE _______  ZIP ___________

AUTHORIZED PERSON ___________________________  TITLE ___________

AUTHORIZED SIGNATURE ___________________________  EVENT DATE ___________

**PAYMENT INFORMATION:**
- ☐ Enclosed is my check or money in the amount of $ ___________  Check # ___________

- ☐ VISA  ☐ MasterCard  ☐ AMEX

  Credit Card Acct. No. ___________  Exp. Date ___________  3-digit card code ___________

  (Card code on reverse signature line – except AMEX)

  Name (please print) ___________________________  Authorized Signature ___________________________

  Billing Address for Credit Card ___________________________  City ___________  State _______  Zip ___________

---

**Compressed Air Connections:** 85 P.S.I.* Deadline to pre-order: 10 days prior to show

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE ORDER</th>
<th>FLOOR ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>Service Connection(s) ___________________________</td>
<td>$310.00</td>
<td>$375.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

Equipment CFM _______  ‘Exhibitions must furnish necessary filter driers, regulators and fittings to connect to ¼” Milton Quick Connect.

**Water Connections:** 55-65 P.S.I. (Service Outlet ¾” hose/connection)** Deadline to pre-order: One week prior to show.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE ORDER</th>
<th>FLOOR ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>Service Connections(s) ___________________________</td>
<td>$310.00</td>
<td>$375.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

One Time Fill (500 gallon max): Deadline to pre-order: One week prior to show.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE ORDER</th>
<th>FLOOR ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>Up to 500 gallons ___________________________</td>
<td>$188.00</td>
<td>$276.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

Air and water service available to most locations. Contact Owens Services Co. for location availability. If not available, additional cost to bring service to booth will be charged.

**Exhibitors must furnish necessary regulators and male pipe thread for connection.

**WATER & , EAST & WEST EXHIBIT HALL (AIR IN WEST HALL ONLY)**

Service will be brought to the rear of the booth in the most convenient manner.

Any variation from that will be on a time and material basis $75.00 per hr. ½ hr. minimum.

Order Serviced By: ___________________________
IGARSS 2017
July 25th-28th, 2017

Order 14 days prior to the 1st day of the show move-in for incentive rate.
Incentive deadline for the above event is July 9th, 2017

Smart City is the exclusive telecommunications service provider for the Fort Worth Convention Center.

Hardwired Internet Service
- Shared or Dedicated Bandwidth Services

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

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

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

Questions? Contact us at (888) 446-6911 or csr@smartcity.com.
The information contained in the brief outline does not by any means cover completely the ordinances and regulations contained in the “City of Fort Worth Fire Prevention Code”. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproof solution. (Treatment shall be renewed as often as may be necessary to maintain the flame-proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame-proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time.
5. All sawdust and shavings shall be kept damp at all times (except when used for animal bedding.)
6. All hay and straw shall be stored and maintained in a manner approved by the Fire Prevention Bureau.
7. The demonstration or use of equipment using liquid fuel in buildings is prohibited.
8. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in case of an emergency.
9. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration by special permit.
10. “No Smoking by Order of Fire Chief” signs shall be posted and maintained in areas designated by the Fire Prevention Bureau.
11. Provide for daily removal and disposal of trash and rubbish from buildings, tents and areas.
12. All electrical wiring shall be installed in a manner approved by the City Electrical Engineer.
13. Provide and maintain approved fire extinguisher equipment in all areas.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City of Fort Worth Plumbing Inspector and Fire Prevention Bureau before used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Prevention Bureau.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.
18. There shall be no obstruction blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
19. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs and/or exit ways.
20. No vehicles shall be parked in fire lanes outside of buildings.
21. No flammable liquids shall be admitted inside of buildings except by approval of the Fire Prevention Bureau.
22. Artificial lighting such as lanterns and candles are prohibited.
23. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles.
24. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.
25. The use of all permanent gas-fired heating units shall meet the approval of the City Mechanical Division and the Fire Prevention Bureau. Liquid or gas-fired portable heaters are prohibited.
26. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Prevention Bureau, but in any instance such equipment shall be installed in accordance with the provisions of the City Building and Fire Codes.