

Easy is Nice, on Any Device

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track Freeman freight
- Receive notifications
- Receive assistance through Concierge Services
- Order Freeman products and services at show site
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high white and gray back drape and 3' high white side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted*; however, the aisles will be carpeted in midnight blue. Show Management requires that all booths be carpeted or have suitable flooring at exhibitor's expense. Rental carpet is available through Freeman; please refer to the Carpet Brochure and Order Form for options and rates.

*Career Center booths will include carpeting

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of discount rates, place your order by **March 1, 2018**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Thursday	March 22, 2018	8:00 AM - 5:00 PM
Friday	March 23, 2018	8:00 AM - 5:00 PM
Saturday	March 24, 2018	8:00 AM - 5:00 PM (All Freight Clear by 5:00 PM)
Sunday	March 25, 2018	8:00 AM - 12:00 PM (No Freight- Product Placement Only)

Note: Overtime rates will apply to all Material Handling on inbound shipments received and all labor performed at show site on Saturday, March 24, 2018 and Sunday, March 25th, 2018.

EXHIBIT HOURS

Sunday	March 25, 2018	4:00 PM - 6:00 PM
Monday	March 26, 2018	10:00 AM - 4:00 PM
Tuesday	March 27, 2018	9:00 AM - 2:00 PM

EXHIBITOR MOVE-OUT

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

Tuesday	March 27, 2018	2:00 PM - 8:00 PM
Wednesday	March 28, 2018	8:00 AM - 5:00 PM
Thursday	March 29, 2018	8:00 AM - 12:00 PM

Note: Overtime rates will apply to Material Handling on outbound shipments and labor performed after 5:00 PM Tuesday, March 27, 2018.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 29, 2018 at 12:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Thursday, March 29, 2018 at 8:00 AM**.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. 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**

1000 Elmwood Park Blvd.
New Orleans, LA 70123
Phone (504) 731-6137
Fax (469) 621-5612
FreemanNewOrleansES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada
(512) 982-4187 Outside the US
(817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

FREEMAN AUDIO VISUAL

Mimi Ton
mimi.ton@freeman.com
Phone (214) 333-1817
Fax (469) 621-5608

SERVICE CENTER HOURS

Thursday	March 22, 2018	8:00 AM - 5:00 PM
Friday	March 23, 2018	8:00 AM - 5:00 PM
Saturday	March 24, 2018	8:00 AM - 5:00 PM
Sunday	March 25, 2018	8:00 AM - 5:00 PM
Monday	March 26, 2018	8:00 AM - 5:00 PM
Tuesday	March 27, 2018	8:00 AM - 8:00 PM
Wednesday	March 28, 2018	8:00 AM - 5:00 PM
Thursday	March 29, 2018	8:00 AM - 12:00 PM

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by March 1, 2018. Using the enhanced FreemanOnline, 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 FreemanOnline 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 FreemanOnline, click on the "**Create an Account**" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with FreemanOnline 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 #

2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO

C/O Freeman

905 Sams Ave.

New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Thursday, February 22, 2018**, at the above address. Material arriving after **Thursday, March 15, 2018** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. If required, provide your carrier with this phone number: (504) 731-6137.

Show Site Shipping Address:

Exhibiting Company Name / Booth #

2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO

C/O Freeman

Ernest N. Morial Convention Center

900 Convention Center Blvd.

New Orleans, LA 70130

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area. Signage at the Convention Center will direct drivers to the appropriate lot to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area.
No vehicle will be allowed to the dock area without a pass.

Freeman will receive shipments at the exhibit facility beginning **Thursday, March 22, 2018**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (504) 731-6137.

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 Labor 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 504-731-6137.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of discount rates, place your order by **March 1, 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, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you. Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



DEPARTMENT OF FIRE

City of New Orleans

Fire Prevention Division



Minimum Requirements For Single level covered exhibits or Multi-level exhibits

1. Plans shall indicate if exhibit is multi-level or is covered with a ceiling.
2. No multi-level exhibit or exhibit covered with a ceiling shall be greater than 5,000 square feet unless it's protected by an automatic sprinkler system as per NFPA 101.
3. No multi-level exhibit shall be greater than two levels.
4. All multi-level exhibits must have a UL approved battery powered smoke detector within the exhibit area on each level per 500 square feet that emits alarms audible outside the enclosed or covered area.
5. All multi-level exhibits with closed sides must have electrical powered ventilation for 1st and 2nd level producing a minimum of 1200 cfms.
6. All multi-level exhibits shall have 4A:10BC fire extinguishers as per NFPA 10 guidelines.
7. All single level covered exhibits or multi-level exhibits which are not protected by an automatic sprinkler system shall, in addition to the previous stated requirements, also provide a NOFD Firewatch when the exhibits are greater than 600 square feet. (The number of firewatch personnel shall be determined by the New Orleans Fire Department for each show.)

In addition to the requirements enumerated above, all exhibits must adhere to NFPA 101 Section 8-7.5.3 and all other applicable codes and standards relative to exhibits.

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 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 (447294) 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			GRAND TOTAL

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

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 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:

☐ ALL FREEMAN SERVICES

☐ I&D LABOR/SUPERVISION

☐ MATERIAL HANDLING/IN & OUT

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ BOOTH CLEANING

☐ OTHER _____

FOR ACCURACY PURPOSES, COPIES OF ALL INVOICES WILL BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.

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:

01/17 (447294)

third party authorization
FREEMAN

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. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used 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 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 storage 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, 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 Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

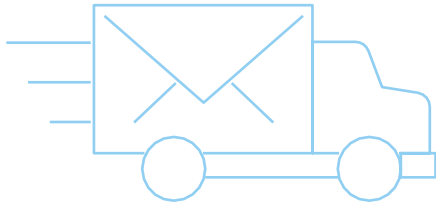
10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable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

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

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

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

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



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.

