



LIFESAVERS ANNUAL CONFERENCE  
APRIL 22-24, 2018  
HENRY B. GONZALEZ CONVENTION CENTER  
SAN ANTONIO, TEXAS

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one 6' x 30" black skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit area will NOT be carpeted; however, aisles will be carpeted in blue. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by April 02, 2018.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Saturday	April 21, 2018	12:00 PM - 6:00 PM
Sunday	April 22, 2018	7:30 AM - 11:00 AM

### EXHIBIT HOURS

Sunday	April 22, 2018	12:00 PM - 5:00 PM
Monday	April 23, 2018	8:00 AM - 4:30 PM
Monday	April 23, 2018	12:30 PM - 2:00 PM <i>Hall closed for Awards Luncheon</i>

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Monday	April 23, 2018	4:30 PM - 9:30 PM
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**We will begin returning empty containers once aisle carpet is removed.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Monday, April 23, 2018 at 9:30 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, April 23, 2018 at 7:30 PM.

### POST SHOW PAPERWORK AND LABELS

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

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

## FREEMAN

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 554-2021 fax (469) 621-5611  
 FreemanSanAntonioES@freeman.com

## FREEMAN EXHIBIT TRANSPORTATION

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

## FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by April 02, 2018.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

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

## SHIPPING INFORMATION

## Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**LIFESAVERS ANNUAL CONFERENCE - 451522**  
 C/O FREEMAN  
 3323 I H 35 NORTH, STE 126  
 SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Monday, March 26, 2018, at the above address. Material arriving after April 16, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (210) 554-2021

## Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**LIFESAVERS ANNUAL CONFERENCE - 451522**  
 C/O FREEMAN  
 HENRY B GONZALEZ CONVENTION CENTER  
 237 TOWER OF AMERICAS WAY  
 SAN ANTONIO, TX 78205

Freeman will receive shipments at the exhibit facility beginning Friday, April 20, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (210) 554-2021

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

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

#### LABOR INFORMATION

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

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 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 April 02, 2018.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

### EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.

*Please return form to:*

**Christin McGrath**  
**Exhibits Manager**  
**Meetings Management**  
**PO Box 30045**  
**Alexandria, VA 22310**  
**(D) 202-316-4867**  
**(Office) 703-922-7944**  
**(F) 703-922-7780**  
**mcgrath@meetingsmgmt.com**

**DEADLINE DATE**  
**APRIL 2, 2018**

NOTIFICATION OF INTENT To Use EAC

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**Lifesavers National Conference / April 22 - 23, 2018**

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

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

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

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

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If your company plans to use a firm who is not an 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: \_\_\_\_\_

\_\_\_\_\_

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 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.



**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**CERTIFICATE REF #  
2011-TFC-03932DATE (MM/DD/YYYY)  
4/1/2011

## PRODUCER

Holmes Murphy & Associates, Inc.  
3333 Lee Parkway  
Dallas, Texas 75219-5111THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION  
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE  
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR  
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

## INSURED

Freeman, Freeman Decorating Co., Freeman Decorating Services,  
Inc., Freeman Audio Visual Solutions, Inc., Alford Media Services,  
Inc., ProActive, Exhibit Fabrication Division, Freeman  
Transportation, Inc., Stage Rigging Inc., Mesa Technical Services

INSURER A: Insurance Company of the State of Pennsylvania

INSURER B: Commerce &amp; Industry Insurance Company

INSURER C: Illinois National Ins. Co. (INIC); New Hampshire Ins. Co. (NHIC)

INSURER D: National Union Fire Ins. Co. PA

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING  
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH THE RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR  
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH  
POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC	GL4406309	4/1/2011	4/1/2012	EACH OCCURRENCE \$ 3,000,000 FIRE DAMAGE (Any one fire) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL AND ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input checked="" type="checkbox"/> Auto Physical Damage - Any Auto - Self Insured	A: CA4309471 B: CA4309470 (Massachusetts)	4/1/2011	4/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				
A C D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A: 061967544, 061967546, 061967548 C: 061967543 (INIC), 061967545 (NHIC) D: 061967547	4/1/2011	4/1/2012	<input checked="" type="checkbox"/> WC STATU- (OTH- TORY LIMITS - ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER				

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

All Operations of the Named Insured

Branch #: 01160

RENEWABLE

## CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

## CANCELLATION

Freeman Decorating Services, Inc.  
Office Manager  
901 E. South Street  
Anaheim, CA 92805SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION  
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN  
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL  
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR

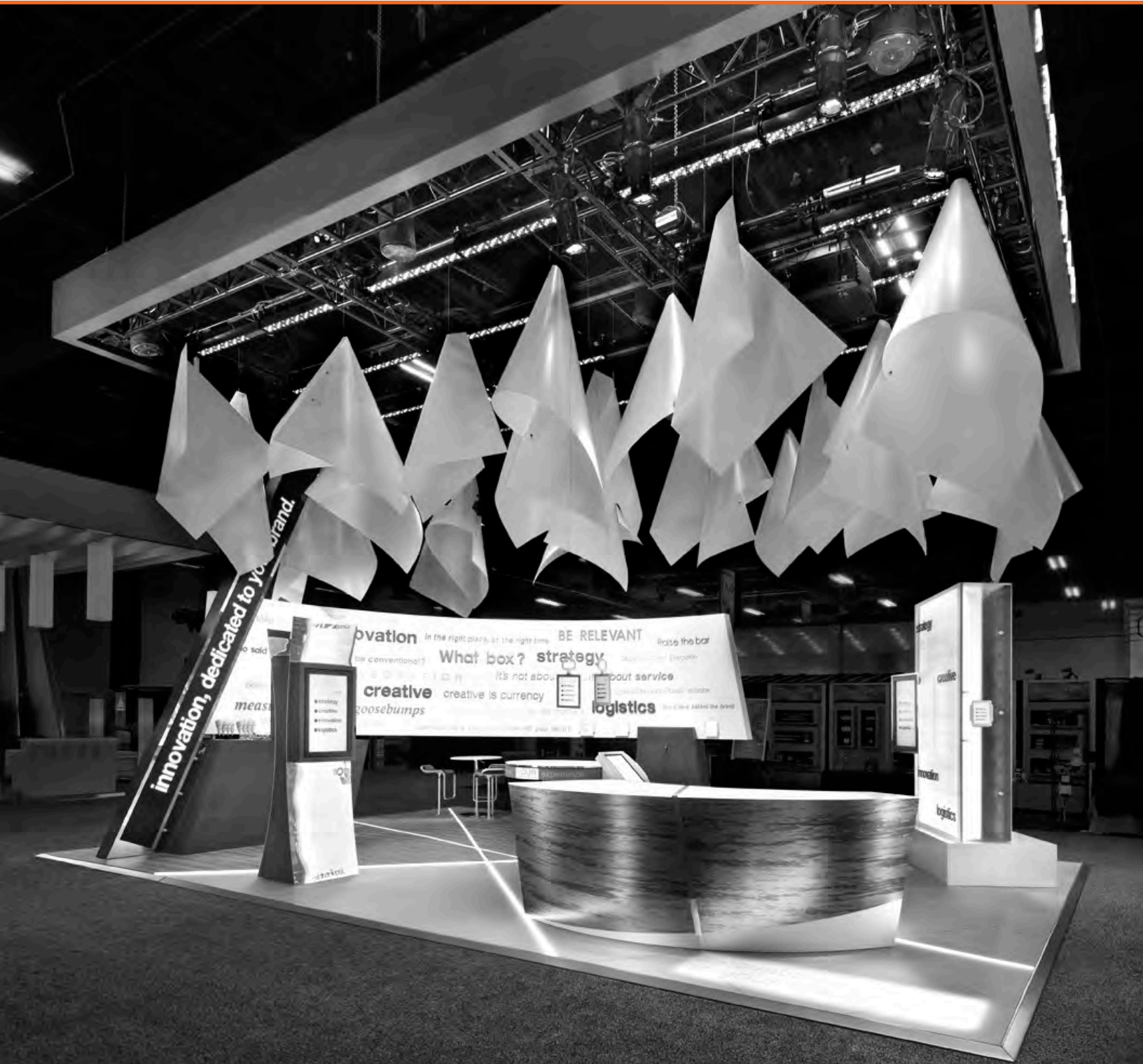
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

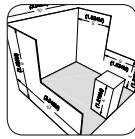




# Guidelines for Display Rules & Regulations 2014 Update

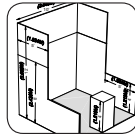


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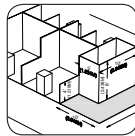
Linear Booth and Corner Booth

4



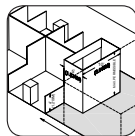
Perimeter Booth

5



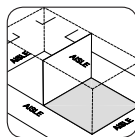
End-cap Booth

6



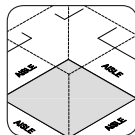
Peninsula Booth

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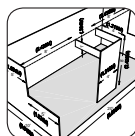
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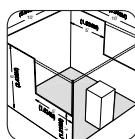
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## Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

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**For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.**

## Linear Booth

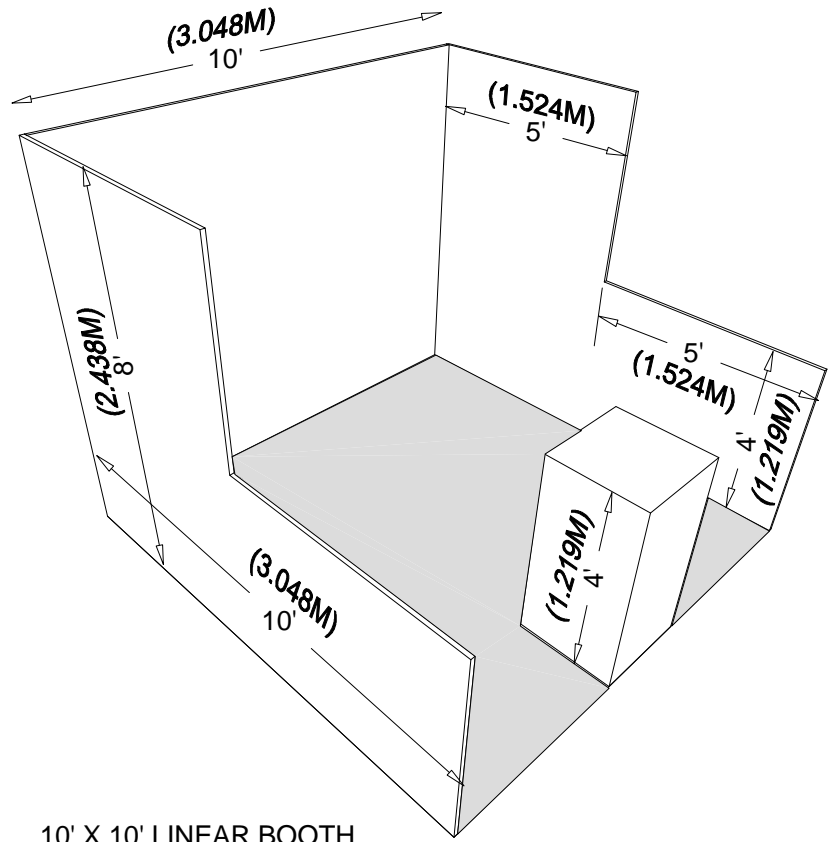
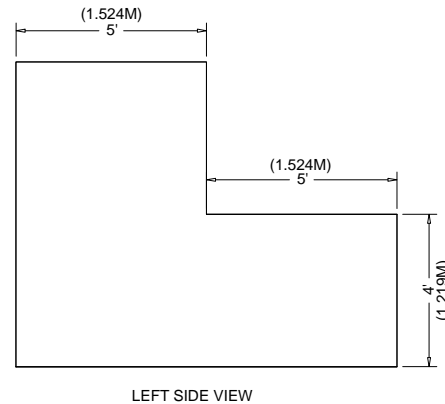
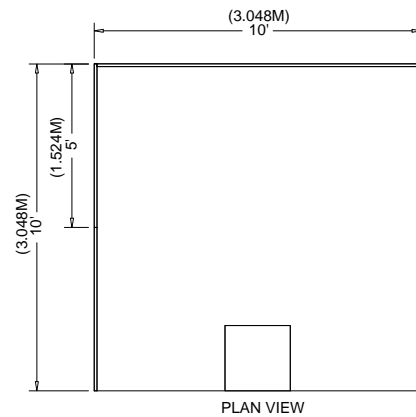
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

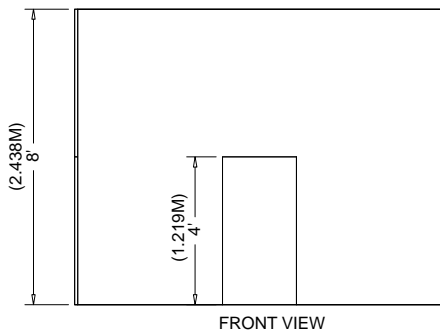
### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

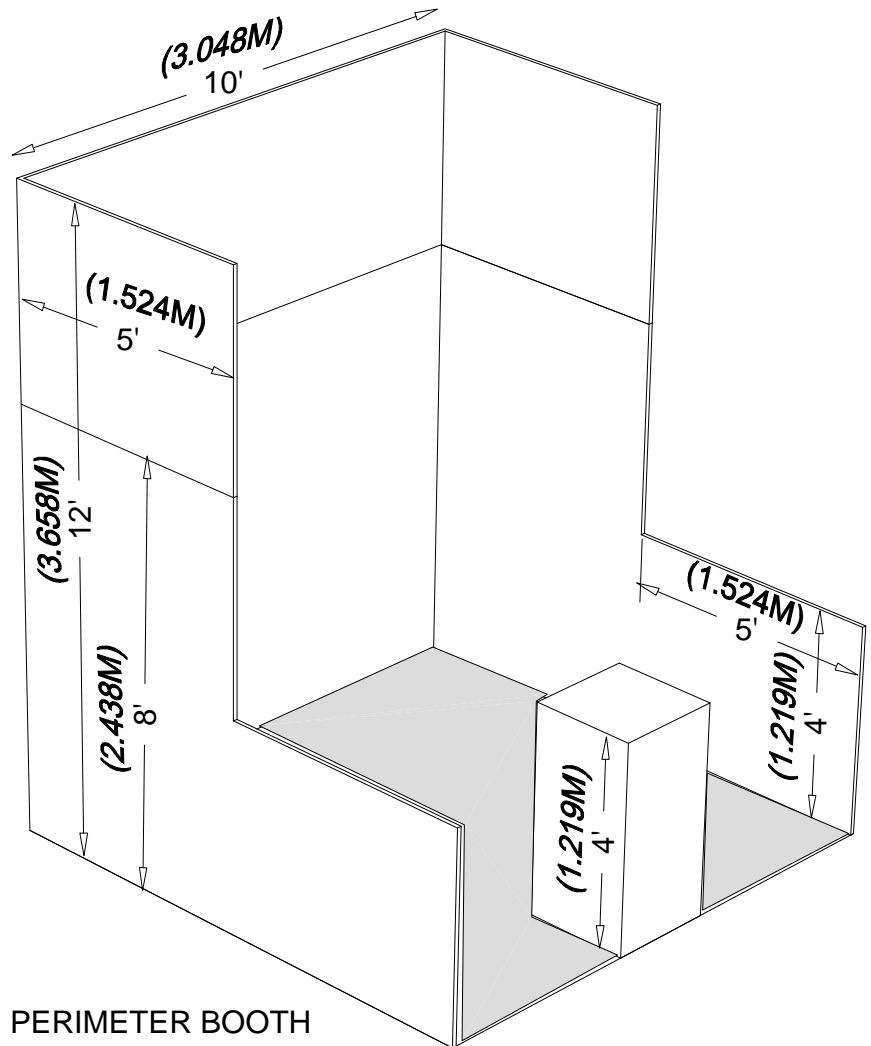
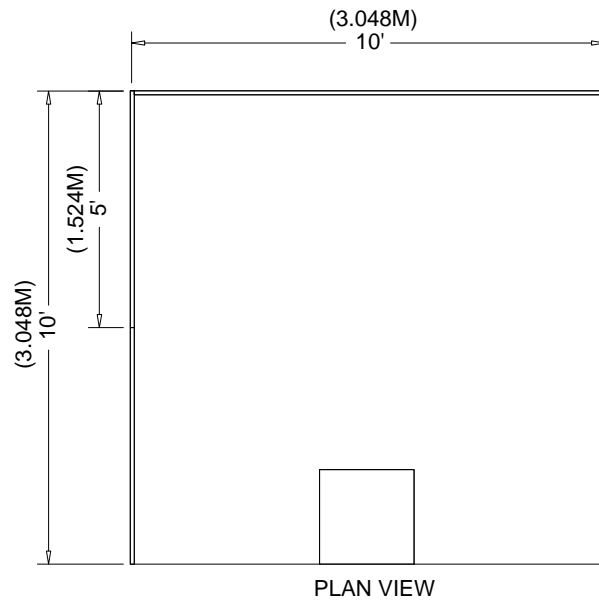
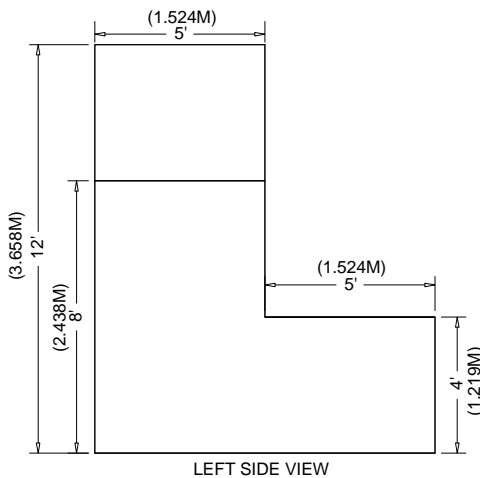
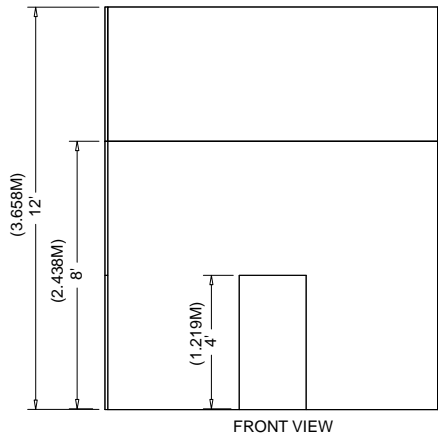


# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

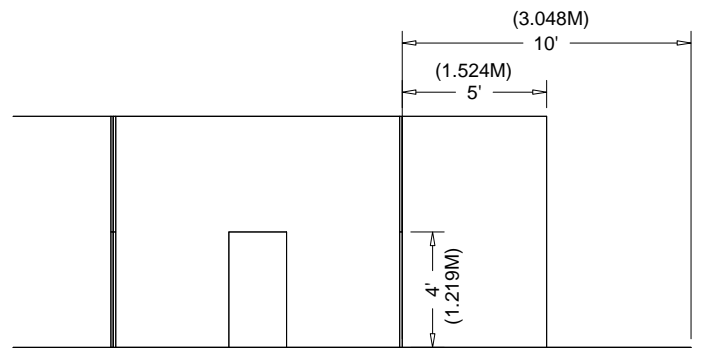


## End-cap Booth

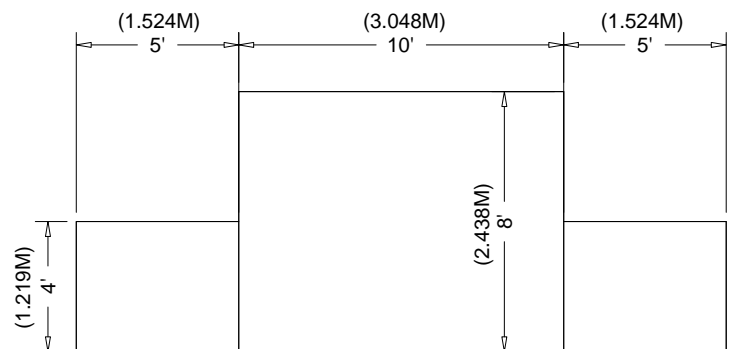
An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

### Dimensions

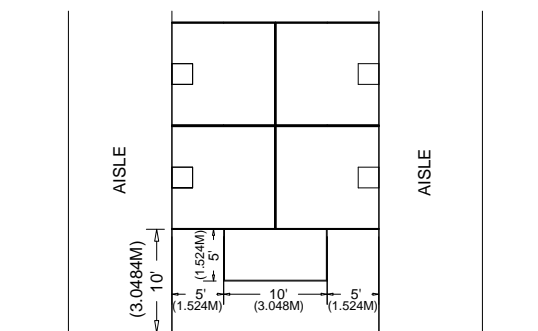
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



