

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436

(773) 473-7080 • Fax (469) 621-5603

Email: [FreemanChicagoES@freemanco.com](mailto:FreemanChicagoES@freemanco.com)

**PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO**

**JANUARY 26-29, 2012**

**NAVY PIER - FESTIVAL HALLS A & B**

**CHICAGO, ILLINOIS**

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## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth, 9' x 10' booth, and 6' x 10' booth will be set with 8' high blue and white backwall drape, 3' high blue side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The exhibit area will be completely carpeted in blue. Any exhibitor paying booth rate has their carpet included in the rate. Boat exhibitors and all exhibits with 400 sq.ft. or more and paying bulk rate will be charged a discounted rate of \$1.15 per sq.ft. for carpet.

### DISCOUNT PRICE DEADLINE DATE

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by Friday, January 13, 2012.**

Save money by ordering services and labor in advance. All services as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Monday	January 23	9:00 a.m. - 5:00 p.m.
Tuesday	January 24	9:00 a.m. - 5:00 p.m.
Wednesday	January 25	9:00 a.m. - 7:00 p.m.

**All exhibits must be fully installed by Wednesday, January 25, 2012 at 7:00 p.m.**

### EXHIBIT HOURS

Thursday	January 26	11:00 a.m. - 8:00 p.m.
Friday	January 27	11:00 a.m. - 8:00 p.m.
Saturday	January 28	10:00 a.m. - 7:00 p.m.
Sunday	January 29	10:00 a.m. - 5:00 p.m.

### EXHIBITOR MOVE-OUT

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

Sunday	January 29	6:00 p.m. - 9:00 p.m.
Monday	January 30	9:00 a.m. - 5:00 p.m.

### SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Monday	January 23	9:00 a.m. - 5:00 p.m.
Tuesday	January 24	9:00 a.m. - 5:00 p.m.
Wednesday	January 25	9:00 a.m. - 7:00 p.m.
Thursday	January 26	11:00 a.m. - 8:00 p.m.
Friday	January 27	11:00 a.m. - 8:00 p.m.
Saturday	January 28	10:00 a.m. - 7:00 p.m.
Sunday	January 29	10:00 a.m. - 5:00 p.m.
Monday	January 30	10:00 a.m. - 5:00 p.m.

**FREEMAN quick facts**

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates starting at **5:00 p.m. on Sunday, January 29, 2012.**
- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m. on Monday, January 30, 2012.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in at the address listed below by **3:00 p.m. on Monday, January 30, 2012.**

NAVY PIER  
600 E. GRAND AVE.  
CHICAGO, IL 60611

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

FREEMAN  
5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.  
9260 W. 55th Street  
McCook, Illinois 60525  
(708) 255-7100 • Fax (469) 255-7105

**FREEMAN ONLINE®**

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the “Login” link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

**LABOR INFORMATION**

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

**WE APPRECIATE YOUR BUSINESS!**

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 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 **Monday, January 13, 2012**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

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**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 13, 2012**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

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

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

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

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

**METHOD OF PAYMENT**

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

**COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
Please reference (281933) on your remittance.

**CREDIT CARD**  
For your convenience, we will use this authorization to charge your credit 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:

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

**AMERICAN EXPRESS**     **MASTER CARD**     **VISA**

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

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

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

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

**ENTER TOTALS HERE**

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

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

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/?281933>

**FREEMAN method of payment**

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## PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (281933)

Freeman third party authorization

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

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts

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

## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 1</b>					
___	N71085	Forestdale Chair .....	123.95	161.15	___
___	N71088	Black Diamond Stool .....	184.05	239.25	___
___	N71089	Black Diamond Side Chair .....	115.60	150.30	___
___	N71090	Black Diamond Arm Chair .....	145.95	189.75	___
___	C115103	Studio Black Cocktail Table ....	186.45	242.40	___
___	C115104	Studio Black End Table .....	160.25	208.35	___
___	N75079	Orion Computer Kiosk .....	419.50	545.35	___

<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low .....	216.50	281.45	___
___	N75021	Black Display Cylinder/Med.....	216.50	281.45	___
___	N75022	Black Display Cylinder/Lg .....	216.50	281.45	___

<b>PAGE 2</b>					
___	C210108	Limerick® Chair by Herman Miller .....	82.20	106.85	___
___	C210112	Casey Padded Stool.....	106.50	138.45	___
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

<b>Pedestal Tables - SoHo Series</b>					
___	N72066	Black-top Mini 18"W x 18"H ....	92.75	120.60	___
___	N72069	Black-top Cafe 24"W x 30"H ...	169.45	220.30	___
___	N72070	Black-top Bistro 24"W x 42"H ..	185.00	240.50	___
___	N72067	Black-top Café Table 36"x30"	174.25	226.55	___
___	N72068	Black-top Bistro Table 36"x42"	190.15	247.20	___