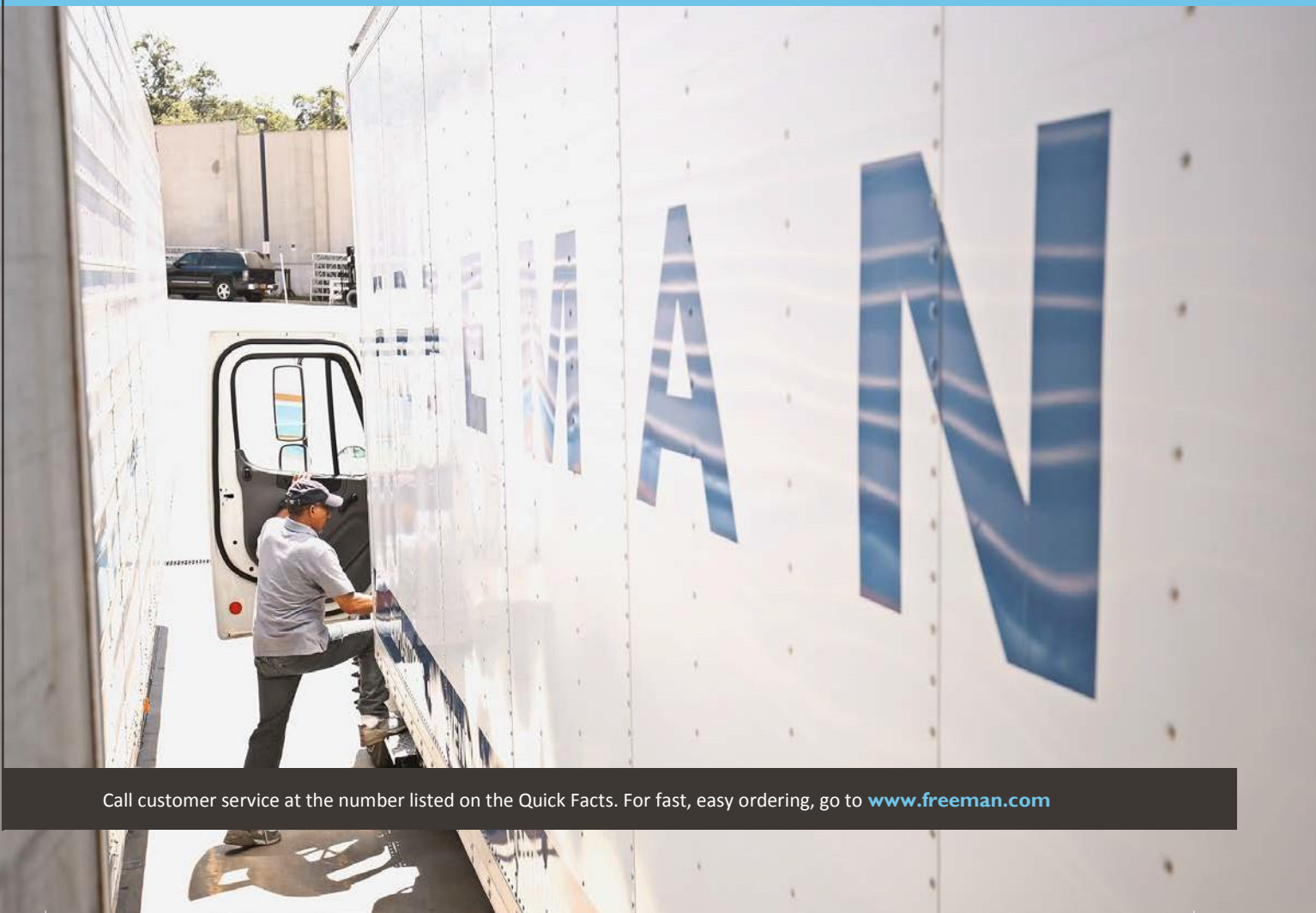


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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

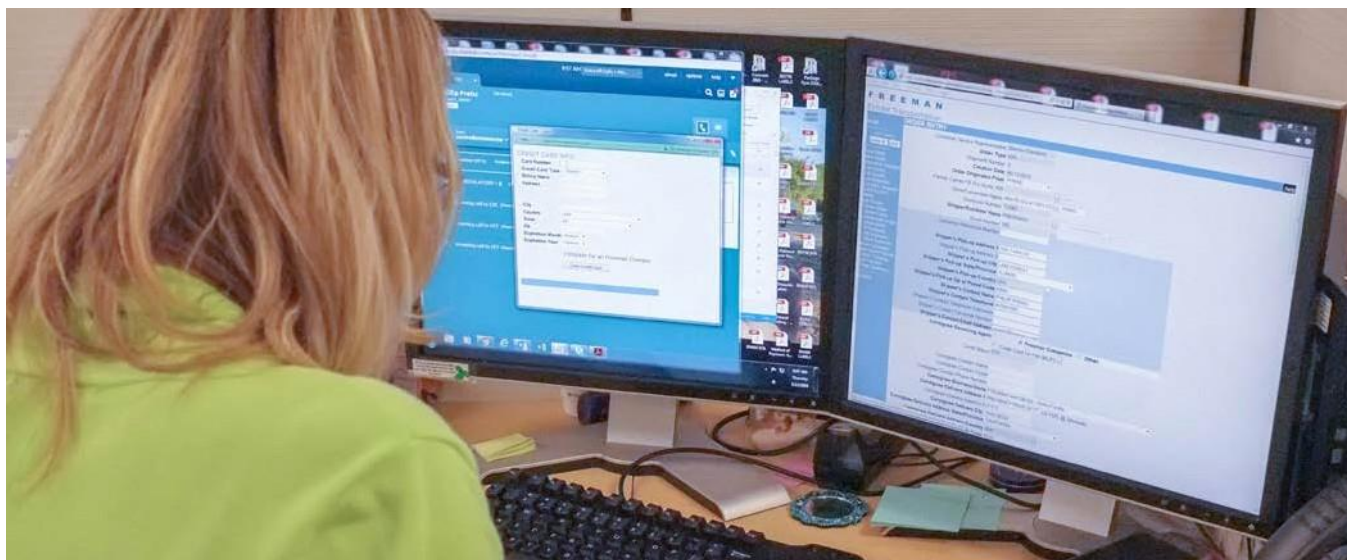
questions?

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

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freeman.com

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



F R E E M A N

(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

Freeman exhibit transportation

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO

C/O: FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123

MUST BE DELIVERED BY MARCH 15, 2018

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

FREEMAN / Exhibiting Company Name / Booth #

2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO

C/O: FREEMAN
MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD
NEW ORLEANS, LA 70130

CANNOT BE DELIVERED BEFORE MARCH 22, 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

or

Fax: (469) 621-5810

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

SHOW # (447294) _____

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to 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.
- 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 Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, 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 bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

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 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 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 enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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

F R E E M A N

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS and 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 AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload

STRAIGHT TIME: 8:00 A.M. to 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	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 87.50	175.00
Special Handling Shipment.....	\$ 113.75	227.50
Carpet and/or Pad Only Shipment.....	\$ 131.25	262.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 84.25	168.50
Special Handling Shipment.....	\$ 109.75	219.50
Uncrated or Pad Wrapped Shipment.....	\$ 126.50	253.00
Carpet and/or Pad Only Shipment.....	\$ 126.50	253.00
Small Package - Maximum weight is 30 lbs 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 MARCH 15, 2018	\$ 22.00	44.00
Show Site Shipment after Show Opening.....	\$ 21.25	42.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.50	55.00
Uncrated or Pad Wrapped Shipment	\$ 31.75	63.50
Carpet and/or Pad Only Shipment	\$ 31.75	63.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.50	55.00
Uncrated or Pad Wrapped Shipment	\$ 31.75	63.50
Carpet and/or Pad Only Shipment.....	\$ 31.75	63.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		2% Tax	
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments 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 carpet and/or carpet padding only require additional labor and equipment to unload.