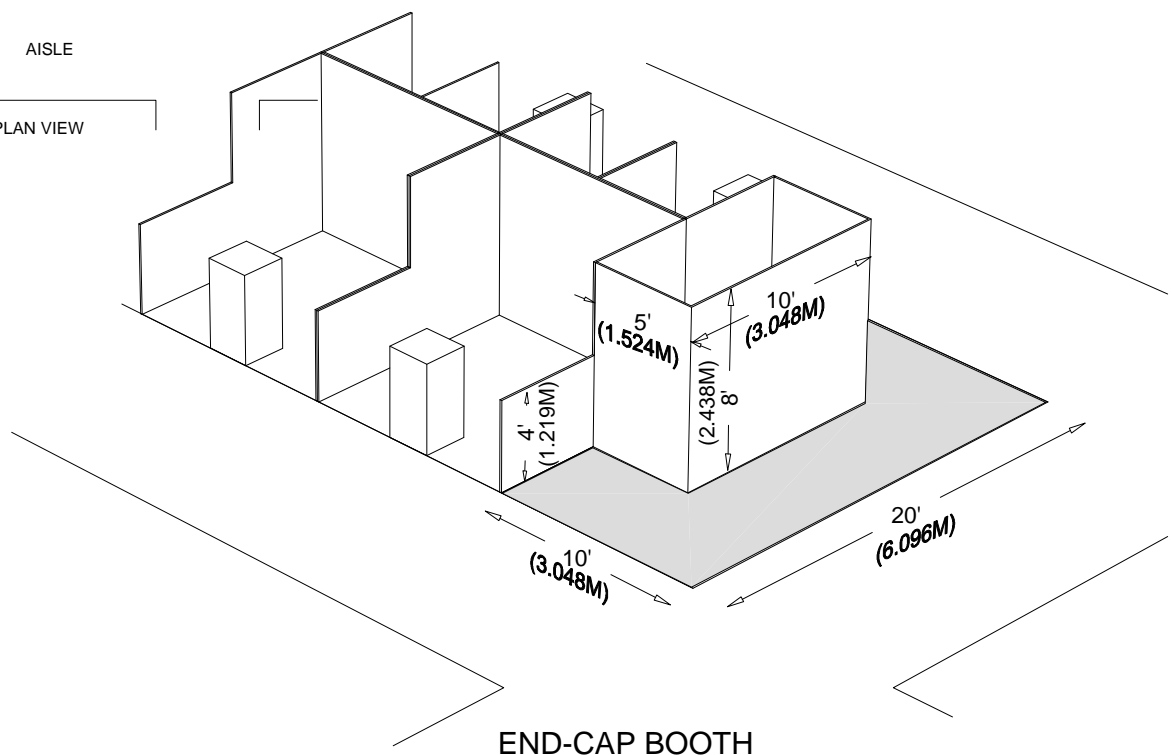
LEFT SIDE VIEW



FRONT VIEW



PLAN VIEW



END-CAP BOOTH

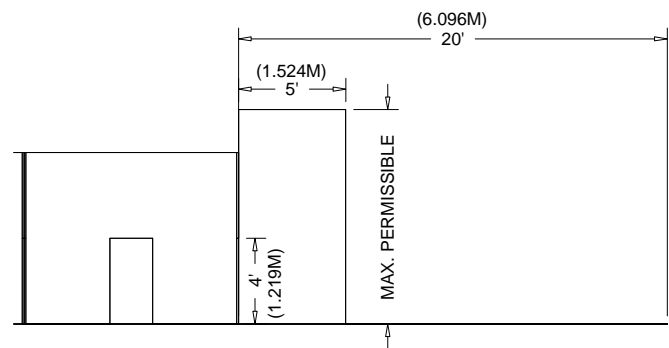
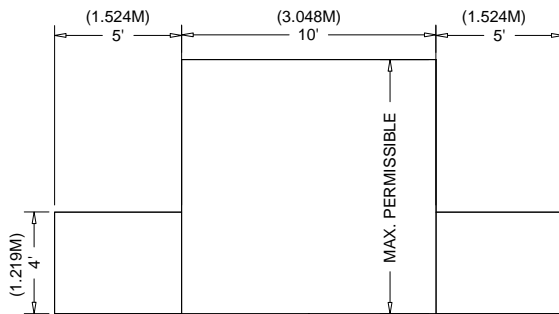
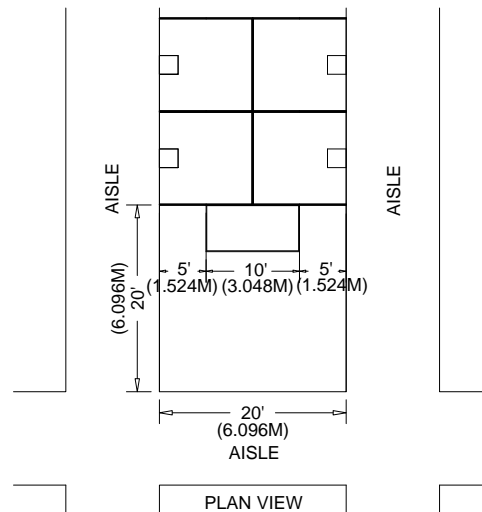


# Peninsula Booth

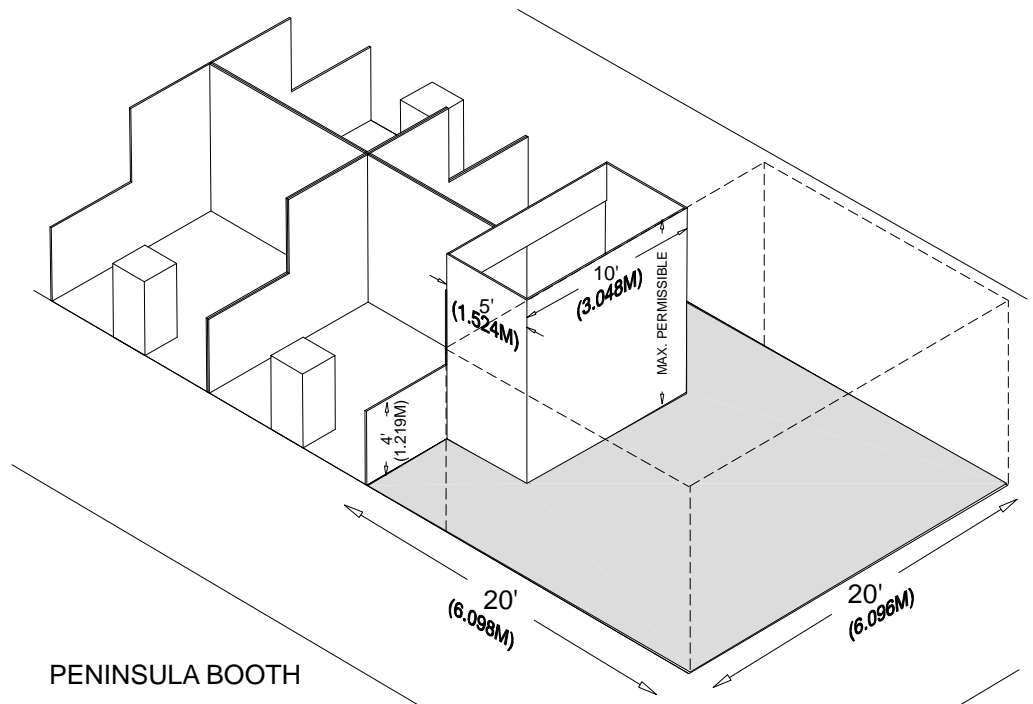
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

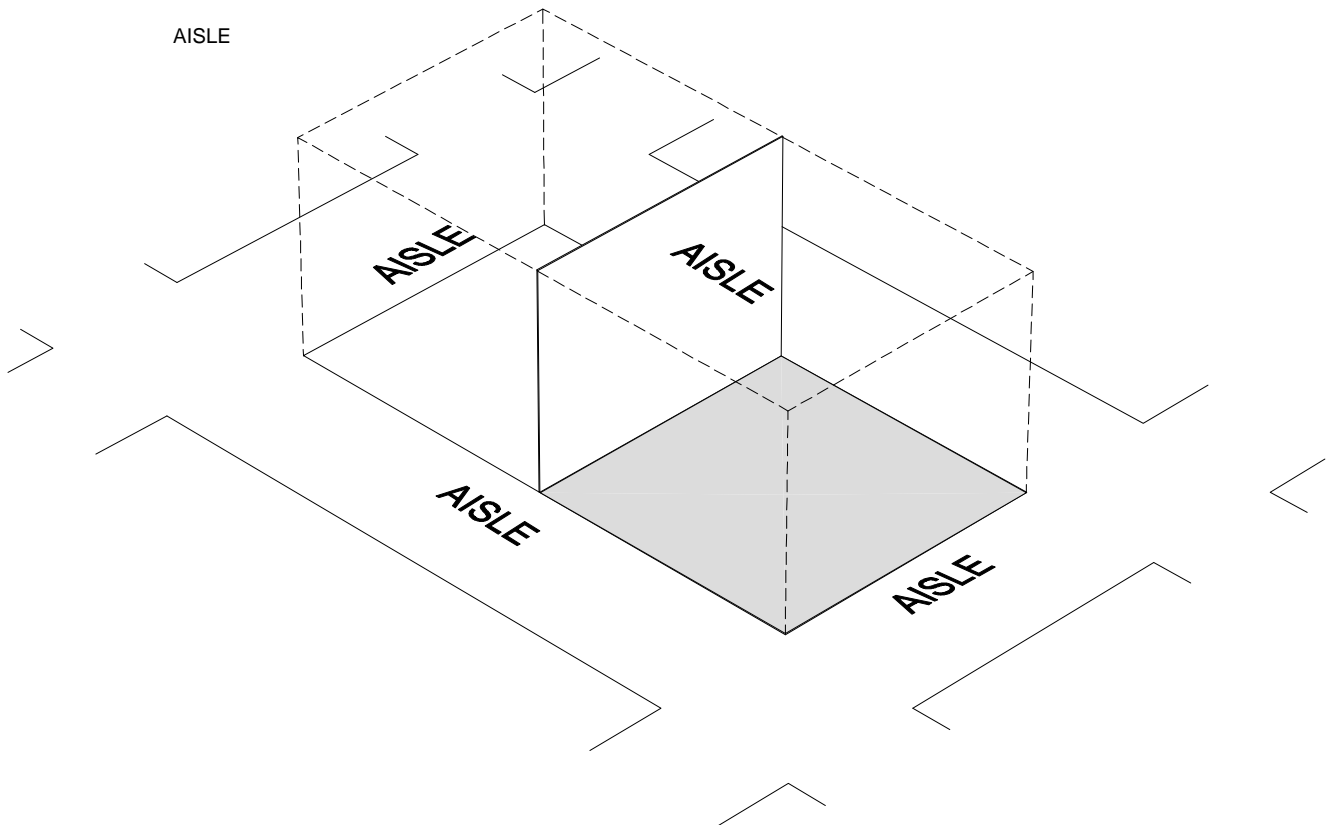
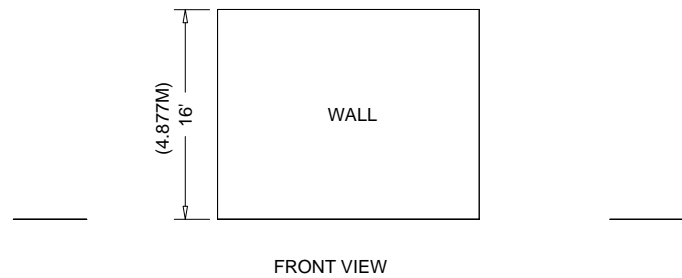
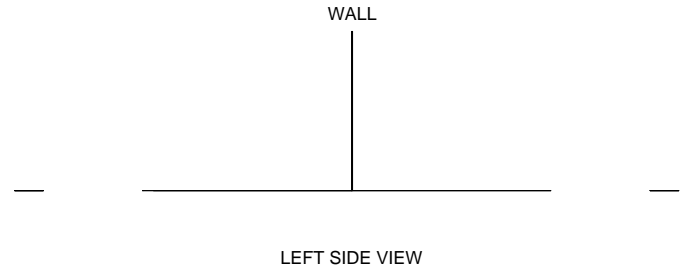
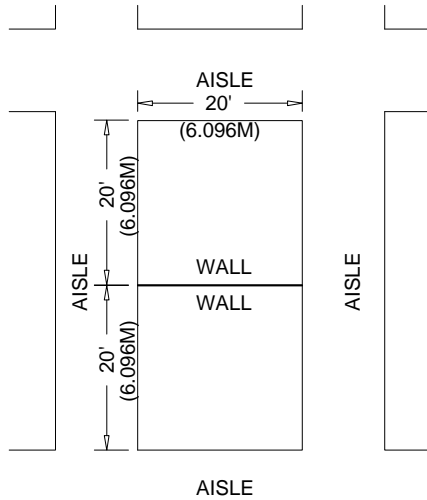


FRONT VIEW



## Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

## Island Booth

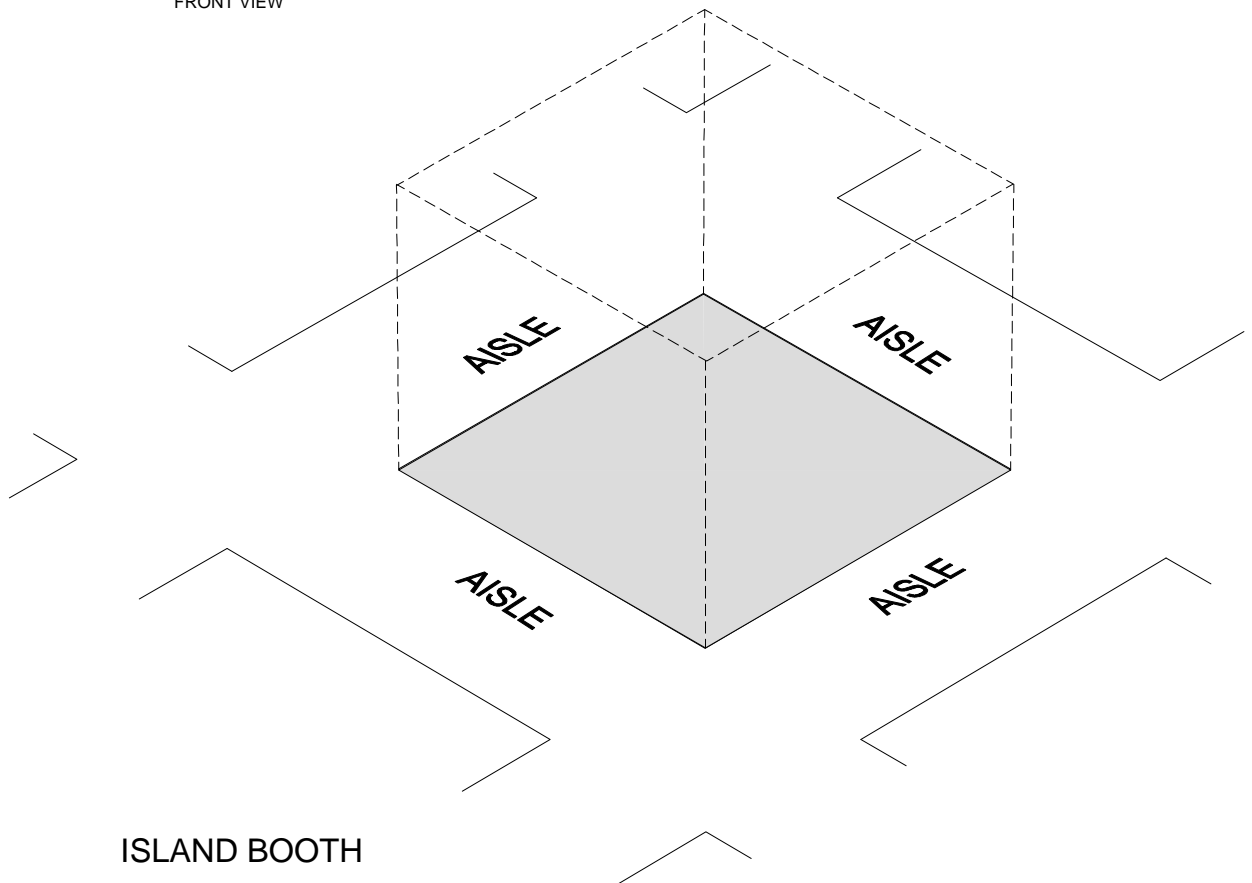
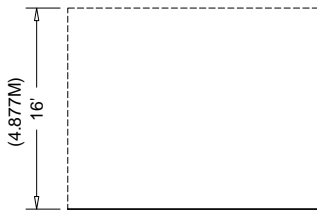
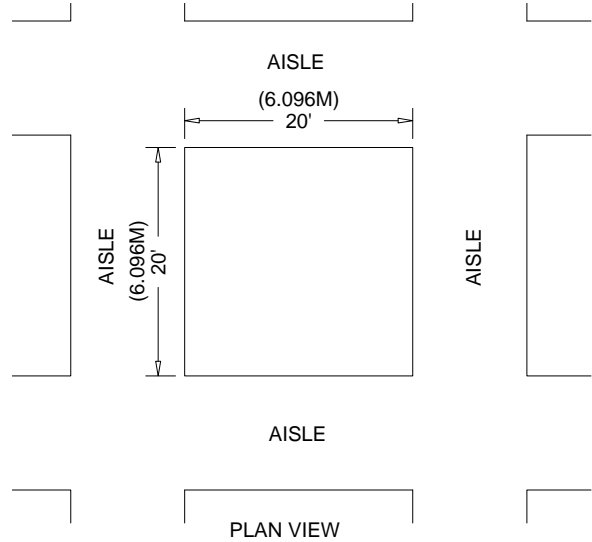
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

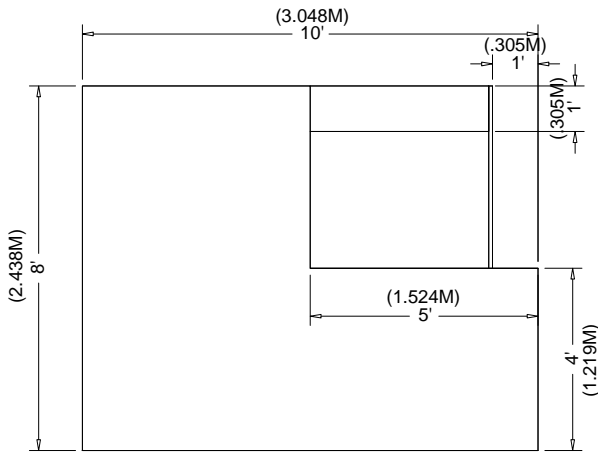
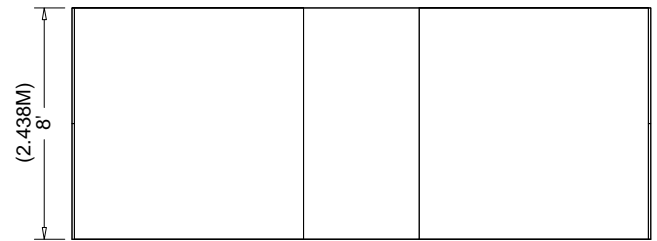
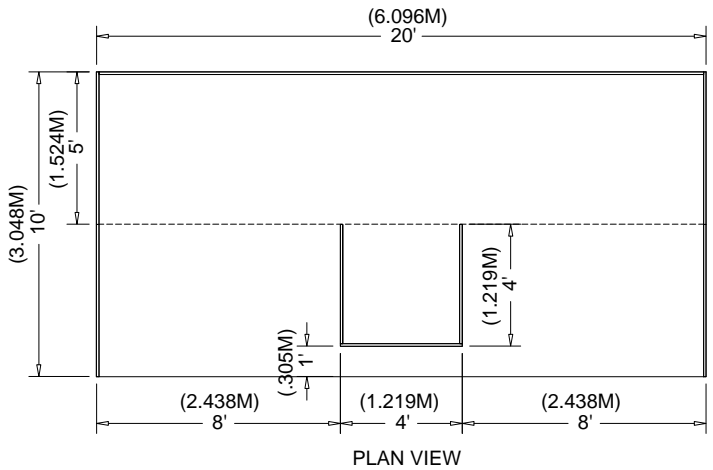


## Extended Header Booth 20ft (6.10m) or Longer

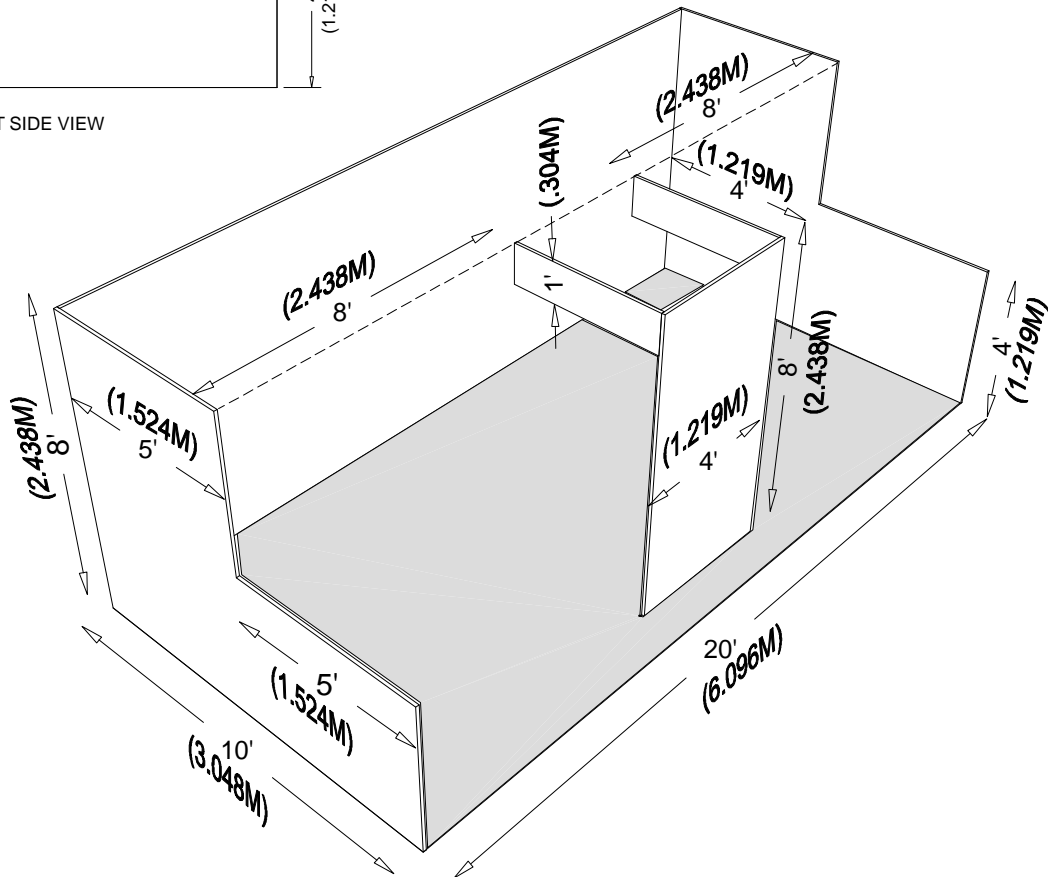
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