<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>					
___	N72063	Café Table 30"W x 30"H .....	174.25	226.55	___
___	N72064	Café Table 36"W x 30"H .....	174.25	226.55	___
___	N720163	Bistro Table 30"W x 42"H .....	190.15	247.20	___
___	N720164	Bistro Table 36"W x 42"H .....	190.15	247.20	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 2 (continued)</b>					
<b>Draped Tables - Tables are 24" wide</b>					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	C130330	Draped Table 3'L x 30"H .....	83.05	107.95	___
___	C130430	Draped Table 4'L x 30"H .....	106.65	138.65	___
___	C130630	Draped Table 6'L x 30"H .....	136.95	178.05	___
___	C130830	Draped Table 8'L x 30"H .....	165.80	215.55	___
___	C12404630	4th Side Drape 6'L x 30"H .....	34.00	44.20	___
___	C12404830	4th Side Drape 8'L x 30"H .....	34.00	44.20	___
___	C130342	Draped Counter 3'L x 42"H ...	112.70	146.50	___
___	C130442	Draped Counter 4'L x 42"H ...	133.30	173.30	___
___	C130642	Draped Counter 6'L x 42"H ...	164.70	214.10	___
___	C130842	Draped Counter 8'L x 42"H ...	190.85	248.10	___
___	C12404642	4th Side Drape 6'L x 42"H ..	45.10	58.65	___
___	C12404842	4th Side Drape 8'L x 42"H ..	45.10	58.65	___

<b>Undraped Tables - Tables are 24" wide</b>					
___	C131330	Undraped Table 3'L x 30"H ..	31.00	40.30	___
___	C131430	Undraped Table 4'L x 30"H ..	35.90	46.65	___
___	C131630	Undraped Table 6'L x 30"H ..	47.65	61.95	___
___	C131830	Undraped Table 8'L x 30"H ..	56.50	73.45	___
___	C131342	Undraped Counter 3'Lx42"H	56.50	73.45	___
___	C131442	Undraped Counter 4'Lx42"H	60.95	79.25	___
___	C131642	Undraped Counter 6'Lx42"H	71.95	93.55	___
___	C131842	Undraped Counter 8'Lx42"H	81.55	106.00	___

<b>MISCELLANEOUS</b>					
___	C220134	Chrome Easel .....	38.05	49.45	___
___	220107	Wastebasket .....	16.65	21.65	___

<b>Special Drape</b>					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	12103	Special Drape 3'H (per ft.) ....	17.30	22.50	___
___	12108	Special Drape 8'H (per ft.) ...	23.50	30.55	___

<b>TOTAL COST</b>					
___	Sub-Total	+	___	=	___
			8 %Tax	Total Cost	

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

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (773) 473-7080.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **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.

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

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

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

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

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

<b>40 oz. Carpet Rental</b>	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
<b>1 - 700 sq. ft.</b>	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.60	\$ 6.00	_____
<b>701 - 1200 sq. ft.</b>	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.15	\$ 5.40	_____

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

- Baywater     Cardinal     Gray Pearl     Pine     Toast  
 Black     Charcoal     Navy     Raspberry     Wedgewood  
 Cabernet     Cream     Peach     Sea Breeze     White

<b>28 oz. Carpet Rental</b>	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
<b>1 - 700 sq. ft.</b>	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.90	\$ 5.05	_____
<b>701 - 1200 sq. ft.</b>	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.40	\$ 4.40	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

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

<b>16 oz. Carpet Rental</b>	Discount	Standard	Total
<b>Per sq. ft.</b>	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.80	\$ 3.65

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 184.25	\$ 239.55	_____
_____	9' x 20' Classic Carpet .....	\$ 368.30	\$ 478.80	_____
_____	9' x 30' Classic Carpet .....	\$ 552.60	\$ 718.40	_____
_____	9' x 40' Classic Carpet .....	\$ 736.75	\$ 957.80	_____

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

- **Price is per sq. ft.**

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ .90	\$ 1.15	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .70	\$ .90	_____
_____	Plastic Covering .....	\$ .40	\$ .50	_____

<b>TOTAL COST</b>		
_____	+	_____ = _____
Sub- Total		8% Tax      Total Cost

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

FREEMAN carpet

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

## PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO JANUARY 26-29, 2012

NAME OF SHOW: \_\_\_\_\_

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

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

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

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

### CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum
- **Our exclusive cleaning contract with show management 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)

Qty	Part #	Description	Discount Price	Show Site Price	Total
_____	610100	Booth Vacuuming-One Time .....	.35	.45	_____
_____	610200	Booth Vacuuming-2 Days .....	.80	1.05	_____
_____	610300	Booth Vacuuming-3 Days.....	1.15	1.50	_____

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

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

Qty	Part #	Description	Discount Price	Show Site Price	Total
_____	630100	Shampoo Carpet-One Time .....	.80	1.05	_____

#### PORTER SERVICE (per day)

Qty	Part #	Description	Discount Price	Show Site Price	Total
_____	620500	Porter Service (1-500 sqft) .....	59.30	77.10	_____
_____	6201500	Porter Service (501-1500 sqft) .....	85.05	110.55	_____
_____	6202500	Porter Service (1501-2500 sqft) .....	101.95	132.55	_____
_____	6203501	Porter Service (Over 3501 sqft) .....	Call For Quote		_____

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

#### MISCELLANEOUS SERVICES

Qty	Part #	Description	Discount Price	Show Site Price	Total
_____	640100	Tile Cleaning--One Night Only .....	.35	.45	_____
_____	640200	Anti-Static-per sq ft.....	.20	.25	_____
_____	640300	Full Time Porter Service per hour .....	33.00	42.90	_____

### TOTAL COST

Subtotal	+	N/A	=	\$	Total Cost
8%		Tax			

# FREEMAN cleaning

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
**JANUARY 13, 2012**

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

## **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO JANUARY 26-29, 2012**

NAME OF SHOW: \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

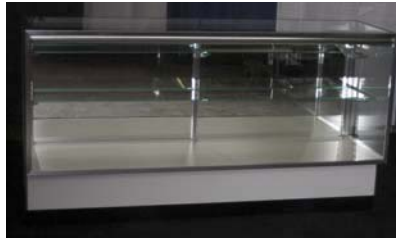
For fast, easy ordering go to [www.freemanco.com/store](http://www.freemanco.com/store)