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-M AIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

No need to schedule your outbound shipment.
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

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 22, 2018

DEADLINE DATE IS: MARCH 15, 2018

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
905 SAMS AVE**

NEW ORLEANS, LA 70123

WAREHOUSE

**EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO**

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 22, 2018

DEADLINE DATE IS: MARCH 15, 2018

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
905 SAMS AVE**

NEW ORLEANS, LA 70123

WAREHOUSE

**EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO**

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 MARCH 22, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

**MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD**

NEW ORLEANS, LA 70130

SHOW SITE

EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 22, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

**MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD**

NEW ORLEANS, LA 70130

SHOW SITE

EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO

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 MARCH 15, 2018

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123**

HANGING SIGN

EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO

BOOTH # _____ NO. ____ OF ____ PIECES

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY MARCH 15, 2018

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123**

HANGING SIGN

EVENT: 2018 AORN GLOBAL SURGICAL
CONFERENCE & EXPO

BOOTH # _____ NO. ____ OF ____ PIECES

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
black vinyl/ 810116

24"L 24"D 28"H



CORNER CHAIR **SELECT**
black vinyl/ 810117

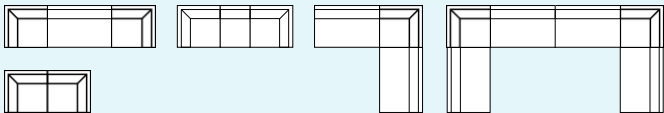
24"L 24"D 28"H



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

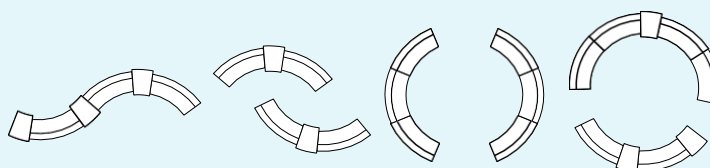
69"L 29"D 33"H



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**

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

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

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

Work Desk | 820706 | **Page 25**

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

8506 **SELECT**

38"Round 51"H

⚡ Powered

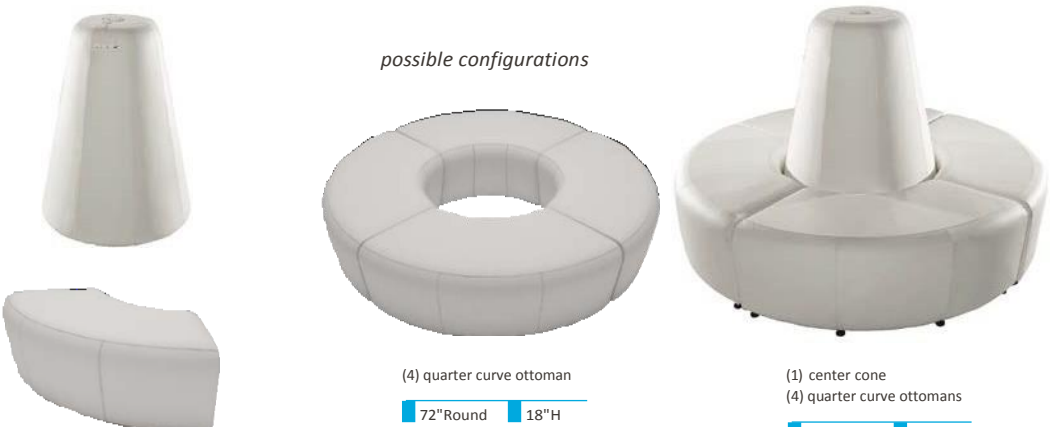
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVE

OTTOMAN **SELECT**

8507

53"L 22"D 18"H



⚡ 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

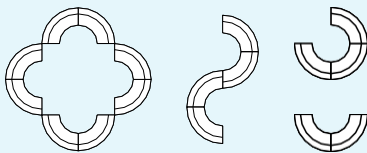


BARS & BARSTOOLS

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
ndraped	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
ndraped	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
ndraped	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
ndraped	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 & 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

⚡ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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*
black vinyl **810120**

SELECT

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED*
black vinyl **830122**

SELECT

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED*
black vinyl **830121**

SELECT

87"L 30"D 33"H



Power Panel Detail

ROMA CHAIR, POWERED*
white vinyl **81021**

SELECT

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED*
white vinyl **83017**

SELECT

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

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

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

MARCH 01, 2018

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
	810119*	Chair.....	514.00	565.40	719.60	_____
	830120*	Loveseat.....	690.90	760.00	967.25	_____
	830119*	Sofa.....	765.00	841.50	1,071.00	_____
Heathrow Group -Black Vinyl						
	810116*	Armless Chair.....	389.70	428.65	545.60	_____
	810117*	Corner Chair.....	454.25	499.70	635.95	_____
	830116*	Sofa.....	659.85	725.85	923.80	_____
South Beach Group - Platinum Suede						
	8301*	Sofa.....	685.40	753.95	959.55	_____
	8151*	Ottoman.....	288.90	317.80	404.45	_____
Key Largo Group - Black Fabric						
	830950*	Loveseat.....	530.70	583.75	743.00	_____
	830951*	Sofa.....	587.30	646.05	822.20	_____
	810950*	Chair.....	418.45	460.30	585.85	_____
Allegro Group - Blue Fabric						
	81019*	Chair.....	541.40	595.55	757.95	_____
	83015*	Sofa.....	864.20	950.60	1,209.90	_____
Fairfax Group - White Vinyl						
	810949*	Chair.....	352.95	388.25	494.15	_____
	830949*	Sofa.....	563.20	619.50	788.50	_____
Hopi Group - Gray Linen						
	810140*	Chair.....	224.55	247.00	314.35	_____
	830150*	Sofa.....	287.45	316.20	402.45	_____
Tangiers Group - Beige Fabric						
	810118*	Chair.....	456.60	502.25	639.25	_____
	830118*	Sofa.....	638.30	702.15	893.60	_____
Roma Group - White Vinyl						
	81020*	Chair.....	606.00	666.60	848.40	_____
	83016*	Sofa.....	928.85	1,021.75	1,300.40	_____
CASUAL SEATING						
Ottomans						
	815122*	Endless Square - White Vinyl.....	329.90	362.90	461.85	_____
	815123*	Endless Square - Black Vinyl.....	329.90	362.90	461.85	_____
	815953*	Endless Curve - White Vinyl.....	435.90	479.50	610.25	_____
	815952*	Endless Curve - Black Vinyl.....	435.90	479.50	610.25	_____
	815120*	Bench - White Vinyl.....	396.85	436.55	555.60	_____
	815121*	Bench - Black Vinyl.....	396.85	436.55	555.60	_____
	815119*	Half-Bench - White Vinyl.....	357.05	392.75	499.85	_____

Take advantage of the Online price
by ordering at www.freeman.com
before MARCH 01, 2018