LEFT SIDE VIEW



10' X 20' EXTENDED HEADER BOOTH

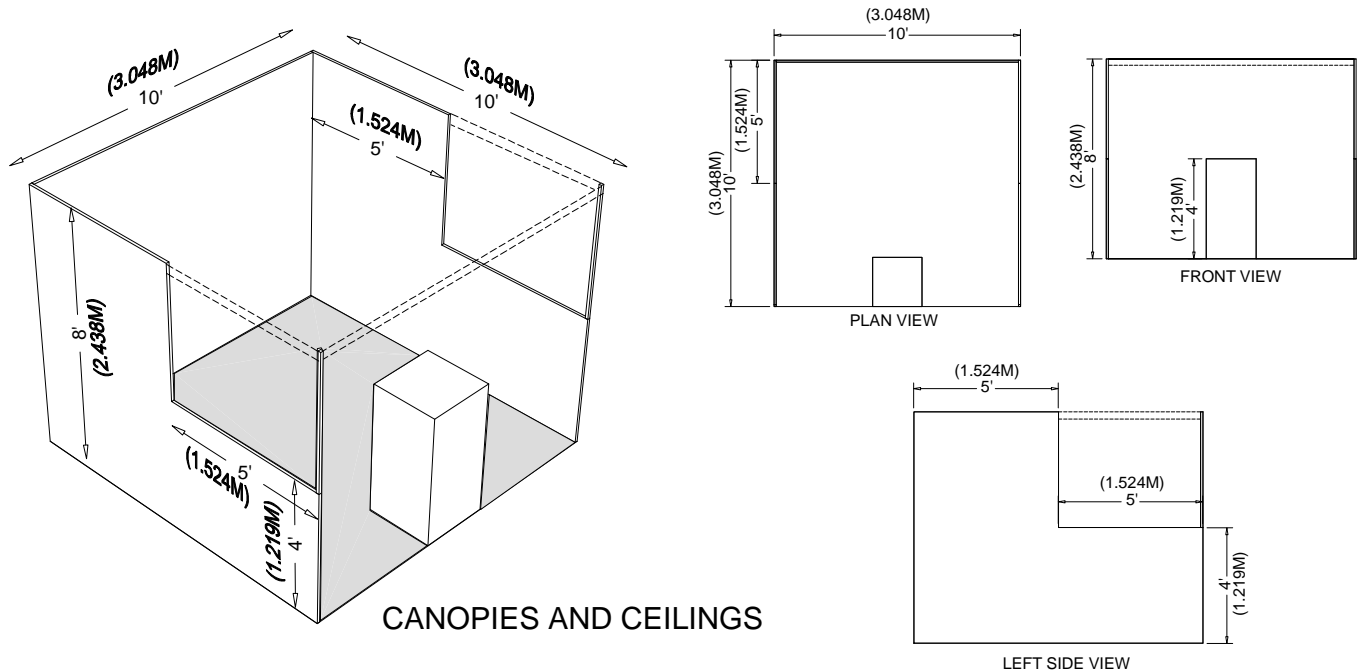


## Other Important Considerations

### Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

### Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

### Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

### Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Issues Common To All Booth Types *(continued)*

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

### Lighting

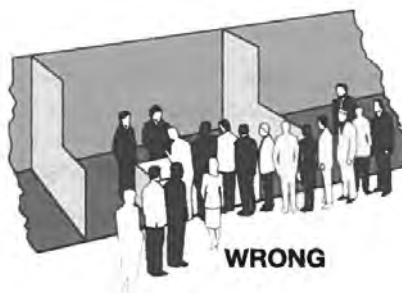
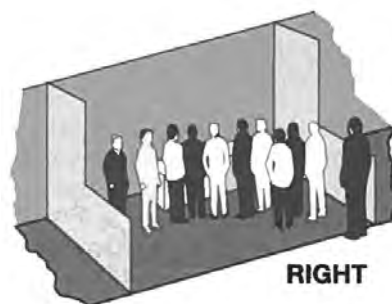
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



## Issues Common To All Booth Types *(continued)*

### **Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

### **Vehicles**

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.



## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



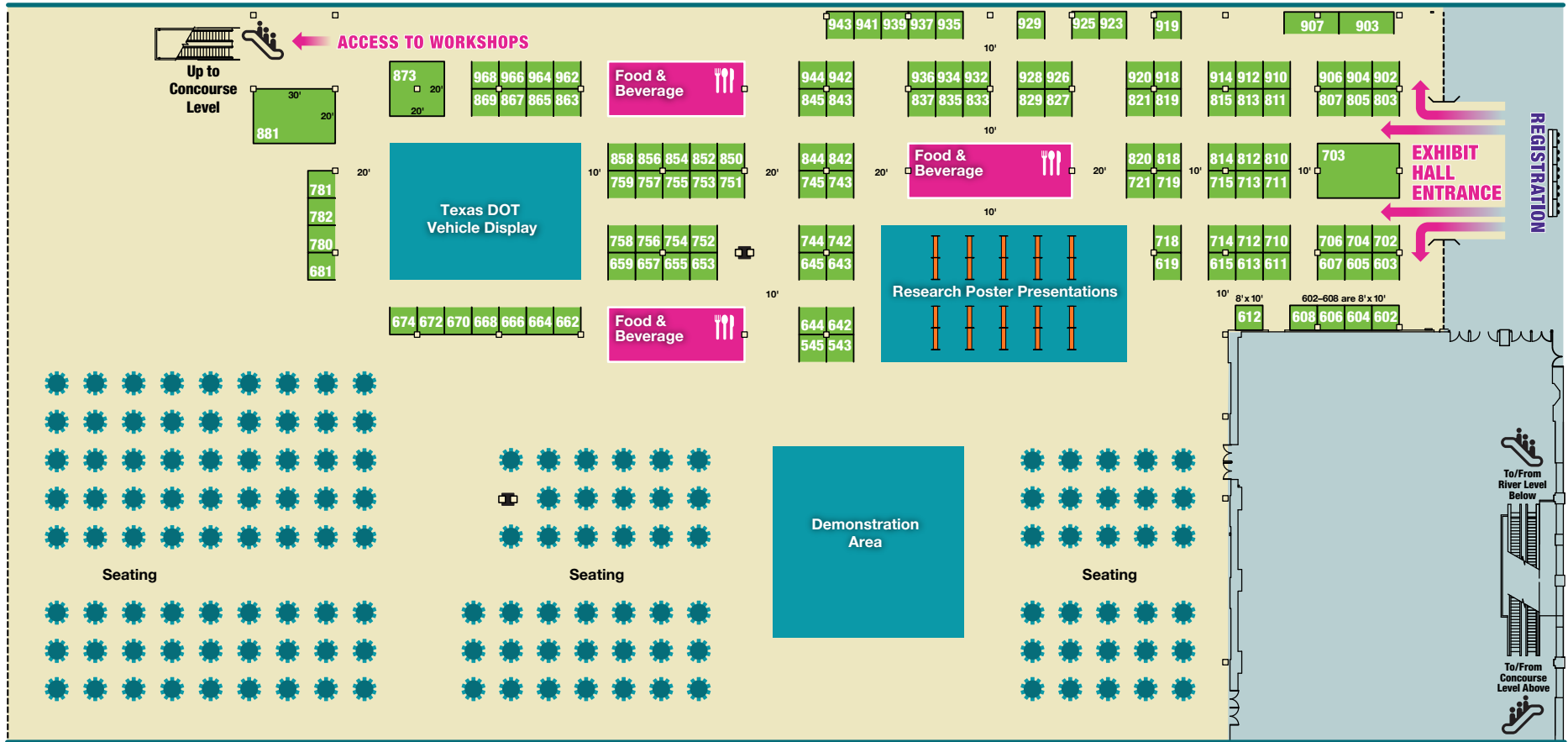
**12700 Park Central Drive, Suite 308**  
**Dallas, TX 75251-1500**  
**USA**

**[www.iaee.com](http://www.iaee.com)**



## National Conference on Highway Safety Priorities

San Antonio, TX ✿ April 22-24 ✿ Henry B. Gonzalez Convention Center



Booths are 10' x 10' unless labeled otherwise



Available



Reserved

# Lifesavers Annual Conference

APRIL 22-24, 2018

HENRY B. GONZALEZ CONVENTION CENTER - HALLS 4A-4B - SAN ANTONIO, TEXAS

## REVISION

Date: 11/15/2017  
By: DAVID DELGADO

## BOOTH COUNT

Inventory as of 11/15/2017

Dimension	Size	Qty	SqFt
8'x10'	80	4	320
10'x10'	100	106	10,600
20'x20'	400	1	400
20'x30'	600	2	1,200
30'x30'	900	1	900
Totals:	114		13,420

## BLDG. LEGEND:

- RAMP
- CONCESSIONS
- STAIRS
- FREIGHT ELEVATOR
- PASSENGER ELEVATOR
- ESCALATOR
- WOMEN RESTROOM
- MEN RESTROOM
- UTILITY FLOOR PORT
- COLUMN
- FH FIRE HOSE CABINET
- FX FIRE EXTINGUISHER
- FS FIRE LITE STROBE

## DRAWING INFO

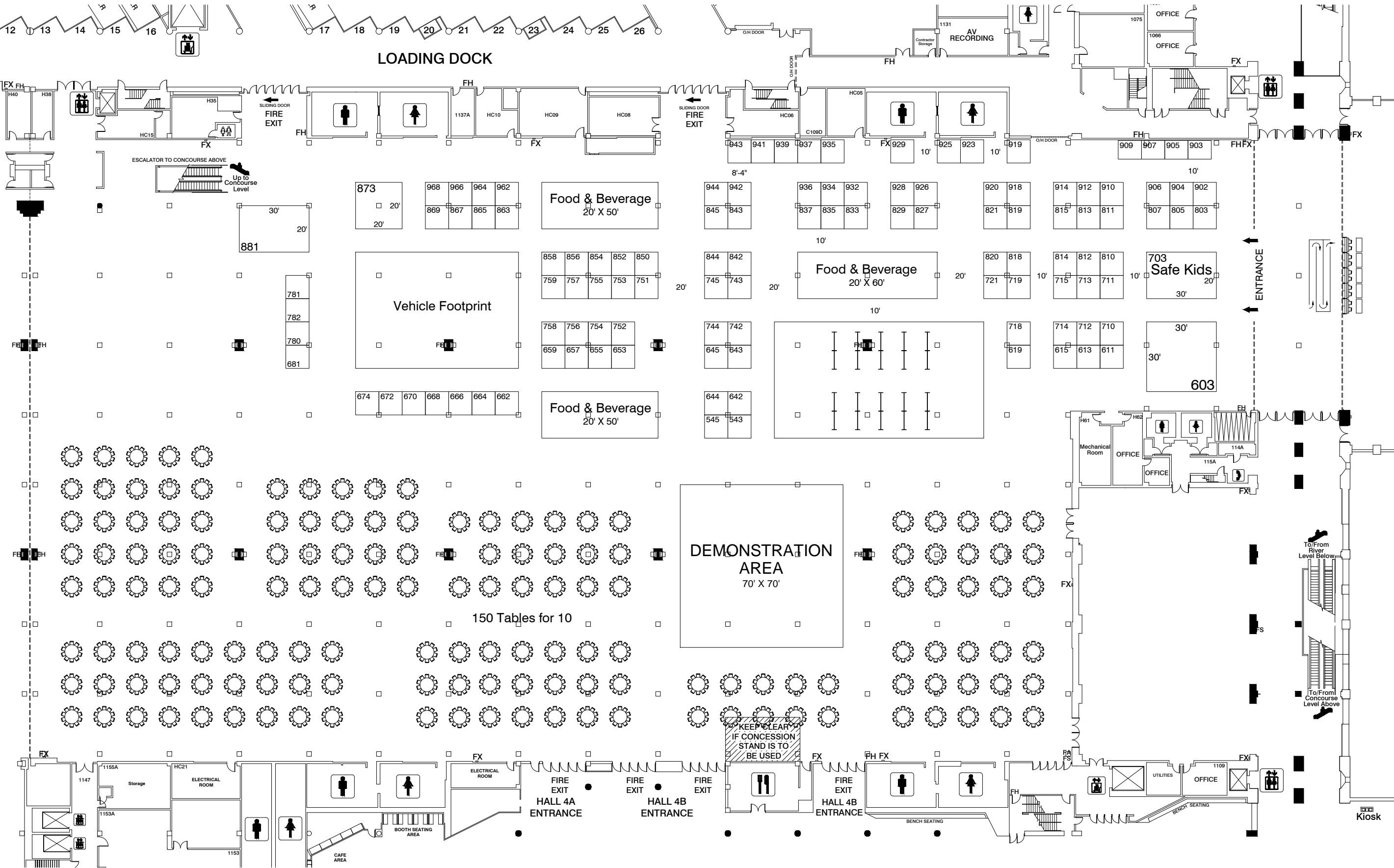
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**#3611992**  
Facility:  
HENRY B. GONZALEZ CONVENTION CENTER  
Hall / Level:  
HALLS 4A-4B  
City & State:  
SAN ANTONIO, TEXAS  
Scale: CUSTOM  
Job #: 451522  
AE: KELLY LYNCH  
Prod. AE: PRODUCING EXEC  
Started: 11/15/2017  
Started By: DAVID DELGADO  
Prod. Branch: SAN ANTONIO

## FREEMAN

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## REDUCING YOUR FOOTPRINT

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

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

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

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

## METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (451522) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

We do not accept credit card information via email.

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.freeman.com](http://www.freeman.com).
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

## LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

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/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

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

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

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

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

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

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

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

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-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 from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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



# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

- (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 five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No 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: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

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



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman 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 Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

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

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

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

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

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

## Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

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



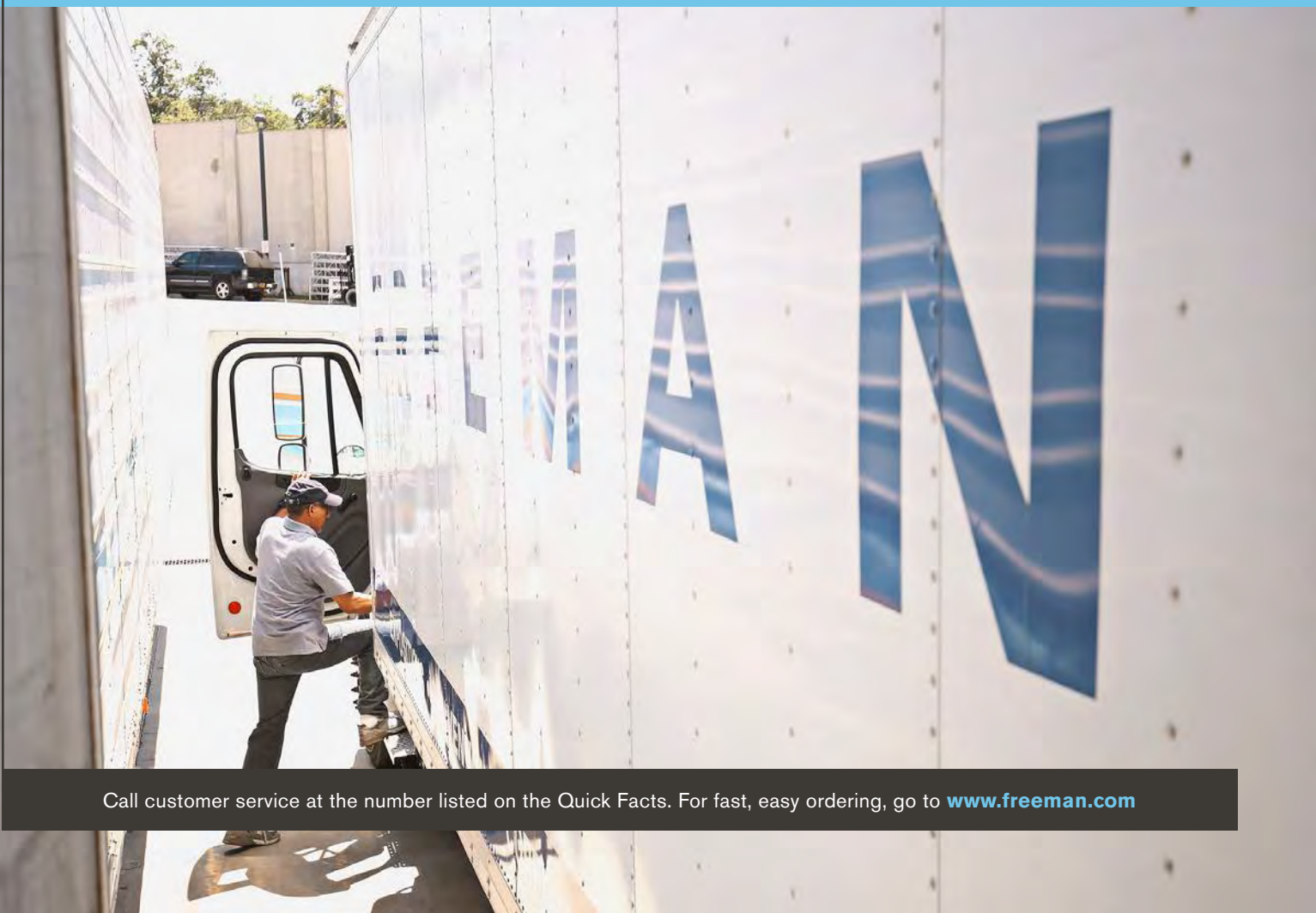
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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



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



## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

### The Freeman Exhibit Transportation promise:

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

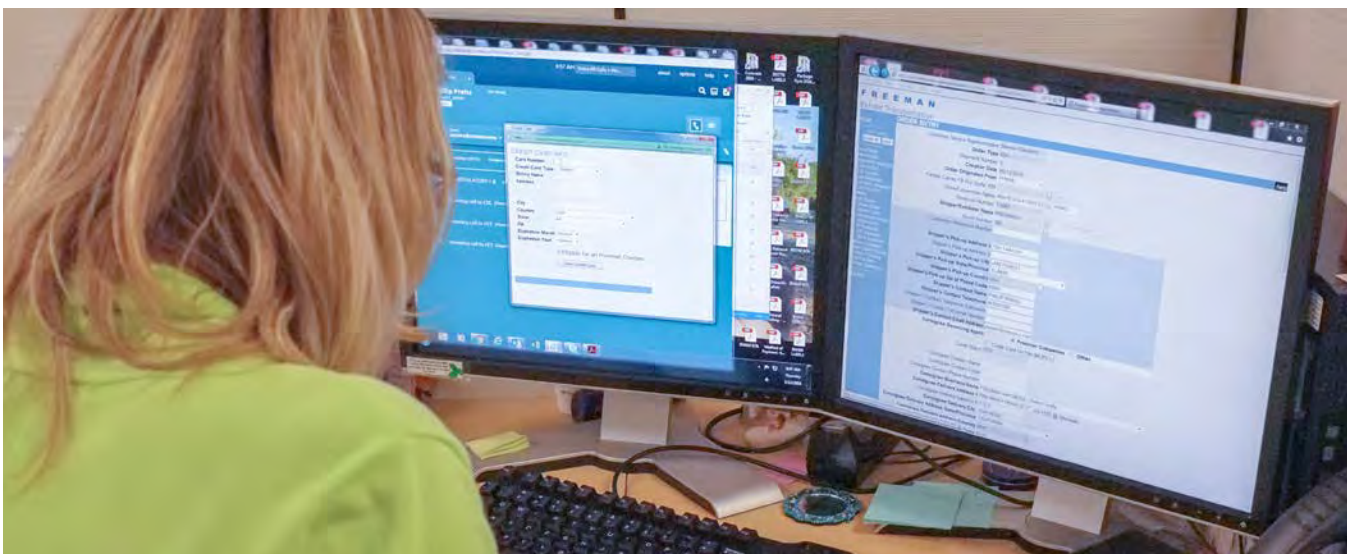
### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **[www.freeman.com](http://www.freeman.com)**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **[international.freight@freeman.com](mailto:international.freight@freeman.com)**

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**



# FREEMAN

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

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

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip Code)

### DESTINATION

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

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

**LIFESAVERS ANNUAL CONFERENCE - 451522**

C/O: FREEMAN

3323 I H 35 NORTH, STE 126

SAN ANTONIO, TX 78219

MUST BE DELIVERED BY APRIL 16, 2018

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

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

**LIFESAVERS ANNUAL CONFERENCE - 451522**

C/O: FREEMAN

HENRY B GONZALEZ CONVENTION CENTER

237 TOWER OF AMERICAS WAY

SAN ANTONIO, TX 78205

CANNOT BE DELIVERED BEFORE APRIL 20, 2018

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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 VIA:

E-mail:

[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

or

Fax: (469) 621-5810

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

SHOW # (451522) \_\_\_\_\_

**FREEMAN** exhibit transportation

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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



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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

# FREEMAN

3323 IH 35 North, Ste 120  
San Antonio, Texas 78219  
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

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

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

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

**STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 78.00	156.00
Special Handling Shipment.....	\$ 101.50	203.00
Carpet and/or Pad Only Shipment.....	\$ 117.00	234.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 74.00	148.00
Special Handling Shipment.....	\$ 96.25	192.50
Uncrated or Pad Wrapped Shipment.....	\$ 111.00	222.00
Carpet and/or Pad Only Shipment.....	\$ 111.00	222.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 40.00	

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

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after 04/16/2018 .....	\$ 19.50	39.00
Show Site Shipment after 04/22/2018 .....	\$ 18.50	37.00

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 18.50	37.00
Special Handling Shipment.....	\$ 24.00	48.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.75	55.50
Carpet and/or Pad Only Shipment.....	\$ 27.75	55.50

#### Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 18.50	37.00
Special Handling Shipment.....	\$ 24.00	48.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.75	55.50
Carpet and/or Pad Only Shipments.....	\$ 27.75	55.50

### LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours,  
there will be an additional late fee per trip of ..... **\$150.00**

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

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.com)

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

### **What is Ground Loading/Unloading?**

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

### **What is Constricted Space Loading/Unloading?**

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

### **What is Designated Piece Loading/Unloading?**

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

### **What is Alternate Delivery Location?**

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

### **What are Mixed Shipments?**

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

### **What does it mean if I have "No Documentation"?**

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

### **What is the difference between Crated and Uncrated Shipments?**

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

### **What about carpet only shipments?**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: MARCH 26, 2018***

***DEADLINE DATE IS: APRIL 16, 2018***

**TO: \_\_\_\_\_**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**3323 I H 35 NORTH**

**STE 126**

**SAN ANTONIO, TX 78219**

**WAREHOUSE**

***LIFESAVERS ANNUAL CONFERENCE -***

**EVENT: \_\_\_\_\_ 451522**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: MARCH 26, 2018***

***DEADLINE DATE IS: APRIL 16, 2018***

**TO: \_\_\_\_\_**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**3323 I H 35 NORTH**

**STE 126**

**SAN ANTONIO, TX 78219**

**WAREHOUSE**

***LIFESAVERS ANNUAL CONFERENCE -***

**EVENT: \_\_\_\_\_ 451522**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE APRIL 20, 2018***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HENRY B GONZALEZ CONVENTION CENTER  
237 TOWER OF AMERICAS WAY**

**SAN ANTONIO, TX 78205**

**SHOW SITE**

***LIFESAVERS ANNUAL CONFERENCE -***

**EVENT: *451522***

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE APRIL 20, 2018***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HENRY B GONZALEZ CONVENTION CENTER  
237 TOWER OF AMERICAS WAY**

**SAN ANTONIO, TX 78205**

**SHOW SITE**

***LIFESAVERS ANNUAL CONFERENCE -***

**EVENT: *451522***

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY APRIL 16, 2018***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**  
**3323 IH 35 N, # 126**  
**SAN ANTONIO, TX 78219**

**HANGING SIGN**

***LIFESAVERS ANNUAL***  
***CONFERENCE - 451522***

EVENT: \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY APRIL 16, 2018***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**  
**3323 IH 35 N, # 126**  
**SAN ANTONIO, TX 78219**

**HANGING SIGN**

***LIFESAVERS ANNUAL***  
***CONFERENCE - 451522***

EVENT: \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

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



# FREEMAN

3323 IH 35 North, Suite 120  
San Antonio, Texas 78219  
(210) 554-2021 • Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 2, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., please contact PSAV at [www.psav.com/sanantonio](http://www.psav.com/sanantonio).

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Initial in the applicable box above)

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the left Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the right Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

Number of feet from floor to top of sign: \_\_\_\_\_

FY 18 ALL - SA

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.

Monday through Friday,

ALL DAY SATURDAY, SUNDAY & HOLIDAYS

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime
Condor/Boom	Condor with crew (up to 200 lbs lift capacity)	
Advance Price	\$444.00	\$485.50
Show Site Price	\$477.25	\$535.25
Additional Crew	Assembly Labor (Per person / Per hour)	
Advance Price	\$83.00	\$124.50
Show Site Price	\$116.25	\$174.25

### Installation Estimate

Condor/Boom/Snorkel

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Additional Crew **Assembly Labor**

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Condor/Boom/Snorkel

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Additional Crew **Disassembly Labor**

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_\_\_ Freeman  
\_\_\_\_\_ Exhibitor Personnel  
\_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

**F R E E M A N**

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

**STRUCTURAL INTEGRITY STATEMENT**  
**THIS FORM MUST BE RETURNED**  
**FOR ALL SUSPENDED STRUCTURES**

---

\_\_\_\_\_, the contracted exhibitor at the **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, HENRY B GONZALEZ CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

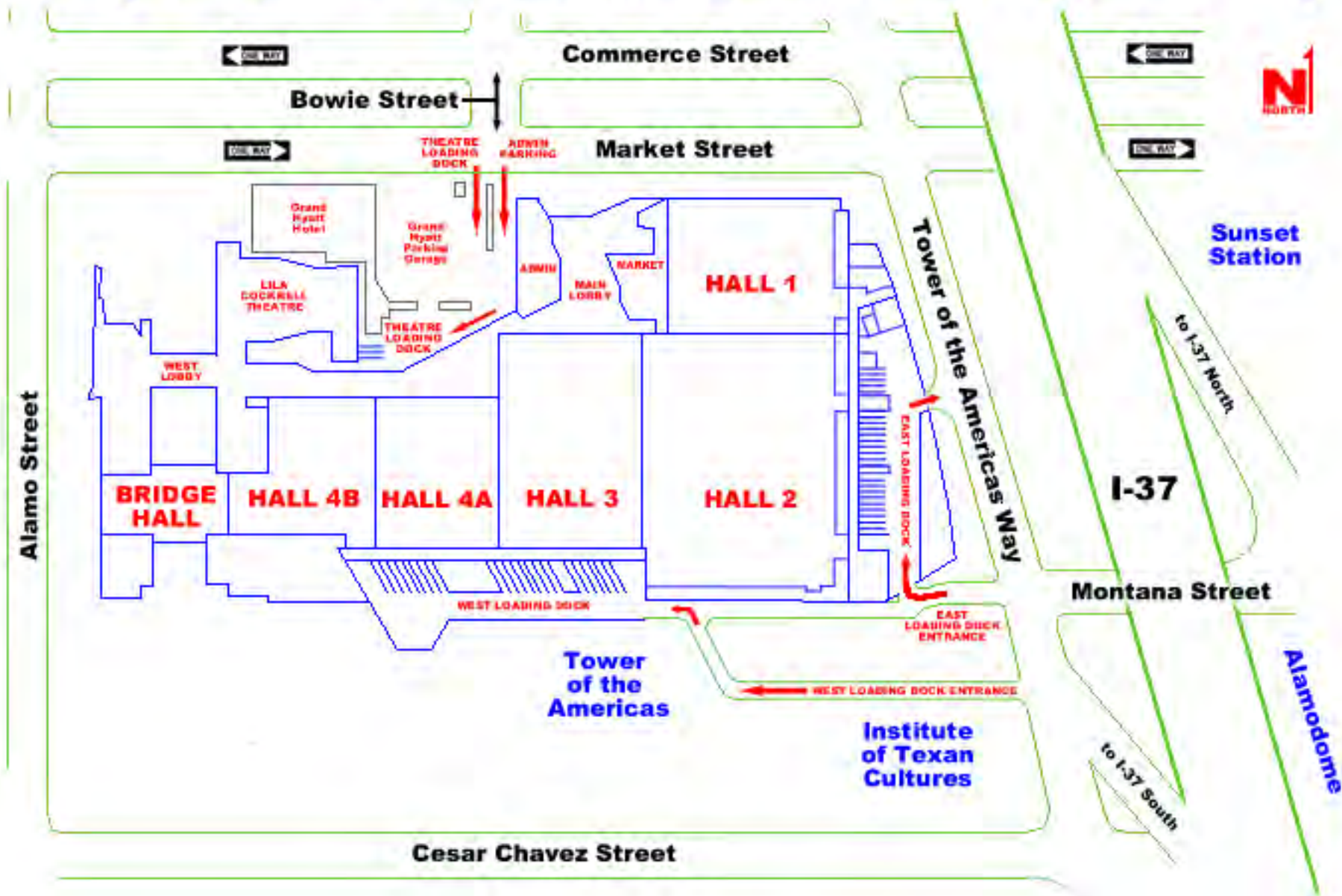
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**

# Henry B. Gonzalez Convention Center Loading Dock Map



**FREEMAN**

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 554-2021 Fax: (469) 621-5611

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.**

### SHIPPING INFORMATION

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

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

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

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

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

**BILL TO:** ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

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

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

### METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

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

# F R E E M A N

3323 IH 35 North, Ste 120  
San Antonio, Texas 78219  
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### SPOTTING FEE

MOBILE UNITS	\$323.00 PER UNIT (Round Trip)
MOTORIZED VEHICLES	\$323.00 PER UNIT (Round Trip)

**NOTE:** Motorized equipment is defined as any vehicle arriving at the exhibit hall that can be driven to the booth location under its own power. Additional labor or equipment needed to assist in the movement of the vehicle to and/or from the booth will be charged accordingly, based on published show rates.

Number of Units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

Who should we contact if we need more information? \_\_\_\_\_

\_\_\_\_\_

FREEMAN mobile units/motorized vehicles



# FURNISH FORWARD

.....

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

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



# SUPERIOR SEATING

---

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

## ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 18**

Powered Locking Pedestal, 42" | 85063 | **Page 27**





## SEATING

### Naples



**CHAIR** **SELECT**  
black vinyl **810119**

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



**LOVESEAT** **SELECT**  
black vinyl **830120**

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



**SOFA** **SELECT**  
black vinyl **830119**

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

### Heathrow



**ARMLESS CHAIR** **SELECT**  
black vinyl **810116**

24"L 24"D 28"H



**CORNER CHAIR** **SELECT**  
black vinyl **810117**

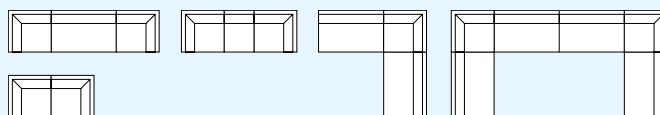
24"L 24"D 28"H



**SOFA** **SELECT**  
black vinyl **830116**

48"L 24"D 28"H

possible configurations



⚡ See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

## SEATING

### South Beach



**SOFA** *SELECT*  
platinum suede **8301**

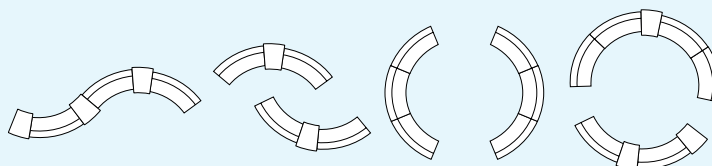
69"L 29"D 33"H



**OTTOMAN** *SELECT*  
platinum suede **8151**

25"L 31"D 18"H

possible configurations



### Key Largo



**LOVESEAT** *SELECT*  
black fabric **830950**

57"L 35"D 34"H



**SOFA** *SELECT*  
black fabric **830951**

79"L 35"D 34"H



**CHAIR** *SELECT*  
black fabric **810950**

35"L 35"D 34"H

## SEATING

### Allegro

**CHAIR** **SELECT**  
blue fabric **81019**

36"L 34.5"D 30"H

**SOFA** **SELECT**  
blue fabric **83015**

73"L 34.5"D 30"H



### Fairfax

**CHAIR** **SELECT**  
white vinyl/brushed metal **810949**

27"L 26"D 30"H

**SOFA** **SELECT**  
white vinyl/brushed metal **830949**

62"L 26"D 30"H



### Hopi

**CHAIR** **SELECT**  
gray linen **810140**

21"L 25"D 34"H

**LOVESEAT** **SELECT**  
gray linen **830150**

48"L 25"D 34"H



### Tangiers

**CHAIR** **SELECT**  
beige fabric **810118**

34"L 37"D 36"H

**SOFA** **SELECT**  
beige fabric **830118**

78"L 37"D 36"H



### Roma

**CHAIR** **SELECT**  
white vinyl **81020**

37"L 31"D 33"H

⚡ Powered options available

**SOFA** **SELECT**  
white vinyl **83016**

78"L 31"D 33"H

⚡ Powered options available



⚡ See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately

## CASUAL SEATING

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

### OTTOMANS

#### ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H

#### ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



#### BENCH OTTOMAN **SELECT**

white vinyl **815120**

black vinyl **815121**

60"L 20"D 18"H

#### HALF BENCH OTTOMAN **SELECT**

white vinyl **815119**

39"L 23"D 18"H



### ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 5, 26**

Regis Bench/Table | 82074 | **Page 21**

Swanson Swivel Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 25**

Regis End Table | 82075 | **Page 21**

Ice Side Chair | 810814 | **Page 9**



## OTTOMANS

**VIBE CUBE OTTOMAN** **SELECT**  
 blue vinyl **81518**  
 red vinyl **81519**  
 orange vinyl **81525**  
 pink vinyl **81520**  
 yellow vinyl **81517**  
 black vinyl **81530**  
 white vinyl **81531**

18"L 18"D 18"H



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

17"Round 18"H

**EDGE LED CUBE OTTOMAN\*** **SELECT**  
 high-density plastic **81526**

20"L 20"D 20"H



## BANQUETTES

**CENTER CONE** **SELECT**  
**8506**

38"Round 51"H

Powered

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

**QUARTER CURVE OTTOMAN** **SELECT**  
**8507**

53"L 22"D 18"H



possible configurations



(4) quarter curve ottoman

72"Round 18"H



(1) center cone  
(4) quarter curve ottomans

72"Round 51"H

See pages 26 and 27 for all Powered options.

\*Electrical power must be ordered separately



## OCCASIONAL CHAIRS

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

21"W 23"L 32"H

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

20"W 21"L 33"H

### LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



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

18"W 17.75"L 33"H

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

30"L 30"D 31"H



## ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 27**

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





## OCCASIONAL CHAIRS

### MEETING CHAIR **SELECT**

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



### KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

### MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



### ICE SIDE CHAIR **SELECT**

transparent **810814**

17"L 20"D 32"H

### MALBA CHAIR **SELECT**

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

### RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



## CONFERENCE CHAIRS

### GRAY GASLIFT CHAIR **ESSENTIALS**

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

26"W 20"L 38"H Adjustable

### LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

### ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



### LUXOR HIGH BACK EXECUTIVE CHAIR **SELECT**

black vinyl **810807**

27"L 28"D 47"H Adjustable

### PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



### PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

### PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



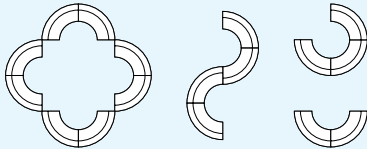
## BARS & BARSTOOLS

### MARTINI BAR **SELECT**

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

67"L 22"D 45"H

possible configurations



### BLACK DIAMOND STOOL **ESSENTIALS**

**71088**

22"W 18"L 46"H

### GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

### LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



### LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

### LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



### APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



## BARS & BARSTOOLS

### BANANA BARSTOOL **SELECT**

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

21"L 22"D 41"H

### ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

### ZOEY BARSTOOL **SELECT**

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

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



### CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

### ICE BARSTOOL **SELECT**

transparent/chrome legs **810815**

16"L 14"D 38"H

### SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

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



### RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

### GIN BARSTOOL **SELECT**

maple wood/chrome **810505**

16"L 16"D 33"H

### OSLO BARSTOOL **SELECT**

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

17"L 20"D 45"H





# TURN THE TABLES IN YOUR FAVOR

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

## ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 19**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**

Ice Barstool | 810815 | **Page 13**





## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

#### TABLES

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

#### COUNTERS

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

#### TABLES\*

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

#### COUNTERS\*

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

\*Table and counter widths available in select cities



## PEDESTAL TABLES

### Soho Series



**BLACK-TOP  
CAFÉ** **ESSENTIALS**  
**72069**

24" Round 30"H

**72067**

36" Round 30"H

**BLACK-TOP MINI** **ESSENTIALS**  
**72066**

18" Round 18"H



**BLACK-TOP  
BISTRO** **ESSENTIALS**  
**72070**

24" Round 42"H

**72068**

36" Round 42"H

### Chelsea Series



**BUTCHER BLOCK-TOP  
CAFÉ** **ESSENTIALS**  
**72063**

30" Round 30"H

**72064**

36" Round 30"H



**BUTCHER BLOCK-TOP  
BISTRO** **ESSENTIALS**  
**720163**

30" Round 42"H

**720164**

36" Round 42"H



**STANDARD BASE  
CAFÉ TABLE** **SELECT**  
*liquid white* **820232**

30" Round 29"H



**STANDARD BASE  
BAR TABLE** **SELECT**  
*liquid white* **820231**

30" Round 42"H



**HYDRAULIC BASE  
CAFÉ TABLE** **SELECT**  
*maple* **8201208**

30" Round 29"H



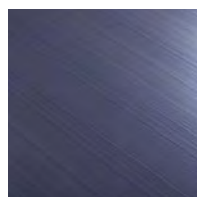
**HYDRAULIC BASE  
BAR TABLE** **SELECT**  
*maple* **8201207**

30" Round 45"H



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

30" Round 29"H

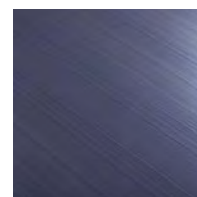


*actual color*



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

30" Round 42"H



*actual color*

## PEDESTAL TABLES



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



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



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



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



**HYDRAULIC BASE  
CAFÉ TABLE** **SELECT**  
*liquid white* **820224**  
30" Round 29"H



**HYDRAULIC BASE  
BAR TABLE** **SELECT**  
*liquid white* **820230**  
30" Round 45"H



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



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



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



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



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



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

## OCCASIONAL, END & COCKTAIL TABLES

### Silverado

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

24" Round 22"H

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

36" Round 17"H



**MANHATTAN TABLE** **SELECT**  
glass/brushed metal base **82033**

42" Round 29"H



### Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



## OCCASIONAL, END &amp; COCKTAIL TABLES

## Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H

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

26"L 26"D 20"H



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

50"L 22"D 16"H

## Sydney

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

27"L 23"D 22"H



**COCKTAIL TABLE** **SELECT**  
black laminate/brushed steel **82076**  
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available





## OCCASIONAL, END & COCKTAIL TABLES

### Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



### ITEMS PICTURED BELOW

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

Silverado Table | 82014 | **Page 18**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**





## OCCASIONAL, END & COCKTAIL TABLES

### Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15"Round 22"H

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

20"L 20"D 20"H



**GEO SQUARE-ROUND**  
**TABLE** **SELECT**  
glass/black steel **82043**  
glass/chrome **82044**

42"L 42"D 29"H



\*Electrical power must be ordered separately

## CONFERENCE TABLES

### GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



### MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H



### 42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H



### 6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H

### 8' RECTANGULAR CONFERENCE TABLE **SELECT**

granite **820115**

96"L 44"D 29"H



## CONFERENCE TABLES

### MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



### MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



### MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

### COMMUNAL TABLE (MAPLE WITH GROMMETS) **SELECT**

laminate/metal

**82058**

72"L 26"D 30"H

**82059**

72"L 26"D 42"H



### COMMUNAL TABLE (MAPLE) **SELECT**

laminate/metal

**82067**

72"L 26"D 30"H

**82068**

72"L 26"D 42"H



### COMMUNAL TABLE (WHITE) **SELECT**

laminate/metal

**82063**

72"L 26"D 30"H

**82066**

72"L 26"D 42"H

## OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



## COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

### ITEMS PICTURED BELOW

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

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

Sydney Table, Powered | 82076 | **Page 19, 27**

Aura Round Table | 820844 | **Page 21**

Black Diamond Stool | 71088 | **Page 12**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**