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY.</u>	<u>PART#</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
<b><u>FULL VISION CASE</u></b>						
Includes 1-8" & 1-10" glass shelf with adjustable brackets, 26" high front glass display section	4 FT.	_____	101043	\$511.05	\$664.35	\$ _____
	5 FT.	_____	101051	\$511.05	\$664.35	\$ _____
	6 FT.	_____	101061	\$511.05	\$664.35	\$ _____
<b><u>HALF VISION CASE</u></b>						
Includes 1-10" glass shelf with adjustable brackets, 18" high front glass display section	4 FT.	_____	101042	\$511.05	\$664.35	\$ _____
	5 FT.	_____	101050	\$511.05	\$664.35	\$ _____
	6 FT.	_____	101060	\$511.05	\$664.35	\$ _____
<b><u>QUARTER VISION CASE</u></b>						
With 12" high front glass display section	4 FT.	_____	101044	\$511.05	\$664.35	\$ _____
	5 FT.	_____	101052	\$511.05	\$664.35	\$ _____
	6 FT.	_____	101062	\$511.05	\$664.35	\$ _____
<b><u>CORNER VISION CASE</u></b>						
Rear access and glass shelves are the same as the above cases	FULL	_____	101091	\$624.60	\$812.00	\$ _____
	HALF	_____	101090	\$624.60	\$812.00	\$ _____
	QUARTER	_____	101092	\$624.60	\$812.00	\$ _____
<b><u>WALL CASE</u></b>						
Dimensions are 48"Lx20"Dx72"H, with 4-12" glass shelves, adjustable brackets, lights, locks, and 60" high sliding glass doors	SOLID	_____	1010203	\$647.35	\$841.55	\$ _____
	SEE-THRU	_____	1010204	\$647.35	\$841.55	\$ _____
<b><u>TOWER CASE</u></b>						
Dimensions are 20"Lx20"Dx80"H, with 3-glass shelves, lights and locks	20 X 20	_____	1010200	\$670.05	\$871.05	\$ _____
<b>SUBTOTAL</b>						\$ _____
<b>TAX (8%)</b>						\$ _____
<b>TOTAL COST</b>						\$ _____

- **Include the Freeman Method of Payment form with your order.**
- All showcases are 20"Dx38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up is **NOT** included.
- Please order electrical hook-up service from the electrical contractor.

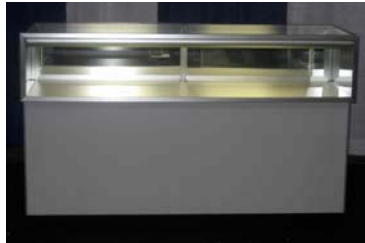
## Full Vision Case

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-8" and 1-10" glass shelf with adjustable brackets with a 26" high front glass display section. Case is 20" Deep.



## Quarter Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths, and has a 12" high front glass display section. Case is 20" Deep.



## Half Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-10" glass shelf with adjustable brackets, with 18" high front glass display section. Case is 20" Deep.



## Corner Vision Case:

Available in full, half, and quarter sizes. Includes rear access, and glass shelves as seen in the other vision cases. Case is 20" Deep.



Cases on sides not included.

## Tower Case:

Available in a 20X20 square only. The dimensions are 20"LX20"DX80"H. Includes 3 glass shelves, lights, and locks.



## Wallcase:

Available in solid and see-thru (pictured). Dimensions are 48"LX20"DX72"H. Includes 4-12" glass shelves, adjustable brackets, lights, locks, and 60"high sliding glass.



# F R E E M A N

5040 W Roosevelt Rd  
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FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 13, 2012**

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

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## GRAPHICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
 sq. ft. \_\_\_\_\_ \$ 14.75 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 22.15 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

Foamcore  Masonite

PVC  Plexi

Gatorfoam  Other

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_



#### Special Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	27.35	41.05 =	_____
7" x 22" @ _____	27.35	41.05 =	_____
7" x 44" @ _____	38.40	57.60 =	_____
9" x 44" @ _____	49.60	74.40 =	_____
11" x 14" @ _____	27.35	41.05 =	_____
14" x 22" @ _____	38.40	57.60 =	_____
14" x 44" @ _____	76.80	115.20 =	_____
22" x 28" @ _____	76.80	115.20 =	_____
28" x 44" @ _____	155.10	232.65 =	_____
20" x 60" @ _____	155.10	232.65 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



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

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

#### TOTAL COST

Sub-Total	+	9.75 % Tax	=	Total Cost
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FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

### WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

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DEADLINE DATE  
JANUARY 13, 2012**