FREEMAN furnishings

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
	81518*	Vibe Cube - Blue Vinyl.....	154.00	169.40	215.60	
	81519*	Vibe Cube - Red Vinyl.....	154.00	169.40	215.60	
	81525*	Vibe Cube - Orange Vinyl.....	154.00	169.40	215.60	
	81520*	Vibe Cube - Pink Vinyl.....	154.00	169.40	215.60	
	81517*	Vibe Cube - Yellow Vinyl.....	154.00	169.40	215.60	
	81530*	Vibe Cube - Black Vinyl.....	125.75	138.35	176.05	
	81531*	Vibe Cube - White Vinyl.....	125.75	138.35	176.05	
	815151*	Marche Swivel Ottoman - Gray Fabric.....	222.30	244.55	311.20	
	815154*	Marche Swivel Ottoman - Red Fabric.....	222.30	244.55	311.20	
	815159*	Marche Swivel Ottoman - Blue Fabric.....	222.30	244.55	311.20	
	815152*	Marche Swivel Ottoman - Linen Fabric.....	222.30	244.55	311.20	
	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	222.30	244.55	311.20	
	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	222.30	244.55	311.20	
	815156*	Marche Swivel Ottoman - Plum Fabric.....	222.30	244.55	311.20	
	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	222.30	244.55	311.20	
	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	222.30	244.55	311.20	
	815150*	Marche Swivel Ottoman - White Vinyl.....	222.30	244.55	311.20	
	81526*	Edge LED Cube - High Density Plastic.....	206.10	226.70	288.55	
Banquettes						
	8506*	Center Cone w/Electrical Charging Outlet.....	601.80	662.00	842.50	
	8507*	Quarter Curve Ottoman.....	397.40	437.15	556.35	
Occasional Chairs						
	71089	Black Diamond Side Chair.....	132.60	145.85	185.65	
	71090	Black Diamond Arm Chair.....	157.60	173.35	220.65	
	810861*	Laguna Chair - Maple/Chrome.....	133.00	146.30	186.20	
	210108	Limerick® Chair by Herman Miller.....	79.10	87.00	110.75	
	8102*	Madrid Chair - Black Vinyl/Chrome.....	856.80	942.50	1,199.50	
	810816*	Madrid Chair - White Vinyl/Chrome.....	856.80	942.50	1,199.50	
	810948*	Meeting Chair - White Vinyl.....	290.60	319.65	406.85	
	810835*	Meeting Chair - Espresso Vinyl.....	207.50	228.25	290.50	
	810836*	Meeting Chair - Taupe Microfiber.....	272.30	299.55	381.20	
	8103*	Key West Tub Chair - Black Fabric.....	412.95	454.25	578.15	
	810843*	Madden Chair - Light Gray Vinyl.....	473.35	520.70	662.70	
	810814*	ICE Side Chair - Transparent/Chrome.....	217.85	239.65	305.00	
	810131*	Malba Chair - Gray Molded Plastic.....	98.80	108.70	138.30	
	810130*	Malba Chair - Green Molded Plastic.....	98.80	108.70	138.30	
	810846*	Christopher Chair - White Vinyl/Chrome.....	129.05	141.95	180.65	
	810851*	Zenith Chair - White/Chrome.....	154.95	170.45	216.95	
	810841*	Rustique Chair - Gunmetal.....	129.05	141.95	180.65	
	810837*	Razor Armless Chair - White High Density Plastic.....	55.80	61.40	78.10	
	810875*	Swanson Swivel Chair - White Vinyl.....	279.70	307.65	391.60	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	111.95	123.15	156.75	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	111.95	123.15	156.75	
	810847*	Wendy Chair - Clear Acrylic.....	126.70	139.35	177.40	

Take advantage of the Online price
by ordering at www.freeman.com
before MARCH 01, 2018

FREEMAN furnishings

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

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

Conference Chairs

71046	Gray Gaslift Chair With Arms.....	241.10	265.20	337.55	
71045	Gray Gaslift Chair Without Arms.....	206.70	227.35	289.40	
810874*	Labrea Chair - Charcoal Gray Fabric.....	329.90	362.90	461.85	
81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	331.20	364.30	463.70	
810807*	Luxor Executive Chair - Black Vinyl.....	438.65	482.50	614.10	
810844*	Pro Executive High Back Chair - White Vinyl.....	288.00	316.80	403.20	
810946*	Pro Executive High Back Chair - Black Vinyl.....	288.00	316.80	403.20	
810945*	Pro Executive Mid Back Chair - White Vinyl.....	345.80	380.40	484.10	
810944*	Pro Executive Mid Back Chair - Black Vinyl.....	345.80	380.40	484.10	
810947*	Pro Executive Guest Chair - Black Vinyl.....	376.00	413.60	526.40	

Bars & Barstools

8501*	Martini Bar.....	1,446.00	1,590.60	2,024.40	
71088	Black Diamond Stool.....	198.10	217.90	277.35	
71048	Gray Gaslift Stool with Arms.....	310.00	341.00	434.00	
71047	Gray Gaslift Stool without Arms.....	279.00	306.90	390.60	
810860*	Laguna Barstool - Maple/Chrome.....	167.85	184.65	235.00	
210109	Limerick® Stool by Herman Miller.....	131.20	144.30	183.70	
810872*	Lift Barstool - Gray Vinyl/Chrome.....	169.70	186.65	237.60	
810873*	Lift Barstool - Red Vinyl/Chrome.....	169.70	186.65	237.60	
810871*	Lift Barstool - Black Vinyl/Chrome.....	169.70	186.65	237.60	
810870*	Lift Barstool - White Vinyl/Chrome.....	169.70	186.65	237.60	
810951*	Apex Barstool - Black Vinyl.....	210.15	231.15	294.20	
810952*	Apex Barstool - Blue Ultra Suede.....	210.15	231.15	294.20	
810953*	Apex Barstool - Red Vinyl.....	210.15	231.15	294.20	
810954*	Apex Barstool - White Vinyl.....	210.15	231.15	294.20	
810103*	Banana Barstool - White Vinyl/Chrome.....	196.65	216.30	275.30	
810104*	Banana Barstool - Black Vinyl/Chrome.....	196.65	216.30	275.30	
810850*	Zenith Barstool - White/Chrome.....	154.95	170.45	216.95	
810840*	Zoei Barstool - White Vinyl/Chrome.....	317.95	349.75	445.15	
810834*	Zoei Barstool - Black Vinyl/Chrome.....	317.95	349.75	445.15	
810848*	Christopher Barstool - White.....	215.70	237.25	302.00	
810815*	ICE Barstool - Transparent/Chrome.....	240.95	265.05	337.35	
810202*	Shark Swivel Barstool - White Plastic/Chrome.....	362.65	398.90	507.70	
810839*	Rustique Barstool - Gunmetal.....	129.05	141.95	180.65	
810505*	Gin Barstool - Maple Wood/Chrome.....	173.95	191.35	243.55	
810200*	Oslo Barstool - Blue Plastic/Chrome.....	248.10	272.90	347.35	
810201*	Oslo Barstool - White Plastic/Chrome.....	248.10	272.90	347.35	