## POWERED

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

### POWERED SEATING

#### NAPLES CHAIR, POWERED\* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



#### NAPLES LOVESEAT, POWERED\* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



#### NAPLES SOFA, POWERED\* **SELECT**

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail

#### ROMA CHAIR, POWERED\* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



#### ROMA SOFA, POWERED\* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

\*Electrical power must be ordered separately

## POWERED TABLES

**G30 COCKTAIL TABLE, POWERED\*** **SELECT**  
white top **82070**

72"L 26"D 18"H

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

72"L 26"D 30"H

**G30 BAR TABLE, POWERED\*** **SELECT**  
white top **82072**

72"L 26"D 42"H



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

60"L 30"D 30"H

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

48"L 26"D 18"H



## POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H

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

24"L 24"D 42"H



Power Panel Detail

## BANQUETTE

**CENTER CONE** **SELECT**  
**8506**

38" Round 51"H

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



\*Electrical power must be ordered separately

POWERED

## STORAGE

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

16"L 20"D 28"H



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

**TWO-DRAWER**  
**74082**

15"W 29"L 28"H

**FOUR-DRAWER**  
**74081**

15"W 29"L 50"H



## REFRIGERATOR



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

19"W 19"L 34"H



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

28"L 28"D 64"H

## LIGHTING



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

16" Round 26"H



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

18" Round 55"H



*\*Electrical power must be ordered separately*

## DISPLAY

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

### DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



### DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



### ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



### DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



### ITEMS PICTURED BELOW

Bench Ottoman | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 27**



## ACCESSORIES

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

### TABLET STAND

#### MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

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



### TABLET STAND ACCESSORIES

#### BROCHURE HOLDER\* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

#### WIRELESS PRINTER HOLDER\* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

#### CHARGING SHELF\* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand



## ACCESSORIES

### CHROME STANCHION WITH 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

### CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 28" sign

### ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



### FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

### CHROME COAT TREE **ESSENTIALS** 220109

### ALUMINIUM EASEL **ESSENTIALS** 220134

### CHROME BAG RACK **ESSENTIALS** 220110

### SPECIAL DRAPING (not pictured)

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



### FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



### CORRUGATED WASTEBASKET **ESSENTIALS** 220106



### WASTEBASKET **ESSENTIALS** wastebasket color may vary. 220107

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	448.75	493.65	628.25	_____
_____	830120*	Loveseat.....	613.20	674.50	858.50	_____
_____	830119*	Sofa.....	679.00	746.90	950.60	_____
<b>Heathrow Group -Black Vinyl</b>						
_____	810116*	Armless Chair.....	340.55	374.60	476.75	_____
_____	810117*	Corner Chair.....	396.75	436.45	555.45	_____
_____	830116*	Sofa.....	585.60	644.15	819.85	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	594.10	653.50	831.75	_____
_____	8151*	Ottoman.....	250.40	275.45	350.55	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	602.60	662.85	843.65	_____
_____	830951*	Sofa.....	666.25	732.90	932.75	_____
_____	810950*	Chair.....	475.30	522.85	665.40	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	362.80	399.10	507.90	_____
_____	83015*	Sofa.....	606.80	667.50	849.50	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	401.05	441.15	561.45	_____
_____	830949*	Sofa.....	639.75	703.75	895.65	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	206.00	226.60	288.40	_____
_____	830150*	Sofa.....	263.70	290.05	369.20	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	398.90	438.80	558.45	_____
_____	830118*	Sofa.....	566.50	623.15	793.10	_____
<b>Roma Group - White Vinyl</b>						
_____	81020*	Chair.....	412.65	453.90	577.70	_____
_____	83016*	Sofa.....	804.15	884.55	1,125.80	_____

## CASUAL SEATING

<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	292.85	322.15	410.00	_____
_____	815123*	Endless Square - Black Vinyl.....	292.85	322.15	410.00	_____
_____	815953*	Endless Curve - White Vinyl.....	496.50	546.15	695.10	_____
_____	815952*	Endless Curve - Black Vinyl.....	496.50	546.15	695.10	_____
_____	815120*	Bench - White Vinyl.....	352.20	387.40	493.10	_____
_____	815121*	Bench - Black Vinyl.....	352.20	387.40	493.10	_____
_____	815119*	Half-Bench - White Vinyl.....	327.55	360.30	458.55	_____

**FREEMAN** furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81518*	Vibe Cube - Blue Vinyl.....	133.70	147.05	187.20	_____
_____	81519*	Vibe Cube - Red Vinyl.....	133.70	147.05	187.20	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	133.70	147.05	187.20	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	133.70	147.05	187.20	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	133.70	147.05	187.20	_____
_____	81530*	Vibe Cube - Black Vinyl.....	115.35	126.90	161.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	115.35	126.90	161.50	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	203.95	224.35	285.55	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	203.95	224.35	285.55	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	203.95	224.35	285.55	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	203.95	224.35	285.55	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	203.95	224.35	285.55	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	203.95	224.35	285.55	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	203.95	224.35	285.55	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	203.95	224.35	285.55	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	203.95	224.35	285.55	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	203.95	224.35	285.55	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	109.30	120.25	153.00	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	552.10	607.30	772.95	_____
_____	8507*	Quarter Curve Ottoman.....	364.60	401.05	510.45	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	111.95	123.15	156.75	_____
_____	71090	Black Diamond Arm Chair.....	152.75	168.05	213.85	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	122.00	134.20	170.80	_____
_____	210108	Limerick® Chair by Herman Miller.....	60.45	66.50	84.65	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	740.50	814.55	1,036.70	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	740.50	814.55	1,036.70	_____
_____	810948*	Meeting Chair - White Vinyl.....	328.90	361.80	460.45	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	201.55	221.70	282.15	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	263.10	289.40	368.35	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	371.30	408.45	519.80	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	413.75	455.15	579.25	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	195.20	214.70	273.30	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	90.65	99.70	126.90	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	88.60	97.45	124.05	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	110.30	121.35	154.40	_____
_____	810851*	Zenith Chair - White/Chrome.....	142.15	156.35	199.00	_____
_____	810841*	Rustique Chair - Gunmetal.....	116.70	128.35	163.40	_____
_____	810837*	Razor Armless Chair - White High Density Plastic.....	55.15	60.65	77.20	_____
_____	810875*	Swanson Swivel Chair - White Vinyl.....	244.00	268.40	341.60	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	101.85	112.05	142.60	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	101.85	112.05	142.60	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	110.30	121.35	154.40	_____

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Conference Chairs</b>						
_____	71046	Gray Gaslift Chair With Arms.....	250.40	275.45	350.55	_____
_____	71045	Gray Gaslift Chair Without Arms.....	231.30	254.45	323.80	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	287.50	316.25	402.50	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	286.45	315.10	401.05	_____
_____	810807*	Luxor Executive Chair - Black Vinyl.....	394.65	434.10	552.50	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	263.10	289.40	368.35	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	328.90	361.80	460.45	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	408.45	449.30	571.85	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	317.25	349.00	444.15	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	427.55	470.30	598.55	_____

**Bars & Barstools**

_____	8501*	Martini Bar.....	1,300.70	1,430.75	1,821.00	_____
_____	71088	Black Diamond Stool.....	142.75	157.05	199.85	_____
_____	71048	Gray Gaslift Stool with Arms.....	266.80	293.50	373.50	_____
_____	71047	Gray Gaslift Stool without Arms.....	250.40	275.45	350.55	_____
_____	810860*	Laguna Barstool - Maple/Chrome.....	154.00	169.40	215.60	_____
_____	210109	Limerick® Stool by Herman Miller.....	110.30	121.35	154.40	_____
_____	810872*	Lift Barstool - Gray Vinyl/Chrome.....	148.55	163.40	207.95	_____
_____	810873*	Lift Barstool - Red Vinyl/Chrome.....	148.55	163.40	207.95	_____
_____	810871*	Lift Barstool - Black Vinyl/Chrome.....	148.55	163.40	207.95	_____
_____	810870*	Lift Barstool - White Vinyl/Chrome.....	148.55	163.40	207.95	_____
_____	810951*	Apex Barstool - Black Vinyl.....	180.00	198.00	252.00	_____
_____	810952*	Apex Barstool - Blue Ultra Suede.....	180.00	198.00	252.00	_____
_____	810953*	Apex Barstool - Red Vinyl.....	180.00	198.00	252.00	_____
_____	810954*	Apex Barstool - White Vinyl.....	180.00	198.00	252.00	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	176.15	193.75	246.60	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	176.15	193.75	246.60	_____
_____	810850*	Zenith Barstool - White/Chrome.....	142.15	156.35	199.00	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	282.20	310.40	395.10	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	282.20	310.40	395.10	_____
_____	810848*	Christopher Barstool - White.....	244.00	268.40	341.60	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	200.50	220.55	280.70	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	314.05	345.45	439.65	_____
_____	810839*	Rustique Barstool - Gunmetal.....	116.70	128.35	163.40	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	157.00	172.70	219.80	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	222.80	245.10	311.90	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	222.80	245.10	311.90	_____

**Draped Tables & Counters**

<b>Draped Tables - Tables are 30" wide</b>						
_____	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
_____	<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	
_____	130330	Draped Table 3'L x 30"H.....	91.25	100.40	127.75	_____
_____	130430	Draped Table 4'L x 30"H.....	106.10	116.70	148.55	_____
_____	130630	Draped Table 6'L x 30"H.....	131.55	144.70	184.15	_____
_____	130830	Draped Table 8'L x 30"H.....	152.75	168.05	213.85	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	27.60	30.35	38.65	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	27.60	30.35	38.65	_____

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NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters (cont'd)****Draped Tables - Tables are 30" wide**
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	130342	Draped Counter 3'L x 42"H.....	142.15	156.35	199.00	_____
_____	130442	Draped Counter 4'L x 42"H.....	155.95	171.55	218.35	_____
_____	130642	Draped Counter 6'L x 42"H.....	168.65	185.50	236.10	_____
_____	130842	Draped Counter 8'L x 42"H.....	195.20	214.70	273.30	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	32.90	36.20	46.05	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	32.90	36.20	46.05	_____

**Undraped Tables & Counters****Undraped Tables - Tables are 30" wide**

_____	131330	Undraped Table 3'L x 30"H.....	47.75	52.55	66.85	_____
_____	131430	Undraped Table 4'L x 30"H.....	51.95	57.15	72.75	_____
_____	131630	Undraped Table 6'L x 30"H.....	63.65	70.00	89.10	_____
_____	131830	Undraped Table 8'L x 30"H.....	75.35	82.90	105.50	_____
_____	131342	Undraped Counter 3'L x 42"H.....	65.75	72.35	92.05	_____
_____	131442	Undraped Counter 4'L x 42"H.....	71.05	78.15	99.45	_____
_____	131642	Undraped Counter 6'L x 42"H.....	87.00	95.70	121.80	_____
_____	131842	Undraped Counter 8'L x 42"H.....	97.60	107.35	136.65	_____

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

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____

**Pedestal Tables - SoHo Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	182.45	200.70	255.45	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	186.75	205.45	261.45	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	110.20	121.20	154.30	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	184.60	203.05	258.45	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	198.40	218.25	277.75	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	182.45	200.70	255.45	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	182.45	200.70	255.45	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	182.45	200.70	255.45	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	182.45	200.70	255.45	_____

**Pedestal Tables**

_____	820232*	Standard Base Cafe Table - Liquid White.....	255.45	281.00	357.65	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	234.85	258.35	328.80	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	308.00	338.80	431.20	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	320.00	352.00	448.00	_____



NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (cont'd)</b>						
	8201203*	Standard Base Cafe Table - Blue Steel.....	220.40	242.45	308.55	
	8201204*	Standard Base Bar Table - Blue Steel.....	263.70	290.05	369.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	342.00	376.20	478.80	
	8201211*	Hydraulic Base Bar Table - Graphite.....	352.00	387.20	492.80	
	8201206*	Hydraulic Base Cafe Table - Maple.....	332.00	365.20	464.80	
	8201205*	Hydraulic Base Bar Table - Maple.....	332.00	365.20	464.80	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	354.30	389.75	496.00	
	820230*	Hydraulic Base Bar Table - Liquid White.....	354.30	389.75	496.00	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	332.00	365.20	464.80	
	820125*	Hydraulic Base Bar Table - White Laminate.....	332.00	365.20	464.80	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	282.20	310.40	395.10	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	282.20	310.40	395.10	
	820265*	Madison Cafe Table - Gray Acajou.....	222.50	244.75	311.50	
	820264*	Madison Bar Table - Gray Acajou.....	243.10	267.40	340.35	
<b>Occasional, End &amp; Cocktail Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	230.20	253.20	322.30	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	246.10	270.70	344.55	
	82033*	Manhattan Table - Glass/Brushed Metal Base.....	286.45	315.10	401.05	
	820252*	Alondra End Table - Glass/Chrome.....	206.00	226.60	288.40	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	286.35	315.00	400.90	
	820253*	Alondra End Table - Wood/Chrome.....	206.00	226.60	288.40	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	286.35	315.00	400.90	
	82028*	Geo End Table - Wood/Black Steel.....	243.10	267.40	340.35	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	249.25	274.20	348.95	
	82035*	Geo End Table - Glass/Chrome.....	206.90	227.60	289.65	
	82034*	Geo Cocktail Table - Glass/Chrome.....	360.70	396.75	505.00	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	214.30	235.75	300.00	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	214.30	235.75	300.00	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	257.80	283.60	360.90	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	257.80	283.60	360.90	
	82088*	Oliver End Table - Walnut Finish.....	216.30	237.95	302.80	
	82087*	Oliver Table - Walnut Finish.....	243.10	267.40	340.35	
	82075*	Regis End Table - Brushed Metal.....	279.05	306.95	390.65	
	82074*	Regis Bench Table - Brushed Metal.....	392.55	431.80	549.55	
	820844*	Aura Round Table - White Metal.....	92.30	101.55	129.20	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	109.30	120.25	153.00	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	288.40	317.25	403.75	
	82044*	Geo Square-Round Table - Glass/Chrome.....	288.40	317.25	403.75	
<b>Conference Tables</b>						
	82041*	Geo Conference Table - Glass/Black Steel.....	387.25	426.00	542.15	
	82051*	Geo Conference Table - Glass/Chrome.....	387.25	426.00	542.15	
	820260*	Madison Conference Table - Gray Acajou.....	381.10	419.20	533.55	
	820708*	42" Round Conference Table - White Laminate.....	373.45	410.80	522.85	
	820203*	6' Oval Conference Table - Graphite Nebula.....	510.90	562.00	715.25	
	820115*	8' Rectangular Conference Table - Granite.....	607.70	668.45	850.80	

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Conference Tables (con't)**

_____	820261*	Madison 5' Conference Table - Gray Acajou.....	461.45	507.60	646.05	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	920.80	1,012.90	1,289.10	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	920.80	1,012.90	1,289.10	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	473.20	520.50	662.50	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	664.15	730.55	929.80	_____
_____	82067*	Communal Table 30"H - Maple.....	473.20	520.50	662.50	_____
_____	82068*	Communal Table 42"H - Maple.....	664.15	730.55	929.80	_____
_____	82063*	Communal Table 30"H - White.....	473.20	520.50	662.50	_____
_____	82066*	Communal Table 42"H - White.....	664.15	730.55	929.80	_____

**Office**

_____	84075*	Madison Desk - Gray Acajou.....	698.10	767.90	977.35	_____
_____	84077*	Madison Credenza - Gray Acajou.....	581.40	639.55	813.95	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	496.50	546.15	695.10	_____

**Computer Desk/Tables**

_____	820706*	Work Desk - White Laminate.....	321.45	353.60	450.05	_____
_____	820707*	Merlin Table - Gray Laminate.....	336.30	369.95	470.80	_____

**POWERED**

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	647.15	711.85	906.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	869.95	956.95	1,217.95	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,001.45	1,101.60	1,402.05	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	647.15	711.85	906.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,001.45	1,101.60	1,402.05	_____

**Powered Tables**

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	639.75	703.75	895.65	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	884.75	973.25	1,238.65	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	770.25	847.30	1,078.35	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	721.40	793.55	1,009.95	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	634.45	697.90	888.25	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	491.20	540.30	687.70	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	491.20	540.30	687.70	_____

**Powered Product Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	473.20	520.50	662.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	473.20	520.50	662.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	564.40	620.85	790.15	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	547.95	602.75	767.15	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	220.70	242.75	309.00	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	134.70	148.15	188.60	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	155.95	171.55	218.35	_____

**FREEMAN** furnishings

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before APRIL 02, 2018

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Refrigerator</b>						
_____	75057	Small Refrigerator.....	432.85	476.15	606.00	_____
_____	8503001*	Refrigerator - White.....	736.25	809.90	1,030.75	_____
<b>Lighting</b>						
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	146.40	161.05	204.95	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	218.55	240.40	305.95	_____
<b>Display</b>						
_____	75020	Display Cylinder - Black - Low.....	207.95	228.75	291.15	_____
_____	75021	Display Cylinder - Black - Medium.....	240.80	264.90	337.10	_____
_____	75022	Display Cylinder - Black - High.....	284.35	312.80	398.10	_____
_____	75030	Display Cube - Black - 12" Small.....	219.60	241.55	307.45	_____
_____	75031	Display Cube - Black - 18" Medium.....	237.60	261.35	332.65	_____
_____	75032	Display Cube - Black - 24" Large.....	276.90	304.60	387.65	_____
_____	75079	Orion Computer Kiosk - Black.....	383.00	421.30	536.20	_____
_____	72056	Display Counter - Black.....	356.90	392.60	499.65	_____
<b>Tablet Stand</b>						
_____	850714*	Mobile Tablet Stand - White.....	244.00	268.40	341.60	_____
_____	850715*	Mobile Tablet Stand - Black.....	244.00	268.40	341.60	_____
<b>Tablet Stand Accessories</b>						
_____	850711*	Brochure Holder - Black.....	27.60	30.35	38.65	_____
_____	850712*	Wireless Printer Holder - Black.....	27.60	30.35	38.65	_____
_____	850713*	Charging Shelf - Black.....	27.60	30.35	38.65	_____
<b>Accessories</b>						
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	109.30	120.25	153.00	_____
_____	220118	Chrome Sign Holder.....	87.00	95.70	121.80	_____
_____	750135	Round Literature Rack.....	204.75	225.25	286.65	_____
_____	750136	Flat Literature Rack.....	175.05	192.55	245.05	_____
_____	220109	Chrome Coat Tree.....	48.80	53.70	68.30	_____
_____	220134	Aluminum Easel.....	46.65	51.30	65.30	_____
_____	220110	Chrome Bag Rack.....	107.15	117.85	150.00	_____
_____	10201484	Floor Standing Bulletin Board.....	151.75	166.95	212.45	_____
_____	220106	Corrugated Wastebasket.....	11.10	12.20	15.55	_____
_____	220107	Wastebasket.....	N/A	N/A	N/A	_____
<b>Special Drape</b>						
<div> <b>Special Drape</b>  <input type="checkbox"/> Black   <input type="checkbox"/> Blue   <input type="checkbox"/> Brown   <input type="checkbox"/> Green   <input type="checkbox"/> Flax  <input type="checkbox"/> Gold   <input type="checkbox"/> Gray   <input type="checkbox"/> Plum   <input type="checkbox"/> Red   <input type="checkbox"/> White </div>						
_____	12103	Special Drape 3'H (per ft.).....	17.50	19.25	24.50	_____
_____	12108	Special Drape 8'H (per ft.).....	20.70	22.75	29.00	_____

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

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

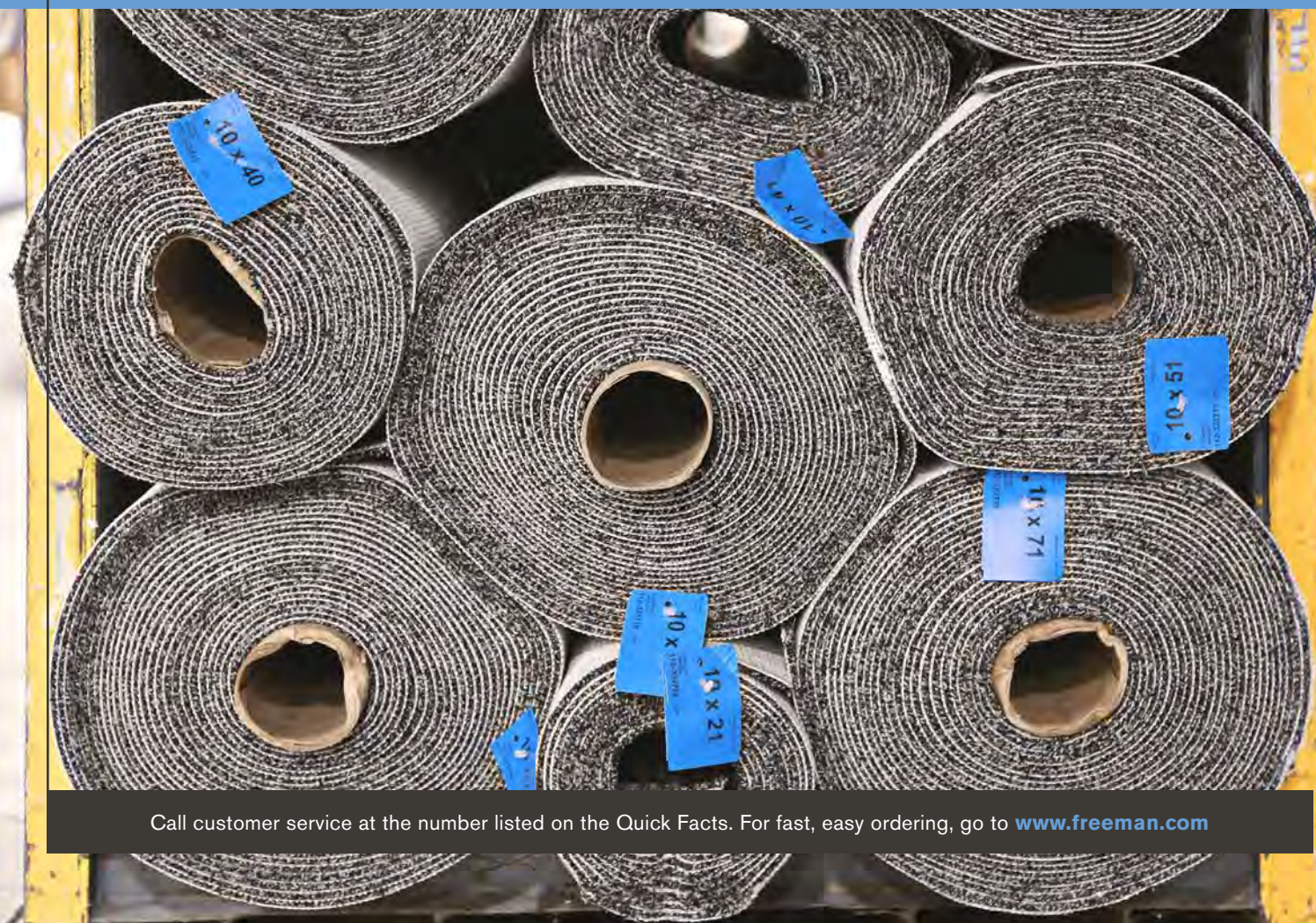


# FROM THE GROUND UP

.....