**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

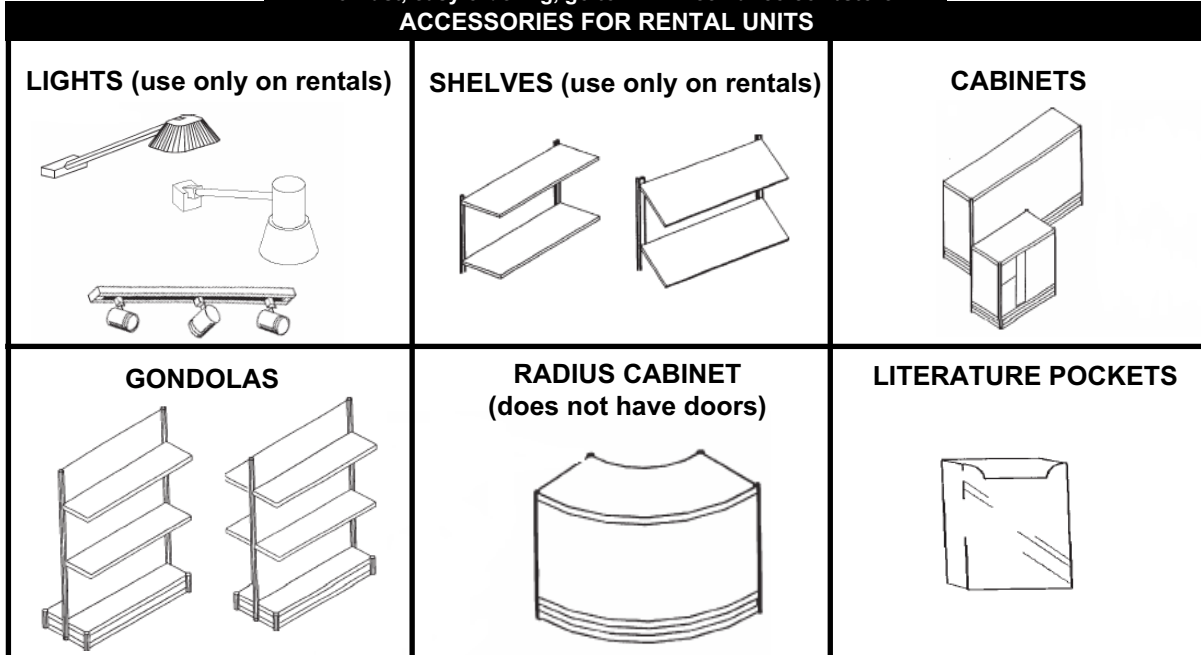
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (electrical service & labor to install lights not included)					
___	17251	Arm Light (200w) .....	91.10	118.45	_____
___	172514	4' Tracklight (3 lights)	277.00	360.10	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	478.55	622.10	_____
___	17306	1M x ½M x 42" High.....	535.80	696.55	_____
___	17308	2M x ½M x 36" High.....	602.65	783.45	_____
___	17309	2M x ½M x 42" High.....	631.05	820.35	_____
___	173010	1M Radius x ½M x 36" High.	448.05	582.45	_____
___	173011	1M Radius x ½M x 42" High..	524.15	681.40	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	N/A	N/A	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	307.25	399.45	_____
___	174542	Double Sided 1M x 4' High..	409.15	531.90	_____
___	174581	Single Sided 1M x 8' High...	450.05	562.60	_____
___	174582	Double Sided 1M x 8' High..	572.00	743.60	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	71.65	93.15	_____
___	17206	1M Angled (37" x 12") .....	83.05	107.95	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	28.75	37.40	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		8% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (773) 473-7080.

*\* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*

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

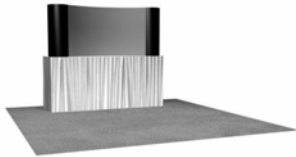
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	973.45	_____	_____
40"H x 8"W	1,135.70	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	1,217.90	_____	_____
40"H x 8"W	1,379.05	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Electrical service & labor not included)

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

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

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

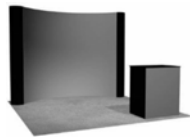
**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

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

**9' x 10' Classic Carpet:**  Black  Blue  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

**Table Drape:**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,624.60	_____	_____
8'H x 10'W	1,942.55	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,761.30	_____	_____
8'H x 10'W	3,241.60	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Electrical service & labor not included)

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

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

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

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

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

**9' x 10' Classic Carpet:**  Black  Blue  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES		RENTAL		PURCHASE			
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	184.95	_____	_____	262.80	_____
1715801	1-200 Watt Halogen Light Kit	_____	97.35	_____	_____	191.45	_____
1715802	Straight Shelf	_____	74.60	_____	_____	133.00	_____
1715803	Angled Shelf	_____	74.60	_____	_____	133.00	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability.

**Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 9.75% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

# F R E E M A N

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## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

Next Day  2nd Day  Deferred

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

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

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

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

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

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

## **McCORMICK PLACE/NAVY PIER WORK RULES AND REGULATIONS**

To assist you in planning for your participation in this event, we are certain that you will appreciate knowing these facts in advance. If you elect to, you as an exhibiting company may do portions of your exhibit work yourselves. To help you understand your rights as an exhibitor, we ask that you read the following:

### **MACHINERY RIGGING**

- Consistent with Safety and the skills and training necessary to perform the task an exhibitor and exhibitor employees are permitted in a booth of any size with the use of the exhibitors ladders and hand tools to set up and dismantle exhibits, assemble and disassemble materials, machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

### **EXHIBIT INSTALL & DISMANTLE**

In connection with exhibits no larger than 300 net square feet, one exhibitor or a full time company representative may erect and tear down booths by hand without mechanical assistance or ladders. Exhibitors may hang their own signs or graphics within their booth provided there is no use of power tools, ladders, lifts, or similar equipment. This rule is true regardless of booth size. Exhibitors may also skirt tables, provided they do it with their own custom-fit skirts without the use of staples, snaps or velcro.