Draped Tables & Counters

Draped Tables - Tables are 30" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

130330	Draped Table 3'L x 30"H.....	127.00	139.70	177.80	
130430	Draped Table 4'L x 30"H.....	144.35	158.80	202.10	
130630	Draped Table 6'L x 30"H.....	208.95	229.85	292.55	
130830	Draped Table 8'L x 30"H.....	221.85	244.05	310.60	
12404630	4th Side Drape 6'L x 30"H.....	43.00	47.30	60.20	
12404830	4th Side Drape 8'L x 30"H.....	43.00	47.30	60.20	

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

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

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.....	169.05	185.95	236.65	_____
_____	130442	Draped Counter 4'L x 42"H.....	209.30	230.25	293.00	_____
_____	130642	Draped Counter 6'L x 42"H.....	211.40	232.55	295.95	_____
_____	130842	Draped Counter 8'L x 42"H.....	245.15	269.65	343.20	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	43.00	47.30	60.20	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	43.00	47.30	60.20	_____

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

_____	131330	Undraped Table 3'L x 30"H.....	59.10	65.00	82.75	_____
_____	131430	Undraped Table 4'L x 30"H.....	66.35	73.00	92.90	_____
_____	131630	Undraped Table 6'L x 30"H.....	76.10	83.70	106.55	_____
_____	131830	Undraped Table 8'L x 30"H.....	84.55	93.00	118.35	_____
_____	131342	Undraped Counter 3'L x 42"H.....	84.55	93.00	118.35	_____
_____	131442	Undraped Counter 4'L x 42"H.....	101.50	111.65	142.10	_____
_____	131642	Undraped Counter 6'L x 42"H.....	118.35	130.20	165.70	_____
_____	131842	Undraped Counter 8'L x 42"H.....	135.20	148.70	189.30	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	34.10	37.50	47.75	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	34.10	37.50	47.75	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	39.95	43.95	55.95	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	39.95	43.95	55.95	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	46.15	50.75	64.60	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	46.15	50.75	64.60	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	52.25	57.50	73.15	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	52.25	57.50	73.15	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	63.95	70.35	89.55	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	63.95	70.35	89.55	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	75.60	83.15	105.85	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	75.60	83.15	105.85	_____

Pedestal Tables - SoHo Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	226.40	249.05	316.95	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	226.40	249.05	316.95	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	137.80	151.60	192.90	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	226.40	249.05	316.95	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	226.40	249.05	316.95	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	215.20	236.70	301.30	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	215.20	236.70	301.30	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	215.20	236.70	301.30	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	215.20	236.70	301.30	_____

Pedestal Tables

_____	820232*	Standard Base Cafe Table - Liquid White.....	263.80	290.20	369.30	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	263.80	290.20	369.30	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	348.80	383.70	488.30	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	348.80	383.70	488.30	_____

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (cont'd)						
	8201203*	Standard Base Cafe Table - Blue Steel.....	240.25	264.30	336.35	
	8201204*	Standard Base Bar Table - Blue Steel.....	287.45	316.20	402.45	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	383.70	422.05	537.20	
	8201211*	Hydraulic Base Bar Table - Graphite.....	383.70	422.05	537.20	
	8201206*	Hydraulic Base Cafe Table - Maple.....	381.50	419.65	534.10	
	8201205*	Hydraulic Base Bar Table - Maple.....	381.50	419.65	534.10	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	386.20	424.80	540.70	
	820230*	Hydraulic Base Bar Table - Liquid White.....	386.20	424.80	540.70	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	398.95	438.85	558.55	
	820125*	Hydraulic Base Bar Table - White Laminate.....	398.95	438.85	558.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou..	307.60	338.35	430.65	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	307.60	338.35	430.65	
	820265*	Madison Cafe Table - Gray Acajou.....	250.70	275.75	351.00	
	820264*	Madison Bar Table - Gray Acajou.....	250.70	275.75	351.00	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	264.70	291.15	370.60	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	281.25	309.40	393.75	
	82033*	Manhattan Table - Glass/Brushed Metal Base.....	316.20	347.80	442.70	
	820252*	Alondra End Table - Glass/Chrome.....	224.55	247.00	314.35	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	312.10	343.30	436.95	
	820253*	Alondra End Table - Wood/Chrome.....	224.55	247.00	314.35	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	312.10	343.30	436.95	
	82028*	Geo End Table - Wood/Black Steel.....	265.00	291.50	371.00	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	271.70	298.85	380.40	
	82035*	Geo End Table - Glass/Chrome.....	239.05	262.95	334.65	
	82034*	Geo Cocktail Table - Glass/Chrome.....	264.70	291.15	370.60	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	246.55	271.20	345.15	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	246.55	271.20	345.15	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	298.00	327.80	417.20	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	298.00	327.80	417.20	
	82088*	Oliver End Table - Walnut Finish.....	240.55	264.60	336.75	
	82087*	Oliver Table - Walnut Finish.....	270.90	298.00	379.25	
	82075*	Regis End Table - Brushed Metal.....	244.70	269.15	342.60	
	82074*	Regis Bench Table - Brushed Metal.....	346.00	380.60	484.40	
	820844*	Aura Round Table - White Metal.....	136.25	149.90	190.75	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	206.10	226.70	288.55	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	322.25	354.50	451.15	
	82044*	Geo Square-Round Table - Glass/Chrome.....	322.25	354.50	451.15	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel.....	446.20	490.80	624.70	
	82051*	Geo Conference Table - Glass/Chrome.....	446.20	490.80	624.70	
	820260*	Madison Conference Table - Gray Acajou.....	415.40	456.95	581.55	
	820708*	42" Round Conference Table - White Laminate.....	427.95	470.75	599.15	
	820203*	6' Oval Conference Table - Graphite Nebula.....	572.15	629.35	801.00	
	820115*	8' Rectangular Conference Table - Granite.....	679.55	747.50	951.35	

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

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

Conference Tables (con't)

	820261*	Madison 5' Conference Table - Gray Acajou.....	503.00	553.30	704.20	
	820262*	Madison 8' Conference Table - Gray Acajou.....	1,003.65	1,104.00	1,405.10	
	820263*	Madison 10' Conference Table - Gray Acajou.....	1,003.65	1,104.00	1,405.10	
	82058*	Communal Table 30"H (Maple with Grommets).....	513.15	564.45	718.40	
	82059*	Communal Table 42"H (Maple with Grommets).....	718.60	790.45	1,006.05	
	82067*	Communal Table 30"H - Maple.....	513.15	564.45	718.40	
	82068*	Communal Table 42"H - Maple.....	718.60	790.45	1,006.05	
	82063*	Communal Table 30"H - White.....	513.15	564.45	718.40	
	82066*	Communal Table 42"H - White.....	718.60	790.45	1,006.05	

Office

	84075*	Madison Desk - Gray Acajou.....	614.15	675.55	859.80	
	84077*	Madison Credenza - Gray Acajou.....	511.35	562.50	715.90	
	84078*	Madison Bookcase - Gray Acajou.....	436.65	480.30	611.30	