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

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



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



## PRESTIGE CARPET

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

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

### Custom Options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

## CLASSIC CARPET

### Custom Cut

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

### Standard Cut

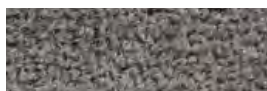
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly*



# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet .....	\$ 318.25	\$ 350.10	\$ 445.55	
	10' x 20' Classic Carpet .....	\$ 636.55	\$ 700.20	\$ 891.15	
	10' x 30' Classic Carpet .....	\$ 954.80	\$ 1,050.30	\$ 1,336.70	
	10' x 40' Classic Carpet .....	\$ 1,273.10	\$ 1,400.40	\$ 1,782.35	
	10' x 10' Carpet Padding - Single Layer.....	\$ 106.10	\$ 116.70	\$ 148.55	
	10' x 20' Carpet Padding - Single Layer.....	\$ 212.20	\$ 233.40	\$ 297.10	
	10' x 30' Carpet Padding - Single Layer.....	\$ 318.25	\$ 350.10	\$ 445.55	
	10' x 40' Carpet Padding - Single Layer.....	\$ 424.35	\$ 466.80	\$ 594.10	
	10' x 10' Carpet Padding - Double Layer.....	\$ 212.20	\$ 233.40	\$ 297.10	
	10' x 20' Carpet Padding - Double Layer.....	\$ 424.35	\$ 466.80	\$ 594.10	
	10' x 30' Carpet Padding - Double Layer.....	\$ 636.55	\$ 700.20	\$ 891.15	
	10' x 40' Carpet Padding - Double Layer.....	\$ 848.70	\$ 933.55	\$ 1,188.20	
	Plastic Covering (price per sq. ft.).....	\$ .95	\$ 1.05	\$ 1.35	

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet .....	\$ 152.75	\$ 168.05	\$ 213.85	
	9' x 20' Classic Carpet .....	\$ 305.55	\$ 336.10	\$ 427.75	
	9' x 30' Classic Carpet .....	\$ 458.30	\$ 504.15	\$ 641.60	
	9' x 40' Classic Carpet .....	\$ 610.00	\$ 671.00	\$ 854.00	
	9' x 10' Carpet Padding - Single Layer.....	\$ 95.50	\$ 105.05	\$ 133.70	
	9' x 20' Carpet Padding - Single Layer.....	\$ 190.95	\$ 210.05	\$ 267.35	
	9' x 30' Carpet Padding - Single Layer.....	\$ 286.45	\$ 315.10	\$ 401.05	
	9' x 40' Carpet Padding - Single Layer.....	\$ 381.90	\$ 420.10	\$ 534.65	
	9' x 10' Carpet Padding - Double Layer.....	\$ 190.95	\$ 210.05	\$ 267.35	
	9' x 20' Carpet Padding - Double Layer.....	\$ 381.90	\$ 420.10	\$ 534.65	
	9' x 30' Carpet Padding - Double Layer.....	\$ 572.90	\$ 630.20	\$ 802.05	
	9' x 40' Carpet Padding - Double Layer.....	\$ 763.85	\$ 840.25	\$ 1,069.40	
	Plastic Covering (price per sq. ft.).....	\$ .95	\$ 1.05	\$ 1.35	

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

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

standard size carpet

FREEMAN

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before APRIL 02, 2018

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.35

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

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

**16 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.35	\$ 3.70	\$ 4.70	

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

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

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 3.95	\$ 4.35	\$ 5.55	
Over 700 sq. ft.		\$ 3.35	\$ 3.70	\$ 4.70	

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.70	\$ 5.15	\$ 6.60	
Over 700 sq. ft.		\$ 4.25	\$ 4.70	\$ 5.95	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.20

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.20	\$ 1.30	\$ 1.70	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.05	\$ 1.15	\$ 1.45	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.35	\$ 2.60	\$ 3.30	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ N/A	\$ N/A	\$ N/A	

### TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost
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Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before APRIL 02, 2018

cut to size carpet  
FREEMAN

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
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- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time .....	.45	.65	_____
_____	610200	Booth Vacuuming - 2 Days .....	.80	1.10	_____
_____	610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	1.10	1.55	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

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

_____	620500	Exhibit Area / Under 500 sq.ft. ....	78.30	109.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	90.65	126.90	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	103.00	144.20	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

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

FREEMAN

SMARTFABRIC® RENTAL EXHIBITS

# FIT TO PRINT

.....

SmartFabric® is a triple-layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.



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



## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

233.5"W 92.5"H

**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D

(up to 15 lbs each)

### RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

## FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric® Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric® Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



**10 x 10 ft.  
frame**



**10 x 20 ft.  
frame**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

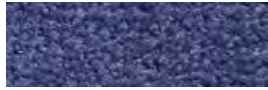


## CLASSIC CARPET

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options



black



blue



gray



green



latte



midnight blue



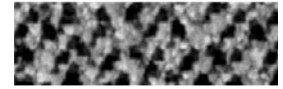
plum



red



red pepper



tuxedo

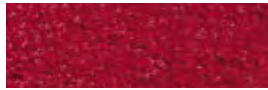
9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

## PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

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

## ACCESSORIES

SmartFabric® Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D



### CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15lbs each)



## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

### “CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.



# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

## SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.



### SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

**Classic Carpet:** ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

**Classic Carpet:** ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

## ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light .....	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

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

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

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

### TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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# RENTAL EXHIBITS THAT IMPRESS

.....

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

## PACKAGE 1



10 X 20



10 X 10

## PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10





# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

## Booth Panel Options – Color Options Included with Rental Package



black fabric



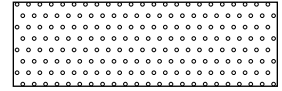
blue fabric



gray fabric



white

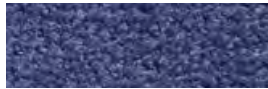


white perfboard

## Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above



black



blue



gray



green



latte



midnight blue



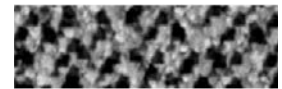
plum



red



red pepper



tuxedo

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

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



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

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

## Rental Exhibits Include:

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

## questions?

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



## “CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	1,994.60	2,792.45	<input type="checkbox"/> 10' x 20'	3,900.60	5,460.85
Package 2	<input type="checkbox"/> 10' x 10'	1,359.60	1,903.45	<input type="checkbox"/> 10' x 20'	2,578.10	3,609.35
Package 3	<input type="checkbox"/> 10' x 10'	1,981.70	2,774.40	<input type="checkbox"/> 10' x 20'	3,822.35	5,351.30
Package 4	<input type="checkbox"/> 10' x 10'	1,712.90	2,398.05	<input type="checkbox"/> 10' x 20'	3,284.65	4,598.50
Package 5	<input type="checkbox"/> 10' x 10'	1,866.35	2,612.90	<input type="checkbox"/> 10' x 20'	3,594.70	5,032.60
Package 6	<input type="checkbox"/> 10' x 10'	1,945.65	2,723.90	<input type="checkbox"/> 10' x 20'	3,786.30	5,300.80

## CHOOSE YOUR PANEL

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

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

\*Unless font type is indicated, Helvetica will be used.

## ENHANCE YOUR EXHIBIT

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

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

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

## TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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# FLEXING TO FIT YOUR NEEDS

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

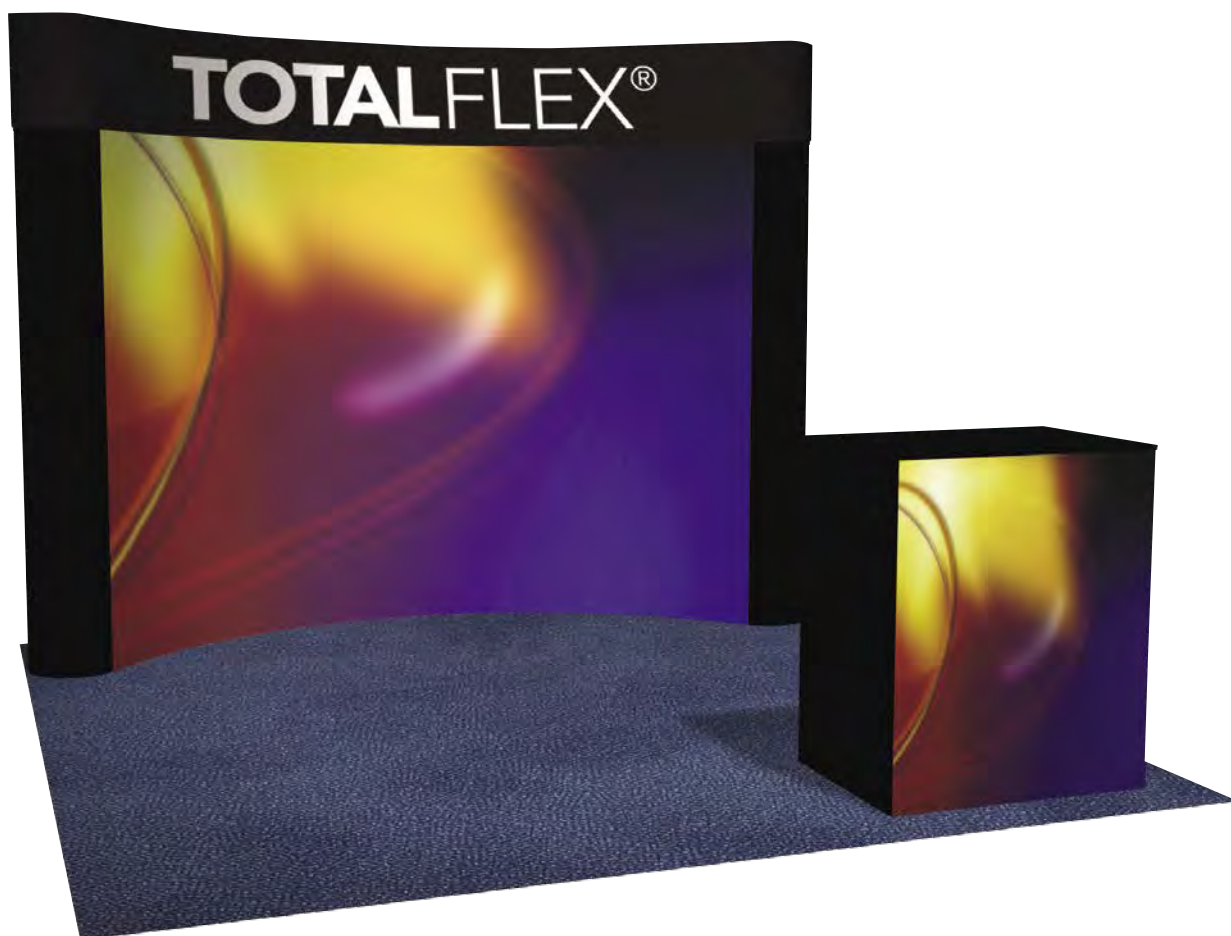


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

The TotalFlex® solution is the most versatile exhibit option available:

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

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



#### FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

#### TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

totalflex  
FREEMAN

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

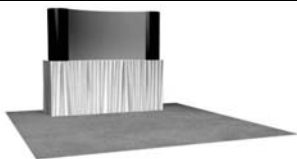
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

## TABLETOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	955.90	1,338.25	_____	_____
40"H x 8"W	1,109.70	1,553.60	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,161.70	1,626.40	_____	_____
40"H x 8"W	1,314.45	1,840.25	_____	_____

\*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

### 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 ☐ Blue

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

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,555.30	2,177.40	_____	_____
8'H x 10'W	1,851.25	2,591.75	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,636.35	3,690.90	_____	_____
8'H x 10'W	3,098.90	4,338.45	_____	_____

\*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

### 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 ☐ Blue

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

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## 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	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	178.25	249.55	_____		_____	264.15	369.80	_____
1715801	1-200 Watt Halogen Light Kit	_____	91.25	127.75	_____		_____	192.05	268.85	_____
1715802	Straight Shelf	_____	67.90	95.05	_____		_____	131.55	184.15	_____
1715803	Angled Shelf	_____	67.90	95.05	_____		_____	131.55	184.15	_____

## QUICK TIPS

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

\* Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

### PURCHASE UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

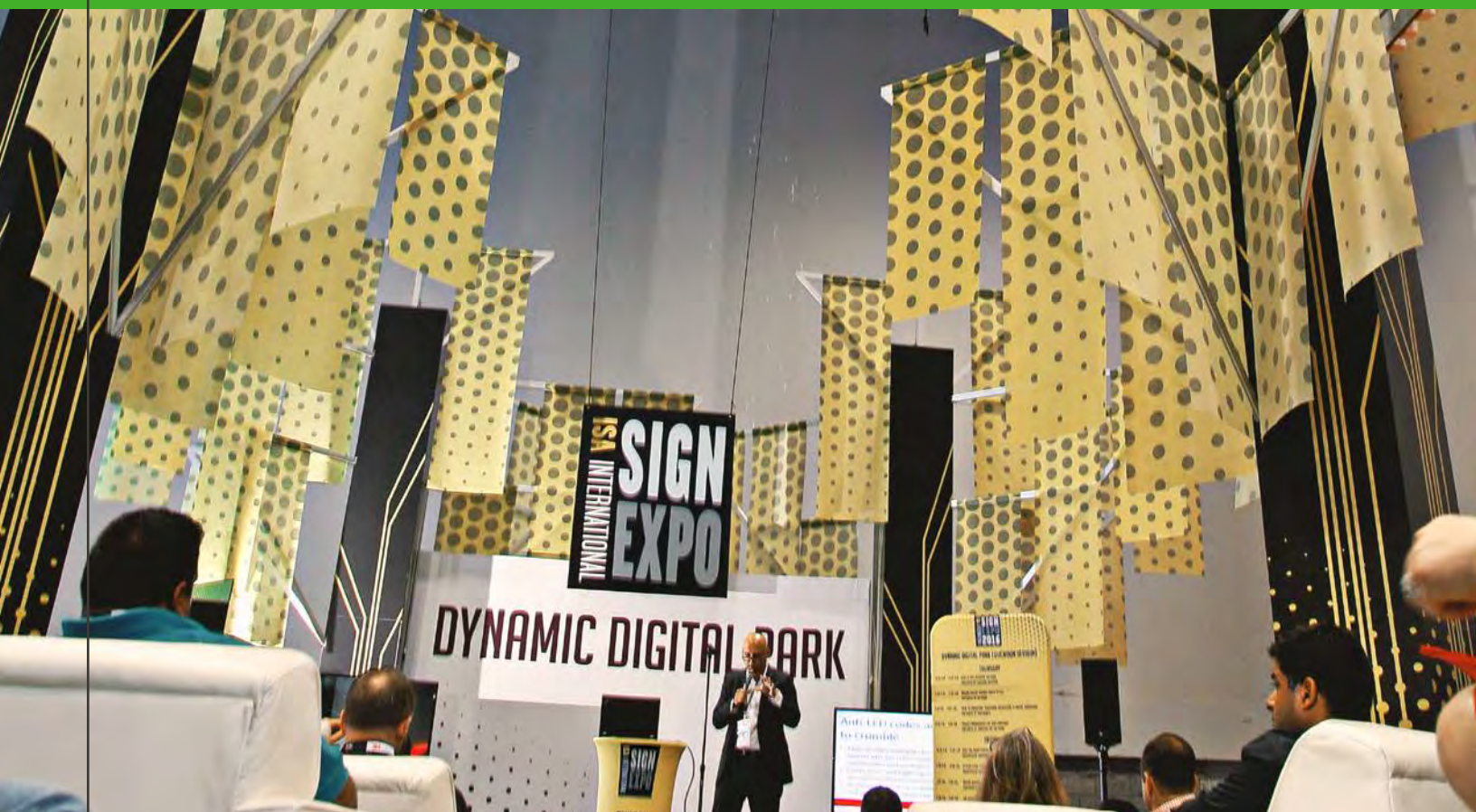


# SEEING IS BELIEVING

.....

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

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



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

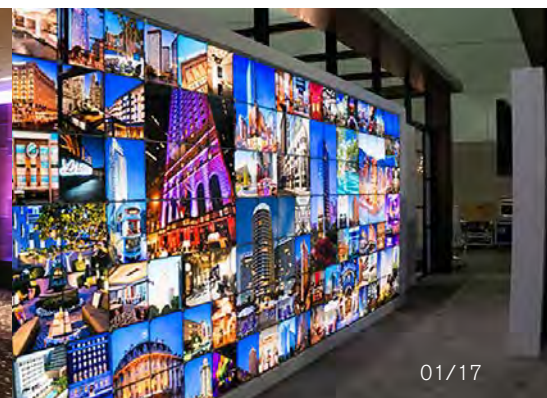
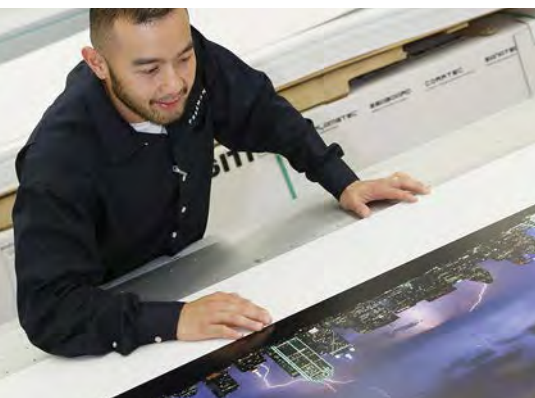
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing





# FREEMAN

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2018

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

## GRAPHICS

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.  
\$ 21.20 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 31.80 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 44.55	66.85 =	_____
7" x 22"	@ 50.95	76.45 =	_____
7" x 44"	@ 54.15	81.25 =	_____
9" x 44"	@ 68.95	103.45 =	_____
11" x 14"	@ 60.45	90.70 =	_____
14" x 22"	@ 65.75	98.65 =	_____
14" x 44"	@ 75.35	113.05 =	_____
22" x 28"	@ 112.50	168.75 =	_____
28" x 44"	@ 166.55	249.85 =	_____
20" x 60"	@ 202.65	304.00 =	_____

(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	+	8.25 % Tax	=	Total Cost
-----------	---	------------	---	------------

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. 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

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONTS and LINKS**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE**

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

**PRINT FILES:**

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

**RASTER OR BITMAP ART:**

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

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

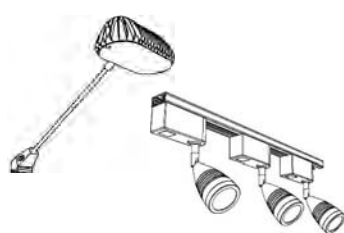
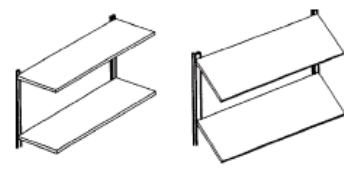
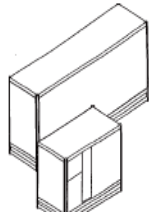
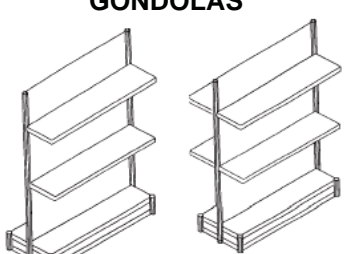

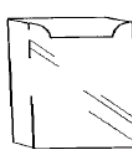
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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## ACCESSORIES FOR RENTAL UNITS

<b>LIGHTS (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>RADIUS CABINET (does not have doors)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	172512	Arm Light .....	65.90	92.25	_____
___	172514	4' Tracklight (3 lights)	266.75	373.45	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	512.45	717.45	_____
___	17306	1M x 1/2M x 42" High.....	512.45	717.45	_____
___	17308	2M x 1/2M x 36" High.....	620.65	868.90	_____
___	17309	2M x 1/2M x 42" High.....	620.65	868.90	_____
___	173010	1M Radius x 1/2M x 36" High.	660.95	925.35	_____
___	173011	1M Radius x 1/2M x 42" High..	660.95	925.35	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	8.50	11.90	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	414.05	579.65	_____
___	174542	Double Sided 1M x 4' High..	551.05	771.45	_____
___	174581	Single Sided 1M x 8' High...	414.05	579.65	_____
___	174582	Double Sided 1M x 8' High..	551.05	771.45	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	70.05	98.05	_____
___	17206	1M Angled (37" x 12") .....	81.70	114.40	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	28.85	40.40	_____

<b>TOTAL COST</b>					
Sub-Total	+	8.25% Tax	=	Total Cost	_____

Don't see what you need?  
Please call Exhibitor Sales at (210) 554-2021.