### **Straight Time, Over Time and Double Time Labor:**

Exhibitor move-in and move-out times are set by Show Management and are published in your show schedule and on the Quick Facts sheet in your Exhibitor Manual.

# NAVY PIER CHICAGO

## General Information

### ELECTRICAL

24-Hour service is approximately double the unit rate. Power can be ordered selectively or for the entire booth. All 24-hour 480 volt service requires a stand-by electrician during non-show hours. Motors of 3/4 H.P. or over must be supplied with a safety switch. Power fed from overhead will incur an additional labor charge. All 480 volt power over 100 amperes and all 208 volt power over 60 amperes must be fed from overhead. Wall and column outlets are not to be used by exhibitors and are not a part of the booth space. Violators will be fined. All electrical signs shall have a permanent nameplate stating the dimensions, weight, and maximum ampere load. All material and equipment furnished by Navy Pier is the property of Navy Pier and is not to be removed or taken by exhibitor.

The use of open pin sockets, latex or lamp cord wire in displays, duplex or triplex, 2-wire cord, clamp-on lights or attachment plugs is prohibited by order of the Chicago Board of Fire Underwriters, Chicago Bureau of Electrical Inspection, and the Chicago Fire Prevention Bureau.

In the interest of public safety, every exhibit presented in Navy Pier is carefully inspected to determine if violations exist. If they do exist, qualified electricians are available to correct the problem. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service will not be connected.

Electrical requirements for an exhibit at Navy Pier are based on codes that are developed by local and national organizations whose professional responsibility is for the safety of all the exhibitors and visitors. Navy Pier staff reserves the right to refuse connections where wiring constitutes a safety or fire hazard or does not meet the City of Chicago Electrical Code.

### PLUMBING

After the first connection of service is completed, all connections, installation of fixtures, filling and draining of tanks and hydraulic or vacuum piping, will be performed on a time and material basis. All material and equipment furnished by Navy Pier will remain the property of the Authority. Toxic gases and objectionable odors must be properly vented. No L.P. gas, oxygen, hydrogen or acetylene will be permitted within the facility without prior approval of the Authority and the Chicago Fire Prevention Bureau.

All drilling for anchoring necessary for machine installation is to be done by Navy Pier Plumbing Department. All drilling must be approved by Building Operations (312) 791-7000. ALL COOLANTS, LUBRICANTS, AND OTHER PROCESS LIQUIDS MUST BE DISPOSED OF IN AN APPROVED MANNER AS DETERMINED BY NAVY PIER STAFF. WATER SOLUBLE LIQUIDS ARE EXCEPTED.

### TELEPHONE

Single line telephone instruments must be picked up at the Navy Pier Service Desk. A deposit is required on a major credit card. The deposit is refunded upon return of the phone.

### HOUSEKEEPING

Navy Pier Housekeeping is responsible for cleaning during move-in until the beginning of the show. At this point, during show days, Housekeeping maintains the public areas as well as the aisles in the exhibition area.

At the end of the show, each night Housekeeping will dump the trash, vacuum the aisles and clean all restrooms.

Once again, Housekeeping is responsible for the aisle areas, so it is the responsibility of the Exhibitor to move their trash to the edge of their booths. At that point, Housekeeping will go through each aisle and remove any trash. HOWEVER, HOUSEKEEPING WILL NOT ENTER ANY EXHIBITOR'S BOOTH TO REMOVE TRASH.

It is also the responsibility of the Exhibitor to make arrangements with the Navy Pier Customer Service Desk to have excess debris removed from their booths during show and move-out days. Excess debris includes literature, lumber, carpet, products or waste from a product or demonstration of a machine, etc. Failure to make arrangements could result in the Exhibitor being billed for this inconvenience

Please return form to:

**DEADLINE DATE  
DECEMBER 22, 2011**

<p>NATL MARINE MFR ASSN  200 E RANDOLPH ST, STE 5100  CHICAGO, IL 60601-6539</p> <p>Attn: KEVIN MURPHY  Email: kmurphy@nmma.org</p>
---

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29,2012**

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

*If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.*

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

\_\_\_\_\_

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

*It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.*

*This form must be received by **DECEMBER 22, 2011.***

**NOTIFICATION OF INTENT TO USE eac**

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 13, 2012**

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

## PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO JANUARY 26-29, 2012

NAME OF SHOW: \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to [www.freemanco.com/store](http://www.freemanco.com/store)  
**DISPLAY LABOR** (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Show Site Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 117.10	\$ 152.25
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 175.60	\$ 228.30

\*\*If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.\*\*

**Double Time** - 8:30 PM - 8:00 AM Monday through Friday (unless noted above);  
Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. .... \$ 234.15 \$ 304.40

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from:  
12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).  
(For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Show Site prices will apply to all labor orders placed at show site.**
  - Price is per person/per hour
  - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
  - Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

### INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

### DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

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

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

# F R E E M A N

## PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO JANUARY 26-29, 2012

NAME OF SHOW: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

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

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

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 CARRIER: (Please indicate the carrier's name)**

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**

**Delivery back to warehouse at Exhibitor's Expense.**

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

# F R E E M A N

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

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

FREEMAN exhibit transportation

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

\_\_\_\_\_  
(City) (State) (Zip)