Computer Desk/Tables

	820706*	Work Desk - White Laminate.....	368.15	404.95	515.40	
	820707*	Merlin Table - Gray Laminate.....	384.95	423.45	538.95	

POWERED**Powered Seating**

	810120*	Naples Chair, Powered - Black Vinyl.....	694.45	763.90	972.25	
	830122*	Naples Loveseat, Powered - Black Vinyl.....	933.55	1,026.90	1,306.95	
	830121*	Naples Sofa, Powered - Black Vinyl.....	1,074.65	1,182.10	1,504.50	
	81021*	Roma Chair, Powered - White Vinyl.....	694.45	763.90	972.25	
	83017*	Roma Sofa, Powered - White Vinyl.....	1,074.65	1,182.10	1,504.50	

Powered Tables

	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	457.70	503.45	640.80	
	82071*	G30 Cafe Table 30" H, Powered - White Top.....	632.95	696.25	886.15	
	82072*	G30 Bar Table 42" H, Powered - White Top.....	826.50	909.15	1,157.10	
	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	635.60	699.15	889.85	
	84084*	Tech Desk, Powered - Black Metal.....	557.45	613.20	780.45	
	82076*	Sydney Cocktail Table, Powered Black.....	431.50	474.65	604.10	
	82073*	Sydney Cocktail Table, Powered White.....	431.50	474.65	604.10	

Powered Product Pedestals

	85060*	Powered Locking Pedestal 36" H, Black.....	507.70	558.45	710.80	
	85061*	Powered Locking Pedestal 36" H, White.....	507.70	558.45	710.80	
	85062*	Powered Locking Pedestal 42" H, Black.....	605.65	666.20	847.90	
	85063*	Powered Locking Pedestal 42" H, White.....	605.65	666.20	847.90	

DISPLAY & ACCESSORIES**Product Storage**

	84080*	3 Door File Cabinet on Castors - Black	194.00	213.40	271.60	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	135.20	148.70	189.30	
	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	169.05	185.95	236.65	

FREEMAN furnishingsTake advantage of the Online price
by ordering at www.freeman.com
before MARCH 01, 2018

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

Qty	Total
-----	-------

Refrigerator

Lighting

Display

Tablet Stand

850714* Mobile Tablet Stand - White.....	313.15	344.45	438.40
850715* Mobile Tablet Stand - Black.....	313.15	344.45	438.40

Tablet Stand Accessories

850711* Brochure Holder - Black.....	31.05	34.15	43.45
850712* Wireless Printer Holder - Black.....	31.05	34.15	43.45
850713* Charging Shelf - Black.....	31.05	34.15	43.45

Accessories

220121 Chrome Stanchion w/8' Retractable Belt.....	143.55	157.90	200.95
220118 Chrome Sign Holder.....	103.30	113.65	144.60
750135 Round Literature Rack.....	223.90	246.30	313.45
750136 Flat Literature Rack.....	189.50	208.45	265.30
220109 Chrome Coat Tree.....	68.95	75.85	96.55
220134 Aluminum Easel.....	51.60	56.75	72.25
220110 Chrome Bag Rack.....	111.95	123.15	156.75
10201484 Floor Standing Bulletin Board.....	229.30	252.25	321.00
220106 Corrugated Wastebasket.....	24.90	27.40	34.85
220107 Wastebasket.....	32.60	35.85	45.65

Special Drape

Special Drape				
<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

12103 Special Drape 3'H (per ft.).....	20.65	22.70	28.90
12108 Special Drape 8'H (per ft.).....	26.00	28.60	36.40

TOTAL COST		
_____	+	_____ = _____
Sub-Total	12% 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.

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

**ONLINE PRICE &
DISCOUNT PRICE
DEADLINE DATE
MARCH 1, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

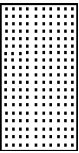
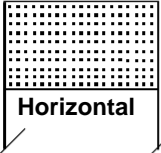


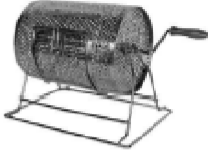
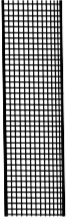
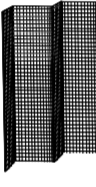
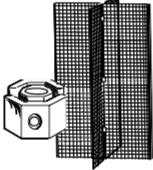

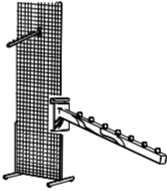

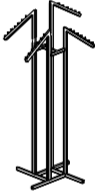
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

ACCESSORIES

PERFBOARD - SINGLE SIDED	BULLETIN BOARD	CHROME GARMENT RACK	SMALL TICKET TUMBLER
Vertical  Horizontal 			
2' x 8' GRID PANELS  	4 WAY CONNECTORS & GRID LEGS  	7-Ball WATERFALL 	2-WAY STRAIGHT ARM AND 4-WAY SLANT ARM  

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
Please indicate for Perfboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical						
_____	10201280	2'x8'-Perfboard/Single Sided..	120.55	132.60	168.75	_____
_____	10201480	4'x8'-Perfboard/Single Sided..	229.30	252.25	321.00	_____
_____	10201484	4'x8'-Bulletin Board/Horz.....	229.30	252.25	321.00	_____
_____	1020410	4' x 10" Perfboard Shelf	85.95	94.55	120.35	_____
_____	10201	Straight Hook.....	1.10	1.20	1.55	_____
_____	10202	Loop Hook.....	1.30	1.45	1.80	_____
_____	10203	Single Hook.....	2.65	2.90	3.70	_____
_____	10204	Double Hook.....	3.80	4.20	5.30	_____
ACCESSORIES						
_____	10406	Garment Rack.....	125.55	138.10	175.75	_____
_____	15905	Fish Bowl.....	39.60	43.55	55.45	_____
_____	159011	Ticket Tumbler - small.....	118.95	130.85	166.55	_____
_____	10404	4-way Slant Arm.....	154.90	170.40	216.85	_____
_____	10402	2-way Straight Arm.....	129.10	142.00	180.75	_____
GRIDS						
_____	103028	Chrome Grid.....	151.55	166.70	212.15	_____
_____	103029	Grid Legs.....	21.80	24.00	30.50	_____
_____	10307	7-Ball Waterfall (for grids).....	21.65	23.80	30.30	_____
_____	103030	4 Way Grid Connectors.....	13.15	14.45	18.40	_____

TOTAL COST

Sub-Total _____ + Tax (12%) _____ = TOTAL _____

Don't see what you need? Please call Exhibitor Services at 504-731-6137

FREEMAN accessories

Take advantage of the Online price
by ordering at www.freeman.com
by MARCH 1, 2018