07/17 (451522)

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

FREEMAN exhibit accessories

# FREEMAN

3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/554-2021 • Fax 469/621-5611

**DISCOUNT DEADLINE**  
**APRIL 2, 2018**

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

## SHOWCASES

### 4' JEWELERS SHOWCASE



10-10-41

### 4' FULL VIEW SHOWCASE



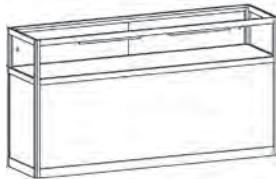
10-10-43

### 1/2M TOWER SHOWCASE (6' H X 1/2 M X 1/2 M)



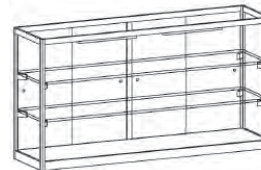
10-10-200

### 6' JEWELERS SHOWCASE (79 5/8" X 20 1/2" X 42")



10-10-64

### 6' FULL VISION SHOWCASE (79 5/8" X 20 1/2" X 42")



10-10-61

Qty	Part #	Description	Discount Price	Standard Price	Total	Qty	Part #	Description	Discount Price	Standard Price	Total
1M SHOWCASES						2M SHOWCASES					
___	10-10-41	4' Jewelers Showcase 42" high x 1 1/4M wide x 1/2M deep	\$335.00	\$469.00	\$___	___	10-10-64	6' Jewelers Showcase 42" high x 2M wide x 1/2M deep	\$387.00	\$541.80	\$___
___	10-10-43	4' Full View Showcase 42" high x 1 1/4M wide x 1/2M deep	\$407.00	\$570.00	\$___	___	10-10-61	6' Full View Showcase 42" high x 2M wide x 1/2M deep	\$490.00	\$686.00	\$___
1/2M TOWER SHOWCASE											
___	10-10-200	1/2M Tower Showcase 72" high x 1/2M wide x 1/2M deep	\$575.00	\$805.00	\$___						
Electrical and extension cords are <b>NOT INCLUDED</b> . For electrical services, please refer to the electrical services order forms located in this manual.											
Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.											
Don't see what you need? Please call us at 210-554-2021.											
						TOTAL COST					
						Sub-Total ___ + 8.25% Tax ___ = TOTAL___					

## SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

### LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

### MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

### PLEASE NOTE:

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



# LET US DO THE HEAVY LIFTING

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



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

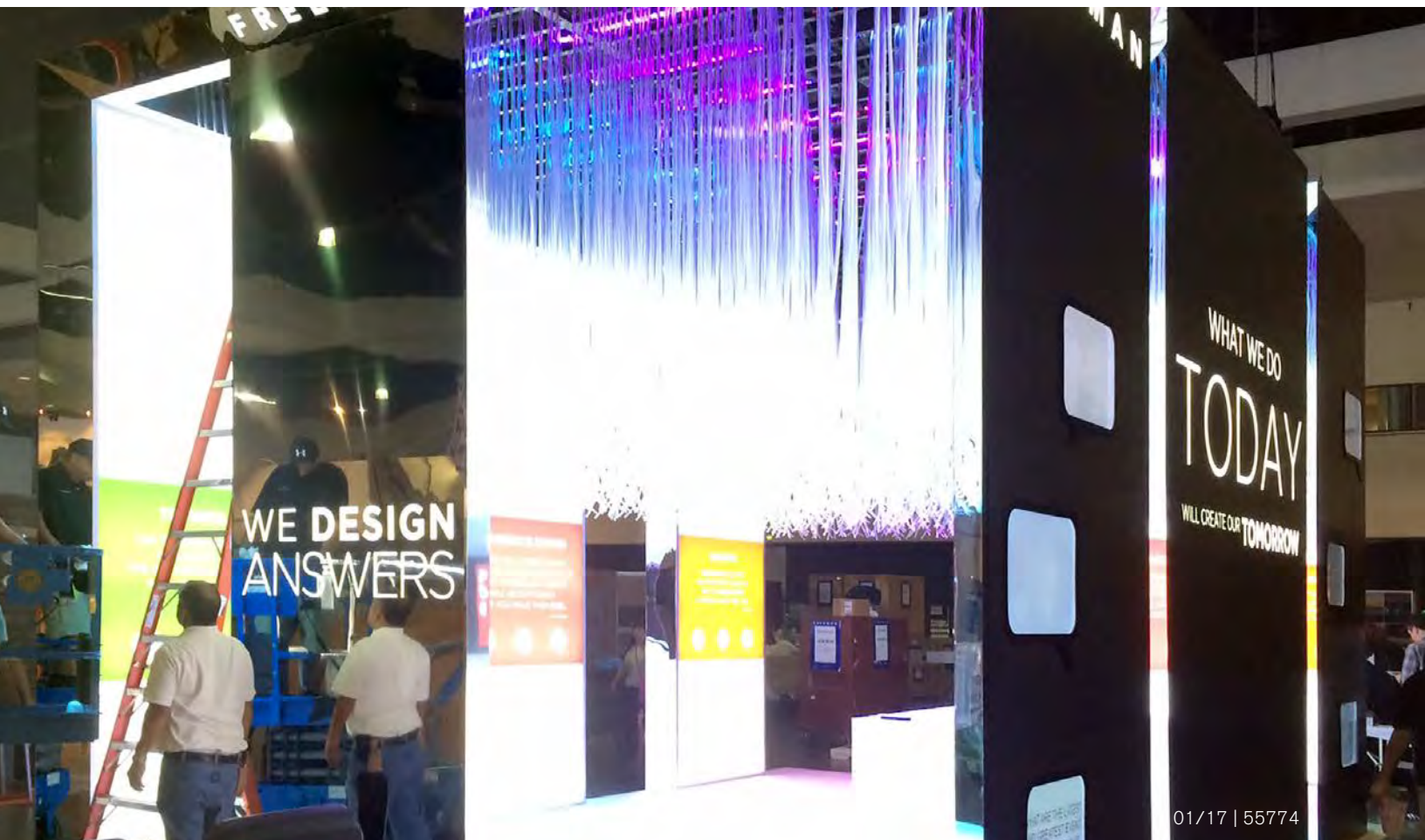
## ON-SITE SUPERVISION

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

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### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.





# FREEMAN

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NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 79.00	\$ 110.50
<b>Overtime-</b>	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
	ALL DAY SATURDAY, SUNDAY & HOLIDAYS .....	\$ 118.50	\$ 166.00

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

## INSTALLATION LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

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

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

## DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

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

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

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ Reroute via Freeman's choice

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

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

**FREEMAN installation & dismantle labor**

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

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

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday  
6:00 A.M. to 12:00 Midnight Saturday and Sunday

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 124.50	\$174.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	168.25	235.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	135.50	189.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	179.25	251.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	144.50	202.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	188.25	263.50
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	165.50	231.75
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	209.25	293.00
3090600	Man Cage for Forklift .....	47.00	
3090700	Boom for Forklift.....	47.00	
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	87.50	122.50
3020101	Rigger - OT.....	131.25	183.75
<b>MOBILE UNIT SPOTTING FEE</b>			
257024	Mobile Unit Spotting Fee (Each Way) .....	\$ 75.00	

## 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 8.25%	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 8.25%	N/A
_____							<b>Total</b>	



# FREEMAN

3323 IH 35 North, Ste 120  
San Antonio, Texas 78219  
Ph: 210/554-2021 • Fax 469/621-5611

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 2, 2018**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

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

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	93.00	139.50 = \$	_____
1000 Watts (10 amps)	_____	_____	125.00	187.50 = \$	_____
2000 Watts (20 amps)	_____	_____	171.00	256.50 = \$	_____

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

20 Amps	_____	_____	275.00	412.50 = \$	_____
30 Amps	_____	_____	326.50	489.75 = \$	_____
60 Amps	_____	_____	518.00	777.00 = \$	_____
100 Amps	_____	_____	771.50	1157.25 = \$	_____

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

20 Amps	_____	_____	353.00	529.50 = \$	_____
30 Amps	_____	_____	429.50	644.25 = \$	_____
60 Amps	_____	_____	708.50	1062.75 = \$	_____
100 Amps	_____	_____	985.50	1478.25 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$4.00 per Amp (20 Amp Min.)

Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

## SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	104.00	156.00 = \$	_____
Double Light Stand	_____	110.25	165.40 = \$	_____
Arm Light	_____	122.50	183.75 = \$	_____

\* May require labor and/or lift at additional charge. Please contact [SanAntonioUtilities@freeman.com](mailto:SanAntonioUtilities@freeman.com) for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

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

**DEADLINE DATE OF:  
LATE DATE**

### MULTIPLE OUTLET LOCATIONS/ISLAND BOOTHS

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

### ISLAND BOOTHS

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

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

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

### SEPARATE OUTLETS

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

### HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

### CANCELLATION

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

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact [SanAntonioUtilities@freemanco.com](mailto:SanAntonioUtilities@freemanco.com).

## TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax 8.25%	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

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

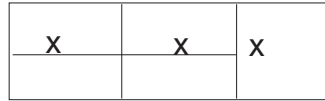
#### For Lighting

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

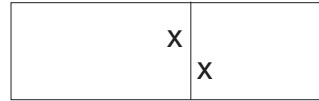
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

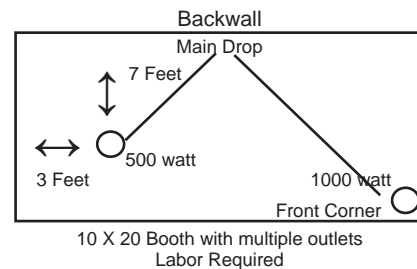
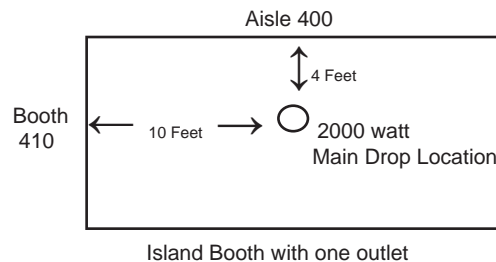


BACK TO BACK PENINSULA

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

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. 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.
6. 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 (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitor equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# FREEMAN

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NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

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

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

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

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)  
Overtime - Monday - Friday, 4:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$ 90.50	\$ 126.75
Electrician - OT	\$ 181.00	\$ 253.50
Condor w/crew - ST	\$ 444.00	\$ 477.25
Condor w/crew - OT	\$ 485.50	\$ 535.25
Forklift w/operator - ST	\$ 124.50	\$ 174.25
Forklift w/operator - OT	\$ 168.25	\$ 235.50
Man Cage	\$ 47.00	\$ 47.00

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

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

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

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

### FLOOR WORK:

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

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

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

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

### BOOTH WORK:

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

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

### LABOR REQUEST

### SELECT WORK TYPE

Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	Est. # Hours _____	Lift Type _____		
Date _____	Time _____	Est. # Hours _____	Lift Type _____		

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

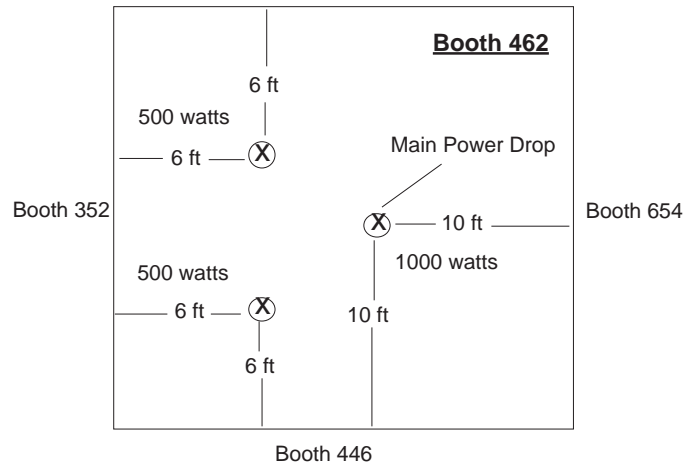
## CANCELLATION POLICY

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

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



# FREEMAN

## ELECTRICAL SERVICES USAGE GUIDE

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

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

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000



**F R E E M A N**  
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATE \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

[illegible]

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

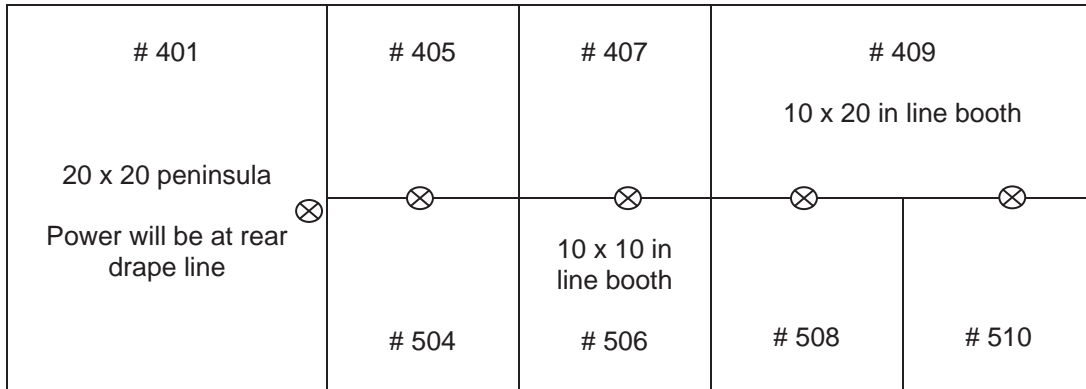
**20 x 20 use 1 square = 1/2 foot**

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

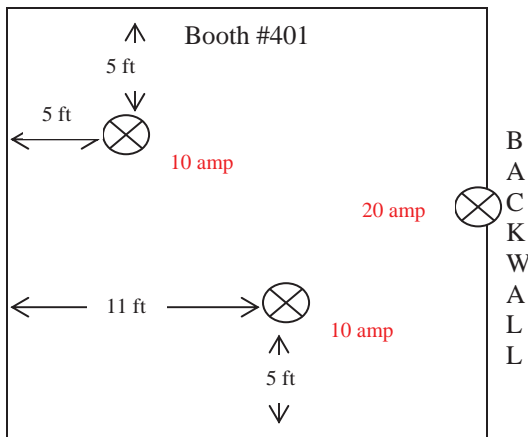
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

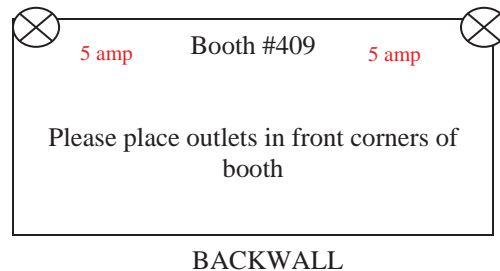


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

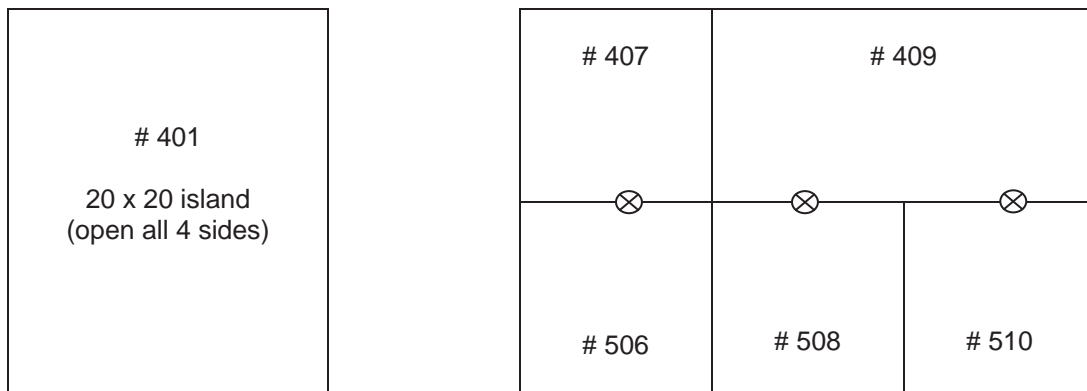
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

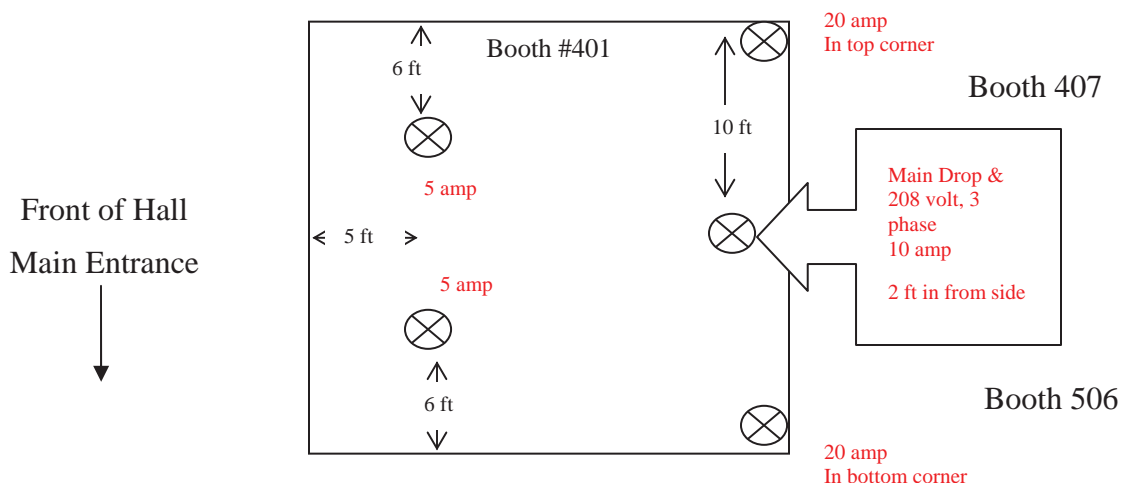
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

# F R E E M A N

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

# **F R E E M A N**



# FREEMAN

3323 IH 35 North, Ste 120  
San Antonio, Texas 78219  
Ph: 210/554-2021 • Fax 469/621-5611

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 2, 2018**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **LIFESAVERS ANNUAL CONFERENCE - 451522 / APRIL 22-24, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

## COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet.....	_____	395.00	592.50 = \$	_____
Each additional air outlet (within 5 feet of 1st outlet) .....	_____	211.00	316.50 = \$	_____
Additional footage per foot .....	_____	4.70	7.05 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM) ..	_____	10.00	15.00 = \$	_____
<b>Total</b>				_____

There will be a minimum of (1) hour charged for labor. **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. Exhibitors are not allowed to bring air compressors on the show floor.

## WATER

Service Charge for water outlet.....	_____	357.00	535.50 = \$	_____
Each additional water outlet (within 5 feet of 1st outlet) .....	_____	205.00	307.50 = \$	_____
Additional footage per foot (after 1st 90 feet) .....	_____	4.50	6.75 = \$	_____
<b>Total</b>				_____

**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

Service Charge for first drain outlet at rear of booth .....	_____	393.00	589.50 = \$	_____
Each additional drain outlet within the same booth .....	_____	223.00	334.50 = \$	_____
Additional Footage per foot (after 1st 90 ft.) .....	_____	4.50	6.75 = \$	_____
<b>Total</b>				_____

## FILL & DRAINS

**Flat Rate \$72.00 Plus labor 1/2 hour increments in/out  
(Anything over 500 gallons please contact our branch)**

**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 one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

## LABOR

**1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.**

	Advance Price	Show Site Price
<b>Straight Time</b> .....	\$ 89.00	\$ 133.50 = \$
Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)		
<b>Overtime</b> .....	\$ 182.00	\$ 273.00 = \$
Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays		

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

## 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 210-554-2021 for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**



## EXHIBITOR ORDER FORM

PHONE: 480.648.6688 FAX: 480.248.2189 EMAIL: info@avonegroup.com

### VIDEO EQUIPMENT

QTY	DESCRIPTION	PRICE	DAYS	TOTAL
	32" LED Monitor	\$ 350.00		
	46" LED Monitor	\$ 450.00		
	55" LED Monitor	\$ 550.00		
	65" LED Monitor	\$ 650.00		
	75" LED Monitor	\$ 750.00		
	LED Monitor Floor Stand	\$ 75.00		
	8' Screen and Projector Package	\$ 650.00		
	Laptop Rental	\$ 200.00		
	Printer	\$ 150.00		
	Flipchart	\$ 55.00		

### AUDIO EQUIPMENT

QTY	DESCRIPTION	PRICE	DAYS	TOTAL
	Single Speaker Sound System	\$ 400.00		
	Dual Speaker Sound System	\$ 550.00		
	Wired Microphone	\$ 65.00		
	Wireless Microphone	\$ 175.00		

TOTAL EQUIPMENT RENTAL

SERVICE CHARGE: A 20% SERVICE CHARGE IS APPLIED TO ALL ORDERS

SUB TOTAL

NOTE: ALL RENTALS ARE PER DAY

TOTAL AMOUNT DUE

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### CUSTOMER INFORMATION

COMPANY \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ ZIP \_\_\_\_\_

ROOM/BOOTH \_\_\_\_\_ DELIVERY DATE/TIME \_\_\_\_\_ STRIKE DATE/TIME \_\_\_\_\_

PAYMENT IS DUE WHEN ORDER IS PLACED METHOD OF PAYMENT:

[ ] PREPAYMENT BY CHECK [ ] CREDIT CARD [ ] VISA [ ] Master Card [ ] AMEX Card [ ] Other

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ SSN Number \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cancellations must be made 1 week prior to the start of the show. Any cancellations made after that will be subject to the rental cost.

NOTE: Please call for any additional services and needs or for more specific and elaborate setups that require any technical support.

A successful exhibiting experience depends on managing sales leads

## CSG EXPOLeads Lead Retrieval Ensures Exhibiting Success

EXPOLeads Lead Retrieval Scanners capture complete contact and demographic information ideal for identifying your top prospects. Make your exhibiting efforts pay off with a small investment that will yield huge returns.