#### DESTINATION

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

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

**PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO**

C/O: FREEMAN  
2500 WEST 35TH STREET  
CHICAGO, IL 60632

#### MUST BE DELIVERED BY

- I will be shipping to **SHOW SITE**

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

**PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO**

C/O: FREEMAN  
NAVY PIER  
600 E GRAND AVE  
CHICAGO, IL 606113426

**CANNOT BE DELIVERED BEFORE JANUARY 23, 2012**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**SHOW #** (281933) \_\_\_\_\_

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
**JANUARY 13, 2012**

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

**PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO  
 JANUARY 26-29, 2012**

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

**RIGGING EQUIPMENT AND LABOR**

**Straight Time, Overtime, Double Time Window**

Time Window	Monday - Friday	Saturday	Sunday & Holidays
6am to 10pm	Straight time for first 8 consecutive hours and Overtime after 8 hours	Overtime for first 8 consecutive hours and Double Time after 8 hours	Double Time All Day
10:01pm - 11:59pm	Overtime	Overtime	
12am to 5:59am	Double Time	Double Time	

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment. Please note: this does not pertain to exhibit material or millwright jurisdictions
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

**Exhibitors may also utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours providing following conditions are met:**

1. You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
2. Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
3. Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
4. Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

**FREEMAN forklift / rigging labor**

**PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO  
JANUARY 26-29, 2012**

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

**RIGGING EQUIPMENT AND LABOR**

Part #	Description	Price per Hour	Show Site
--------	-------------	----------------	-----------

**Forklift Labor**

Prices do not include crew. Crew consists of rigger foreman and one rigger.  
 (Half hour minimum per forklift)

3090600	Man Cage for Forklift.....	\$ 51.60	\$ 67.10
3090700	Boom for Forklift.....	\$ 51.60	\$ 67.10
30405	Sm.Forklift - up to 5,000 lbs .....	\$ 62.30	\$ 80.95
304015	Lg.Forklift - up to 15,000 lbs.....	\$106.15	\$138.00
30404	4- Stage Forklift .....	\$ 94.80	\$123.25

**Two Man Rigging Crew--Crew consists of a rigging foreman and one rigger (Half hour minimum)**

3020400	Rigging Crew - ST.....	\$236.95	\$308.10
3020401	Rigging Crew - OT .....	\$355.45	\$462.10
3020402	Rigging Crew - DT.....	\$459.80	\$597.75

**Additional Rigging Labor (Half hour minimum per person)**

3020200	Rigger Foreman - ST .....	\$125.05	\$162.60
3020201	Rigger Foreman - OT .....	\$187.60	\$243.90
3020202	Rigger Foreman - DT .....	\$236.00	\$306.80
3020100	Rigger - ST.....	\$ 111.90	\$145.50
3020101	Rigger - OT .....	\$167.85	\$218.20
3020102	Rigger - DT.....	\$223.80	\$290.95

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

Please complete the forms below and return with your completed Method of Payment Form.

**INSTALLATION**

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

**DISMANTLE**

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

**FREEMAN forklift / rigging labor**

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
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 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 13, 2012**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

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; First (8) hours at work on Saturday  
 Double Time: After (8) hours at work on Saturday regardless of starting time; All day Sunday and Holidays

### LIGHTING DESIGNER INFORMATION:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Company Name: \_\_\_\_\_

Description	Advance Price	Show Site Price
<b>RIGGING EQUIPMENT</b>		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor - per hour (Crew must be ordered separately).....	\$225.05	\$225.05
Crew - ST .....	182.00	236.60
Crew - OT .....	268.00	348.40
Crew - DT .....	354.00	460.20
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift - per hour (Operator must be ordered separately).....	\$172.35	\$172.35
Operator - ST.....	91.00	118.30
Operator - OT.....	134.00	174.20
Operator - DT .....	177.00	230.10
<b>RIGGING LABOR (high riggers, ground riggers and electricians)</b>		
<b>Please contact Freeman Exhibitor Services at (773) 473-7080 for details.</b>		
Electrical Rigger, - ST.....	\$ 91.00	\$ 118.30
Electrical Rigger - OT .....	134.00	174.20
Electrical Rigger - DT .....	177.00	230.10
<b>MISCELLANEOUS LABOR</b>		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST.....	\$ 91.00	\$ 118.30
Turn-On / Turn-Off Charge - OT .....	134.00	174.20
Turn-On / Turn-Off Charge - DT .....	177.00	230.10
<b>MISCELLANEOUS EQUIPMENT</b>		
_____ One Ton Hoist (power not included - complete Electrical Order Form).....	\$ 417.00	\$ 625.50
_____ Half Ton Hoist (power not included - complete Electrical Order Form) .....	402.00	\$ 603.00
_____ 20.5" Box Truss (per foot) - Silver .....	20.00	\$ 30.00
_____ 12" x 18" Box Truss (per foot) - Black .....	19.00	\$ 28.50
_____ 12" Box Truss (per foot) - Silver .....	18.00	\$ 27.00
_____ Small Rotator .....	211.00	\$ 316.50
_____ Large Rotator .....	421.00	\$ 631.50
_____ Design Fee.....	125.00	\$ 125.00
_____ Corner Blocks .....	85.00	\$ 127.50

**Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.**

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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

**HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR**

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **\$115.00 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$115.00)						= \$ _____
Total Installation						= \$ _____

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **\$115.00 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (\$115.00)						= \$ _____
Total Dismantle						= \$ _____

**PLEASE NOTE:**  
**IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.**

**FREEMAN hanging truss & chain hoist**

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST REQUIRED)