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 1, 2018

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

SHOWCASES



FULL VISION CASE



QUARTER VISION CASE



HALF VISION CASE



QUARTER VISION CORNER CASE



WALL CASE



TOWER CASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE Available in 4' and 6' lengths							QUARTER VISION CASE Available in 4' and 6' lengths						
_____	101043	4'.....	\$632.90	\$696.20	\$886.05	\$ _____	_____	101044	4'.....	\$632.90	\$696.20	\$886.05	\$ _____
_____	101061	6'.....	\$632.90	\$696.20	\$886.05	\$ _____	_____	101062	6'.....	\$632.90	\$696.20	\$886.05	\$ _____
HALF VISION CASE Available in 4' and 6' lengths							CORNER QUARTER VISION CASE						
_____	101042	4'.....	\$632.90	\$696.20	\$886.05	\$ _____	_____	101092	QuarterView	\$773.55	\$850.90	\$1082.95	\$ _____
_____	101060	6'.....	\$632.90	\$696.20	\$886.05	\$ _____							
TOWER CASE							PLEASE NOTE:						
_____	1010200	80"H x 20"D x 20"W	\$761.40	\$837.55	\$1065.95	\$ _____	<ul style="list-style-type: none">• Include the Freeman Method of Payment form with your order• All Showcases have lights, locks, sliding doors, white exterior, and aluminum frames.• All keys must be left with the showcase or a charge of \$10.00 will be assessed.• Electrical hook-up service is NOT included. Please order this from the electrical contractor.• Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.						
WALL CASE													
_____	1010203	80"H x 19"D x 70"W.....	\$801.70	\$881.85	\$1122.40	\$ _____							

TOTAL COST

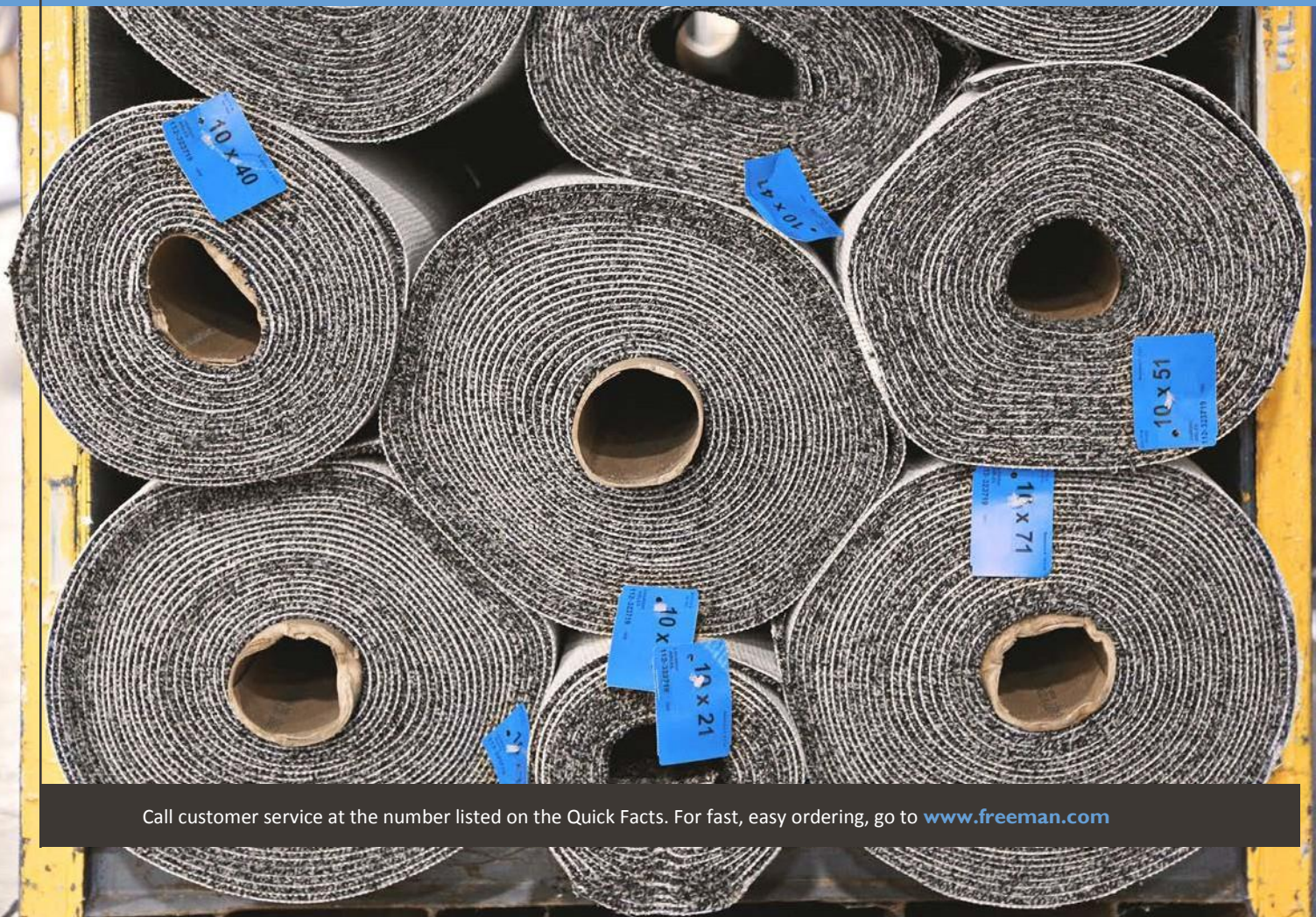
Sub-Total _____ + 12% Tax _____ = TOTAL _____

FREEMAN showcases

FROM THE GROUND UP

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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

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

Standard Cut

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



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 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

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	\$ 344.45	\$ 378.90	\$ 482.25	_____
_____	10' x 20' Classic Carpet	\$ 688.90	\$ 757.80	\$ 964.45	_____
_____	10' x 30' Classic Carpet	\$ 1,033.30	\$ 1,136.65	\$ 1,446.60	_____
_____	10' x 40' Classic Carpet	\$ 1,377.75	\$ 1,515.55	\$ 1,928.85	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 163.50	\$ 179.85	\$ 228.90	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 327.00	\$ 359.70	\$ 457.80	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 490.50	\$ 539.55	\$ 686.70	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 654.00	\$ 719.40	\$ 915.60	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 327.00	\$ 359.70	\$ 457.80	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 654.00	\$ 719.40	\$ 915.60	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 981.00	\$ 1,079.10	\$ 1,373.40	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,308.00	\$ 1,438.80	\$ 1,831.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$.50	\$.55	\$.70	_____

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	\$ 203.05	\$ 223.35	\$ 284.25	_____
_____	9' x 20' Classic Carpet	\$ 405.75	\$ 446.35	\$ 568.05	_____
_____	9' x 30' Classic Carpet	\$ 608.70	\$ 669.55	\$ 852.20	_____
_____	9' x 40' Classic Carpet	\$ 811.55	\$ 892.70	\$ 1,136.15	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 147.15	\$ 161.85	\$ 206.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 294.30	\$ 323.75	\$ 412.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 441.45	\$ 485.60	\$ 618.05	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 588.60	\$ 647.45	\$ 824.05	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 294.30	\$ 323.75	\$ 412.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 588.60	\$ 647.45	\$ 824.05	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 882.90	\$ 971.20	\$ 1,236.05	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,177.20	\$ 1,294.90	\$ 1,648.10	_____
_____	Plastic Covering (price per sq. ft.).....	\$.50	\$.55	\$.70	_____