# EXPOLeads



Reduce your carbon footprint STOP collecting business cards

### EXPO LRS Classic

- Quickly scan attendee badges
- Compact and ergonomic
- Holds up to 8,000 scans
- Inclusive standard lead qualifiers (custom are extra)
- Leads contain full contact and demographic information



### EXPO LRS Premier

*Includes all the features of the EXPO LRS Mobile plus:*

- Full color display
- Ability to type in freeform notes
- Store leads on personal USB drive



### EXPO LRS Sidekick

- View & sort leads anytime
- Plugs into your laptop
- Works with LRS Mobile
- Add custom notes easily



### EXPO LRS Mobile App

- Scan or type in Attendee ID
- Review, add notes, qualifiers
- Fill out extended surveys
- Real-time leads list



Leads are also available 1 business day post-event at [www.expodemand.com](http://www.expodemand.com) at no additional charge.  
All scanner orders include onsite & post show customer support.

## EXPO LRS Rental Options

### Custom Qualifiers

Qualify ideal sales prospects for your organization.

- Customize qualifying questions
- Identify customer interests
- Simplify your follow-up

### Live Leads!

Access lead files online in real-time as they are scanned by booth staff.

- Monitor booth staff performance
- Follow up and qualify leads immediately

### Delivery/Support

Save time onsite with Delivery, Support/Assist, Training and Pickup.

- Saves time
- Staff training
- Ability to message onsite tech staff with scanner

### Mailing Labels

Quickly follow up with your sales leads. All sales leads are printed on labels and mailed to your office.

- Saves time & money
- Simplifies follow up process
- Receive native print file for future mailings

Save time and money by using lead retrieval services

Ordering Help: (301) 576-3093 or [expoleads@cstrategy.com](mailto:expoleads@cstrategy.com)

TO ORDER: [www.ExpoDemand.com](http://www.ExpoDemand.com) or FAX (301) 560-8841






**Convention Strategy Group**

PO Box 2365, Germantown, MD 20875 | (301) 656-7521 | Fax (301) 560-8841 | [www.ConventionStrategy.com](http://www.ConventionStrategy.com)




## 1 Not everyone will have a business card, but everyone will have a name badge to scan!

### Individual Equipment Rental:

	QTY	EARLY thru 4/06/18	ADVANCE thru 4/16/18	ONSITE thru 4/25/18	TOTAL
 <b>EXPO LRS Classic - Handheld &amp; Ergonomic</b> Portable scanner allows you to walk around your booth. Battery operated and easy to use thumb wheel allow for quick navigation.	<input type="checkbox"/>	\$295	\$339	\$390	<input type="text"/>
<b>Bluetooth Thermal Printer</b> - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 <b>EXPO LRS Premier - Touchscreen with Keypad</b> Full color touch screen scanner with a full QWERTY keypad allowing freeform note taking on sales leads.	<input type="checkbox"/>	\$355	\$408	\$469	<input type="text"/>
<b>Bluetooth Thermal Printer</b> - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 <b>EXPO LRS Sidekick - PC Solution</b> Use your laptop to capture leads using a USB flashdrive loaded with ExpoLeads software program and LRS Mobile scanner. Leads can be saved directly to laptop.	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

### EXPO LRS Connect for your iPhone or Android phone!

 <b>EXPO LRS Mobile App - Lead Retrieval on Your Mobile Devices</b> Scan or type in attendee badge IDs for real-time lead information. LRS Mobile App features include custom qualifiers and surveys and the ability to work offline to avoid any roaming issues. <i>Leads are available online during and after the event.</i>	<input type="checkbox"/>	\$285	\$328	\$377	<input type="text"/>
<b>Additional Licenses</b> - Get a license for each smartphone in your booth	<input type="checkbox"/>	\$225 for each license			<input type="text"/>

## 2 Lead Retrieval Rental Packages - See product descriptions above

<b>EXPO LRS Classic Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	\$392	\$450	\$518	<input type="text"/>
<b>EXPO LRS Premier Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	\$446	\$512	\$589	<input type="text"/>
<b>EXPO LRS Sidekick Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

## 3 EXPO LRS Rental Options

<b>Delivery/Training/Pickup/Onsite Support</b> Delivery, Training, Pickup and activation of Request Assistance module allowing for booth staff to page/text the onsite technical staff.	<input type="checkbox"/>	\$75	\$86	\$99	<input type="text"/>
<b>Live! Access to Leads in Real-Time</b> This option provides live access to the leads being scanned in the booth. You will be provided with a username/password granting access to a secure Internet portal to view the lead file.	<input type="checkbox"/>	\$85	\$85	\$85	<input type="text"/>
<b>EXPO Custom Sales Lead Qualifiers</b> Available for all systems to enhance your post-show follow up and target prospects better. Submit custom qualifiers using form in exhibitor kit or when ordering online.	<input type="checkbox"/>	\$65	\$75	\$86	<input type="text"/>
<b>1GB Flashdrive</b> Take home your sales leads immediately by ordering a 1GB flashdrive.	<input type="checkbox"/>	\$45	\$45	\$45	<input type="text"/>
<b>EXPO Mailing Labels</b> Make following up on your important leads simple with EXPO Mailing Labels. Your lead file is merged and printed on to peel & stick labels and sent to your office.	<input type="checkbox"/>	\$125	\$125	\$125	<input type="text"/>
<b>TOTAL</b>					= <input type="text"/>

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Questions?**  
 Contact Sara Capistrant  
 301-576-3093  
 sara.capistrant@cstrategy.com

**ORDER ONLINE!**  
 www.expodemand.com

**NO REFUNDS ON ORDERS  
 PLACED WITHIN 2 WEEKS  
 FROM START OF EVENT.**  
 Early and Advance order  
 cancellations will be subject  
 to a \$75 cancellation fee.

**CSG** CONVENTION  
 STRATEGY  
 GROUP



**Not everyone will have a business card, but everyone will have a name badge to scan!**

*All orders include onsite and post event technical support.*

CONTACT

COMPANY: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 WEB ADDRESS: \_\_\_\_\_

**Questions?**

Contact Sara Capistrant  
 301-576-3093  
[sara.capistrant@cstrategy.com](mailto:sara.capistrant@cstrategy.com)



**NO REFUNDS ON ORDERS  
 PLACED WITHIN 2 WEEKS  
 FROM START OF EVENT.**

Early and Advance order  
 cancellations will be subject  
 to a \$75 cancellation fee.

PAYMENT

*All order confirmations will be sent by email. Convention Strategy Group will appear on statement.*

PAYMENT: ☐ AMEX ☐ VISA ☐ MC  
 CARD #: \_\_\_\_\_  
 NAME ON CARD: \_\_\_\_\_  
 EXP DATE: \_\_\_\_\_ CCV: \_\_\_\_\_  
 CARD SIGNATURE: \_\_\_\_\_

**AUTHORIZATION**

Your signature authorizes the above credit  
 card to be charged and any late/lost fees  
 as described in the Terms and Conditions.

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

**Terms & Conditions**

Early or Advance orders must be received on or before deadlines and paid in full. If orders are received after these dates and indicate Early or Advanced Order Pricing, Convention Strategy Group, LLC hereinafter called "CS" reserves the right to adjust the invoice to reflect when the order was received. **ALL EARLY AND ADVANCE ORDER CANCELLATIONS WILL BE SUBJECT TO A \$75 CANCELLATION FEE.** CS must receive cancellation requests in writing, at the address on this agreement by the Advanced Order Date. Requests for cancellation that are received by this deadline will be refunded in the amount equal to seventy-five (75) percent of the total amount of the order. No cancellation requests or refunds will be accepted after this date.

Payment shall be in \$US funds payable at the time of the order for all EXPO LRS (LRS) equipment and services, and may be made by check or approved credit card. **Checks will not be accepted at the show site.**

The contact/user person has been informed by CS that the LRS equipment can be used to collect information, provided by the attendees on their registration forms, from the registration database such as; Attendee Name, Title, Company, Address, Phone, Fax, Email, and any other pertinent demographic attendee information provided. Information included is subject to the information designated by show management.

By properly using the LRS equipment, the contact/user person will be able to scan and record encoded information available on the badges of individuals who are interested in the contact/user person's product or service. Contact/user person understands and accepts that some badges issued by show management at onsite registration may not have encoded chips or barcodes. This is at the discretion of show management and is no fault of CS.

LRS equipment must be picked up at show site from the lead retrieval services desk. Equipment not picked up within 4 hours after the start of the show may be re-rented without any refund. At the end of the rental period, the contact/user person will return the LRS equipment to the lead retrieval services desk. **LRS equipment that is not returned within 1 hour of the close of the exhibits portion of the show will be subject to a charge of \$150.00, and \$150.00 additional every day there after until the LRS unit is returned to CS.** Late charges are not to exceed \$3,500.00. Loss of equipment costs are: LRS Mobile/Premier: \$3,500.00; Bluetooth printer: \$500; Printer power cord: \$25 from the contact/user person to CS. Contact/user person hereby authorizes CS to charge the credit card any replacement costs indicated above for any damage or any loss of LRS equipment. If a check is submitted as payment, CS will invoice the exhibiting company for any damage to, lack of return, or loss of equipment which shall be payable on receipt. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CONTACT/USER PERSON.**

Equipment inadvertently taken from show site must be returned to CS, at the address on this agreement and may be subject to late fees. If a credit card is submitted as payment, this card will be charged for any damage to, lack of return, or loss of LRS equipment. If the need should arise to charge this credit card and it comes back as declined or invalid, CSI will invoice the company on record for the corresponding charges and will add an additional six (6) percent interest charge accruing monthly for non-payment.

As with any technology and equipment, the LRS units must be handled properly and used as directed in order to achieve the desired results. The contact/user person acknowledges that CS has instructed him or her on the correct use and care of the LRS equipment and that they understand how to operate the LRS equipment. CS will provide at no extra cost initial and any additional instruction as requested by the contact/user person or authorized employee of the named company.

Improper use of the LRS equipment can result in the LRS unit's failure to record the desired information. The contact/user person further acknowledges and agrees that, by this agreement, the liability to CS for the LRS unit's failure to record and retain recorded information, for whatever reason, is limited to the return of the LRS equipment rental costs. The contact/user person and their company hereby waive all other rights and remedies that they have against CS if the LRS equipment does not record all information, which they attempted to obtain.

CS shall not be held responsible for any refunds in the event acts of God, war, government regulations, disaster, terrorism, strikes or threat of strikes, lockouts, civil disorder, curtailment of transportation facilities or services, fires floods, epidemics, accidents, shortages, acts of any governmental authority or other catastrophic events hinder the ability to provide LRS equipment and services to the show site or show exhibitors.



## Custom Lead Qualifiers

Personalize your qualifiers to meet your specific sales needs! Convention Strategy Group offers each exhibitor a complimentary list of standard qualifiers or, for an additional fee, you can personalize them. By selecting a personalized or standard barcode after each attendee badge, you are better able to qualify your sales leads. Fill out the template below and select Custom Qualifiers on your order form. To view the complimentary standard action codes provided,

go to: [www.conventionstrategy.com/downloads/standard\\_qualifiers.pdf](http://www.conventionstrategy.com/downloads/standard_qualifiers.pdf)

### Customization Template

Please list the custom qualifiers below. Your codes will be installed on your equipment.

Maximum 23 characters per code. **Fax back to (301) 560-8841.**

COMPANY \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

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13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

# National Plant & Floral, Inc.

SAN ANTONIO, TX

**Name of Show:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Location:** \_\_\_\_\_

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:				

## TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

## CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Res.wguy		

## CONTAINERS:

☐ WHITE      ☐ BLACK

**SUB-TOTAL**

**DELIVERY, PICK UP & MAINTENANCE 10%**

**GRAND TOTAL**

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**  
**ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: \_\_\_\_\_

**PAYMENT:**    ☐ VISA    ☐ MASTERCARD    ☐ AMEX    ☐ CHECK

CREDIT CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

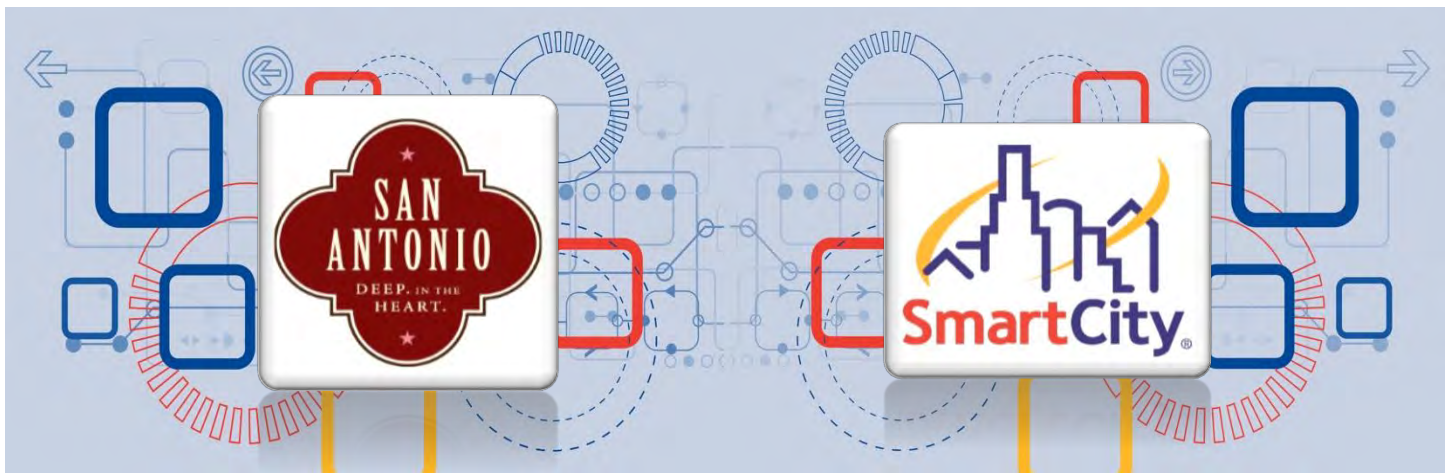
BOOTH CONTACT: \_\_\_\_\_

PHONE#: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

☐ EMAIL CONFIRMATION COPY    ☐ EMAIL STATEMENT COPY

**Please Remit to:**  
**1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193**  
**(702) 956-8011 • FAX (702) 956-8021**  
**exhibitorservice@nationalplantfloral.com**



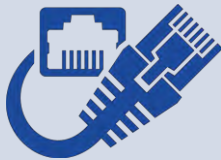
## **Lifesavers Annual Conference**

Event Dates: April 22<sup>nd</sup> – 24<sup>th</sup>, 2018

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

**Incentive deadline for the above event is April 4<sup>th</sup>, 2018.**

Smart City is the exclusive telecommunications service provider for the Henry B. Gonzalez Convention Center.



### **Hardwired Internet Service**

- Shared or Dedicated Bandwidth Services



### **Wireless Internet Service**

- Custom Hot Spot
- On-Site / On-Demand Services



### **Telephone Service**

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



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

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Broadband Wired Internet No Wired or Wireless Routers</b></p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Private IP Address</b></p>

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

Incentive rates apply to orders received with payment 14 days prior to Friday or show more in						
1. Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service			\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4			\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.						
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3 <sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
			SUBTOTAL			
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
Effective January 1, 2018 – December 31, 2018			Customer No: 2018 - 017 -			



# Network Security Declaration

Center: **Henry B Gonzalez CC (017) - TX**

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 017 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

\*\*\* **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** \*\*\*

\*\*\* **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** \*\*\*

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: Norton McAfee Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: **Henry B Gonzalez CC (017) - Tx**

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 017 -**

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

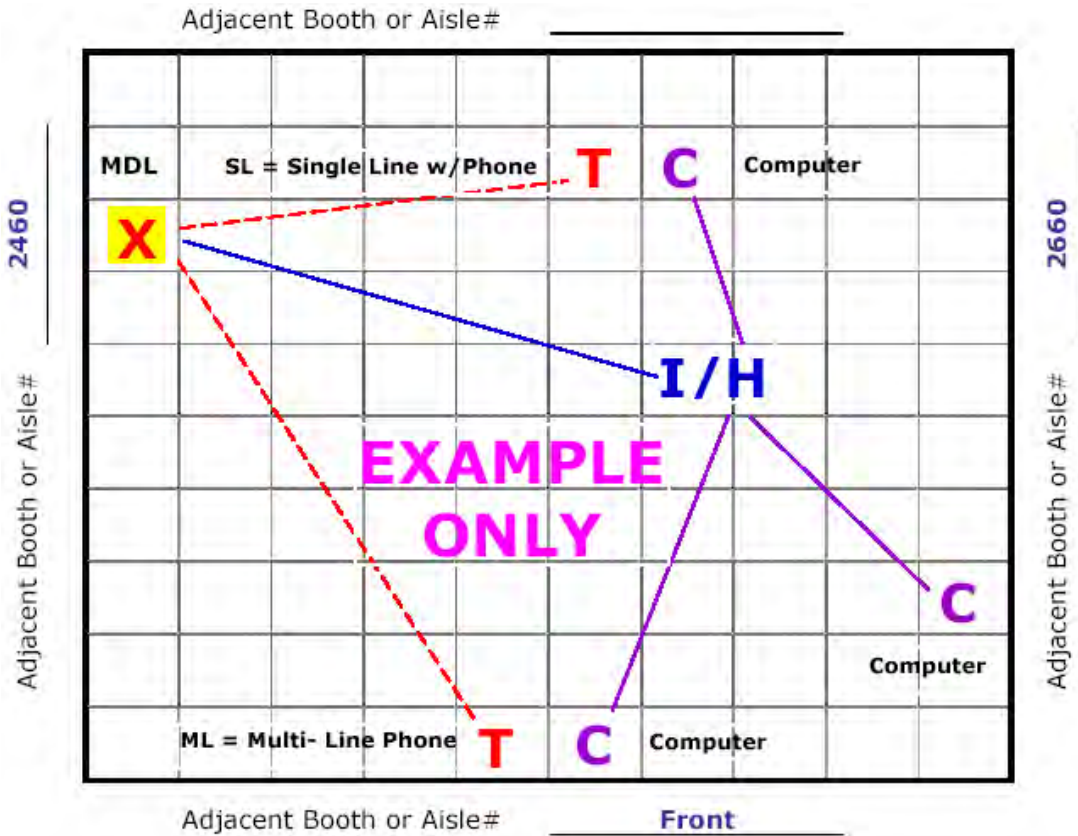
## Floor Plan – Communications Cable

**Center:** Henry B Gonzalez CC (017) - Tx  
**Show:** ABC EXAMPLE SHOW

Company Name:	ABC EXAMPLE COMPANY
Booth / Room #:	1234
Customer / Ref #:	2018 - 017 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10)      **20 X 20**      **Scale** = 1 Box is equal to **2** ft.

# Floor Work / Labor - Communications Cable

Center: **Henry B Gonzalez CC (017) - Tx**

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 017 -**

**Smart City has the exclusive contract to install all voice and data communications cabling.** This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- ❖ **Labor cost** - \$125.00 an hour per technician, with a one hour minimum.
- ❖ **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- ❖ **Smart City Cat 5 Cable** - \$50 each (50 ft. cable)

## Please select the floor work option that you will require for your booth:

☐ **Yes**, we will need to order floor work from Smart City for our booth.

\_\_\_\_\_ Estimated number of labor hours. Please add this to our order.

☐ **No**, we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

## Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** We prefer Smart City to provide the cable for our booth.

\_\_\_\_\_ Number of Cat 5 Cable(s) at \$50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City  
237 Tower of Americas Way  
San Antonio, TX 78205

**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204  
Phone: (210) 207-3695  
Fax: (210) 207-7949**

**Revised June 1, 2016**

**Fire Regulations for Assembly Occupancies**

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

**Seating and Booth Arrangements:**

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code, and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.



**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

**Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
  - A. Use, display or storage of LPG (Propane or Butane)
  - B. Flammable Liquids or Gas
  - C. Barbeque Grills
  - D. Straw, sawdust, or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
  - K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

**Cooking and Cooking Appliances:**

18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

**Electrical Equipment:**

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured and or covered to avoid tripping anyone walking across the area.

**Vehicles: Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:**

- A. Batteries are disconnected
- B. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19L) whichever is least.
- C. Fuel tanks and fill openings are closed and sealed to prevent tampering
- D. Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building
- E. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.

- F. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval.
  - G. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
  - H. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

### **Tents**

26. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

### **Hazardous Materials:**

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

### **General Regulations:**

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.4.1 through 901.4.3)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2015 IFC, Section 1004.3)
38. In accordance with the International Fire Code "When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted." (2015 IFC, Section 403.1)

### **NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

## **FEE SCHEDULE:**

**Overtime rate for Fire Marshal/Inspector as of October 1, 2008**

**\$82.40/hr**

Overtime is charged after 5:00 pm on weekdays, on weekends and on holidays.  
Overtime carries a minimum of 2 hours per occurrence.

## **PYROTECHNIC DISPLAYS:**

All pyrotechnic (fireworks) displays require a permit Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

## **OTHER INSPECTIONS:**

Vehicle checks: Vehicles will be inspected **PRIOR** to entering building at every event.  
Vehicles will be checked at no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday  
Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

Food Booths: Food Booths will be inspected after show set-up, to assure that Food Booths are Code compliant.  
Food Booths will be checked no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday.  
Food Booths set up after hours, on weekends or on holidays will be inspected at Overtime rate.

## **FLOOR PLAN REVIEW:**

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25  
For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.  
No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

These totals are cumulative per event.

REVISED 060116