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted in a DWG format to Freeman Rigging Manager three (3) weeks prior to move-in.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### ELECTRICAL HANGING SIGNS

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

# F R E E M A N

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGRESSIVE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

---

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

---

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

---

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

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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

## ELECTRICAL LABOR

LABOR RATES (rates are per hour per person)	Advance	Show Site
<b>Straight Time</b> .....	<b>\$ 91.00</b>	<b>\$ 118.30</b>
<b>Overtime</b> .....	<b>\$ 134.00</b>	<b>\$ 174.20</b>
<b>Double Time</b> .....	<b>\$ 177.00</b>	<b>\$ 230.10</b>

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; First (8) hours at work on Saturday  
Double Time: After (8) hours at work on Saturday regardless of starting time; All day Sunday and Holidays

- **Straight Time, Overtime and Double Time rates apply. Please contact Freeman Exhibitor Services at (773) 473-7080 for details.**
- 1/2 hour minimum charge for electrical labor orders
- **Dismantle labor is charged at 50% of the install labor.**

### STEP 1

Labor is required for the following items:

1. Floor work - Distribution of electrical under carpet and flooring.
2. Booth work - Distribution of electrical overhead (more than one drop location in your booth) and or through booth structure, mounting of plasmas/LCD monitors, lights, and plugging in and connection of most exhibitor equipment.
3. Hook Up - Connection and hard wiring of all 208v or higher services, electrical motors, dimmers, disconnects or sound and projection equipment.
4. Truss Work - Assembly and installation of all lighting hung from truss or beams, including the assembly and hanging of the truss, overhead lighting and distribution of power cables throughout the truss.
5. Signage - Installation of ground supported or hanging or rotating electrical signage.
6. Lift Services - All electrical work requiring scissor or boom lifts.

If you have any questions regarding the work rules, or clarification of the labor requirements, please contact Freeman Electrical Services at (773) 473-7080.

### STEP 2 (Applicable to Floor work only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floor work can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

**Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.**

Installation to be complete by: Date \_\_\_\_\_ Time: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

If a company representative prefers to be present during electrical distribution, please reference Step 1 to determine what type of labor you require for your booth. Once your requirement has been determined, please complete Step 3 on reverse side with your choice.

**\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

See Reverse Side For Additional Information And Conditions

NAME OF SHOW: PROGRESSIVE STRICTLY SAIL CHICAGO /JANUARY 26-29, 2012

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

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

**STEP 3**

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum 1/2 hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ (Enter applicable # from Step 1)

Labor Request Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Lift Request Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # of Hours \_\_\_\_\_ Type of Lift \_\_\_\_\_

**CANCELLATION POLICY**

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

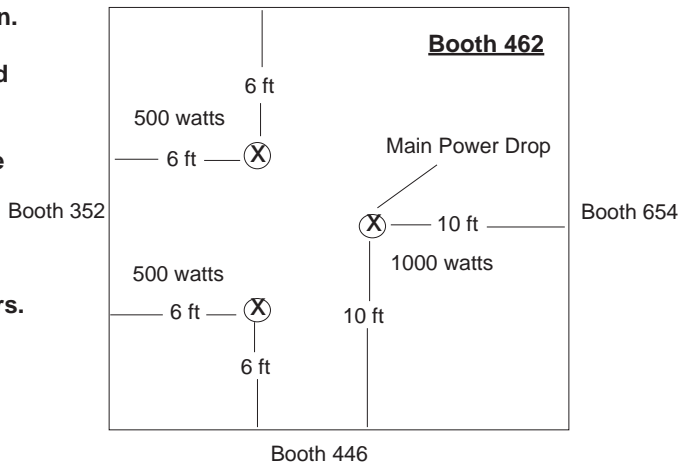
**TERMS & CONDITIONS**

- 1 **Straight Time, Overtime and Double Time rates apply. Please contact Freeman Exhibitor Services at (773) 473-7080 for details.**
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of 1/2 hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1/2 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed.  
8:00 am calls will be filled on a first-come first served basis as orders are received.
- 7 Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 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.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOOR WORK**

Please indicate the following on the floor plan.

1. **Location of the main power drop - please provide specific dimensions and wattages/amperages.**
2. **Location and load of all outlets - please provide specific dimensions and wattages/amperages.**
3. **Booth orientation - please provide surrounding aisle and/or booth numbers.**



# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 13, 2012**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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

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

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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

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

#### 110/120 VOLT (Labor Required for Connection)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	94.50	141.75 = \$	_____
1000 Watts (10 amps)	_____	_____	168.50	252.75 = \$	_____
2000 Watts (20 amps)	_____	_____	261.00	391.50 = \$	_____

#### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	419.00	628.50 = \$	_____
30 Amps	_____	_____	440.50	660.75 = \$	_____
60 Amps	_____	_____	482.00	723.00 = \$	_____
100 Amps	_____	_____	964.50	1,446.75 = \$	_____

#### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	525.00	787.50 = \$	_____
30 Amps	_____	_____	576.00	864.00 = \$	_____
60 Amps	_____	_____	624.00	936.00 = \$	_____
100 Amps	_____	_____	1,017.50	1,526.25 = \$	_____
200 Amps	_____	_____	2,035.00	3,052.50 = \$	_____
400 Amps	_____	_____	3,501.00	5,251.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$6.00 per Amp (20 Amp Min.)  
 Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

#### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	631.00	946.50 = \$	_____
30 Amps	_____	_____	665.00	997.50 = \$	_____
60 Amps	_____	_____	903.00	1,354.50 = \$	_____
100 Amps	_____	_____	1,046.00	1,569.00 = \$	_____
200 Amps	_____	_____	2,079.50	3,119.25 = \$	_____

#### LIGHTING (Includes Power and Labor)

1000 Watt Quartz Light	_____	_____	375.00	562.50 = \$	_____
Arm Light	_____	_____	123.00	184.50 = \$	_____
Single Light Stand	_____	_____	128.00	192.00 = \$	_____
Double Light Stand	_____	_____	197.00	295.50 = \$	_____

#### LABOR (Minimum Charge for Orders - 1/2 hour)

	Advance Price	Show Site Price
<b>Straight Time</b> (per hour).....	<b>\$ 91.00</b>	<b>\$ 118.30</b>
<b>Overtime</b> (per hour) .....	<b>\$ 134.00</b>	<b>\$ 174.20</b>
<b>Double time</b> (per hour) .....	<b>\$ 177.00</b>	<b>\$ 230.10</b>

**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; First (8) hours at work on Saturday**  
**Double Time: After (8) hours at work on Saturday regardless of starting time; All day Sunday and Holiday.**

\* Dismantle labor is charged at 50% of the install labor.

#### ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.
- Extension cords and power strips are available at the Show Service Desk.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.

#### TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax 8% Rental	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

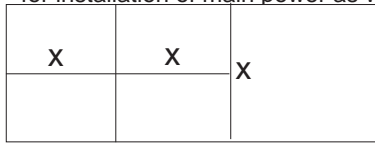
## ELECTRICAL INSTRUCTIONS & CONDITIONS

### HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

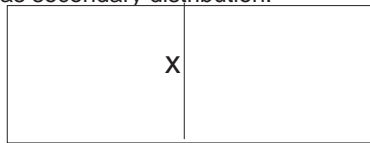
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horsepower, voltage and phasing.
3. Dedicated outlets require a minimum 20 amp outlet and are double the price.

### WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

### OTHER:

1. **Labor is required for:** all under-carpet distribution of electrical wiring, all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment prewired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices shall have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

# F R E E M A N

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Chicago, IL 60644  
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Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 13, 2012

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

NAME OF SHOW: **PROGRESSIVE INSURANCE STRICTLY SAIL CHICAGO / JANUARY 26-29, 2012**

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

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For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

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### COMPRESSED AIR: 90-100 lbs. PSI (Rental tax of 8% applies)

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes up to 90 feet of air line) .....	_____	543.00	814.50 = \$	_____
Additional outlets within 15 feet.....	_____	272.00	408.00 = \$	_____
Additional footage per foot (after 1st 90 feet) .....	_____	4.25	4.25 = \$	_____

**Total** \_\_\_\_\_

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

### WATER (Rental tax of 8% applies)

Service Charge for water outlet (includes first 90 feet of water line) ..	_____	485.00	727.50 = \$	_____
Additional footage per foot (after 1st 90 feet) .....	_____	4.25	4.25 = \$	_____

**Total** \_\_\_\_\_

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

### DRAINS (Rental tax of 8% applies)

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.) _____	_____	485.00	727.50 = \$	_____
Additional Footage per foot (after 1st 90 ft.) .....	_____	4.25	4.25 = \$	_____

**Total** \_\_\_\_\_

### FILL & DRAINS (Purchase tax of 9.75% applies)

0 - 200 Gallons .....	_____	287.00	430.50 = \$	_____
201 - 400 Gallons .....	_____	453.00	679.50 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	35.35	53.05 = \$	_____

**Total** \_\_\_\_\_

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

### GASES & MISCELLANEOUS EQUIPMENT

(Rental tax of 8% applies to equipment and material - purchase tax of 9.75% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

### LABOR (Tax not applicable)

1/2 hour install & 1/2 hour dismantle labor is included with the above services, for the first service only. All additional labor will be billed in 1/2 hour increments.

	Advance Price	Show Site Price
Straight Time.....	\$ 91.00	\$ 118.30 = \$ _____
Overtime.....	\$ 134.00	\$ 174.20 = \$ _____
Double Time.....	\$ 177.00	\$ 230.10 = \$ _____

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; First (8) hours at work on Saturday

Double Time: After (8) hours at work on Saturday regardless of starting time; All day Sunday and Holidays

In order to obtain the DISCOUNT price, your order and Method of Payment form must be received by deadline date.

#### PURCHASE TOTAL COST

Subtotal + 9.75% Tax = \$ Total Cost

#### RENTAL TOTAL COST

Subtotal + 8% Tax = \$ Total Cost

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for connections installed and not used.
3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
6. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
7. All equipment using water must have inlet and outlet properly tagged.
8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
10. Service outlet size will be determined by the volume required.
11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
12. All outlets will be installed on the floor at the backwall of booth.
13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
15. All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

### ATTENTION:

**Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply. If you have questions regarding this, please contact our plumbing department at: 773-473-7080.**

**Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing. Please contact our plumbing department at: 773-473-7080 for quotation.**

**Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work. Please contact our plumbing department at: 773-473-7080 for information.**

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

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

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):  
 (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;  
 (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;  
 (c) personal effects;  
 (d) and other inherently fragile or unique items, including prototypes, etc.

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

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

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

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

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

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

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

# MATERIAL HANDLING

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

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

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

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

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

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

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

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

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

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; 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 goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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

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

# PAYMENT & LABOR

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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 Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## 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 rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

## 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.