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	+	12% Tax	= Total Cost

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before MARCH 01, 2018

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(504) 731-6137** 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

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. @ \$ **3.60**

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
		\$ 3.60	\$ 3.95	\$ 5.05	_____

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.		\$ 5.40	\$ 5.95	\$ 7.55	_____
Over 700 sq. ft.		\$ 5.05	\$ 5.55	\$ 7.05	_____

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.		\$ 5.90	\$ 6.50	\$ 8.25	_____
Over 700 sq. ft.		\$ 5.45	\$ 6.00	\$ 7.65	_____

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. @ \$ **1.75**

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.)		\$ 1.75	\$ 1.95	\$ 2.45	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.40	\$ 1.55	\$ 1.95	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.50	\$ 3.85	\$ 4.90	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.85	\$ 3.15	\$ 4.00	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		12% Tax		Total Cost

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

CLEANING SERVICES

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

VACUUMING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Show Site Price	Total
-----	--------	-------------	----------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time.....	0.60	0.85	_____
_____	610200	Booth Vacuuming - 2 Days.....	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days.....	1.30	1.80	_____

SHAMPOOING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

_____	630100	Shampoo Carpet -One Time.....	1.00	1.40	_____
-------	--------	-------------------------------	------	------	-------

PORTER SERVICE (per day)

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

- Includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft.....	116.40	162.95	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.	135.75	190.05	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.	158.20	221.50	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.....	Call for Quote		

TILE CLEANING (per sq.ft. - 100 sq. ft. minimum)

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

_____	690100	Tile Cleaning - One Time.....	0.60	0.85	_____
_____	690200	Tile Cleaning - 2 Days	1.00	1.40	_____
_____	690300	Tile Cleaning - 3 Days	1.30	1.80	_____

TOTAL COST

Sub-Total _____ + Tax (12%) _____ = TOTAL _____

FREEMAN cleaning

FREEMAN

SMARTFABRIC® RENTAL EXHIBITS

FIT TOPRINT

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

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



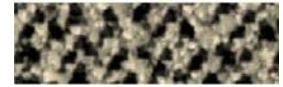
blue



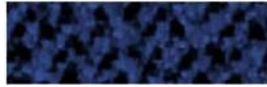
gray



green



latte



midnight blue



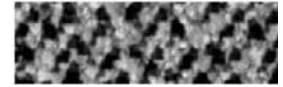
plum



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

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT RATE
DEADLINE DATE
MARCH 01, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to 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:

Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo ☐

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,065.55	\$ 2,891.75	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,027.55	\$ 5,638.55	_____

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 Frame Only Unit Includes:

rented the SmartFabric exhibit (above) and have the fabric graphic ready • Classic Carpet 9' X 10' or 9' X 20' (Select color below) for re-use. If you need a new graphic made, please select the SmartFabric • Installation & Dismantle of Exhibit Rental Exhibit (above). No fabric graphics will be printed without the rental • Material Handling of Exhibit unit.



- 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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,302.55	\$ 1,823.55	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,174.55	\$ 3,044.35	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 70.85	\$ 99.20	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs.).....	\$ 163.50	\$ 228.90	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 21.80	\$ 30.50	_____

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.

smartfabric

FREEMAN

Your Marketing Message Here

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



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



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



*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

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

For fast, easy ordering, go to 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'	3,145.70	4,404.00	<input type="checkbox"/> 10' x 20'	7,068.20	9,895.50
Package 2	<input type="checkbox"/> 10' x 10'	2,064.55	2,890.35	<input type="checkbox"/> 10' x 20'	3,702.30	5,183.20
Package 3	<input type="checkbox"/> 10' x 10'	2,696.60	3,775.25	<input type="checkbox"/> 10' x 20'	5,512.00	7,716.80
Package 4	<input type="checkbox"/> 10' x 10'	3,635.95	5,090.35	<input type="checkbox"/> 10' x 20'	7,063.05	9,888.25
Package 5	<input type="checkbox"/> 10' x 10'	2,451.40	3,431.95	<input type="checkbox"/> 10' x 20'	4,738.80	6,634.30
Package 6	<input type="checkbox"/> 10' x 10'	2,492.25	3,489.15	<input type="checkbox"/> 10' x 20'	4,861.35	6,805.90

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	+	12 % Tax
	=	Total Cost

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE
DEADLINE DATE
MARCH 1, 2018

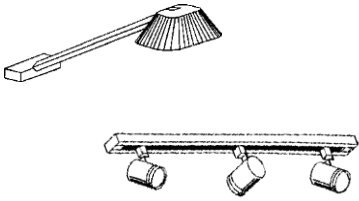
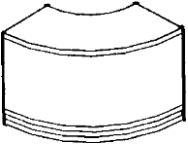
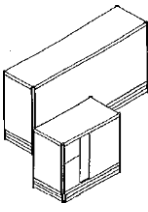
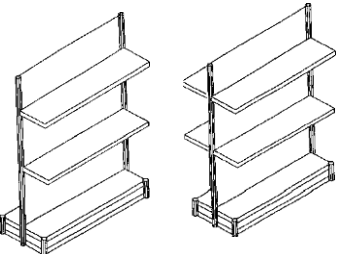
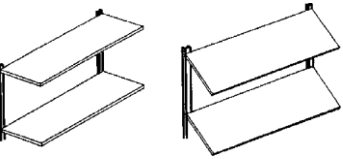
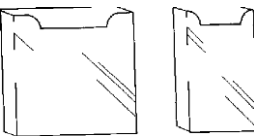
**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals) 	RADIUS COUNTER (does not have doors) 	CABINETS 
GONDOLAS 	SHELVES (use only on rental exhibits) 	LITERATURE POCKETS 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service not included)					

____ 172512 Arm Light (200w)..... 126.95 177.75 ____
____ 172514 4' Tracklight (3 lights)..... 405.75 568.05 ____

CABINETS & LOCKS					
Cabinets with locks					
<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.....498.90 698.45 ____
____ 17306 1m x 1/2m x 42" High.....498.90 698.45 ____
____ 17308 2m x 1/2m x 36" High.....746.30 1044.80 ____
____ 17309 2m x 1/2m x 42" High.....746.30 1044.80 ____
____ 173010 1m Radius x 1/2m x 36" High.....667.95 935.15 ____

(Radius Cabinets do not have doors)
Inside Shelves Available . . . Quoted on Request

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

____ 174541 Single Sided 1m x 4' High.....443.85 621.40 ____
____ 174542 Double Sided 1m x 4' High.....621.40 869.95 ____

OTHER SIZES AVAILABLE.....QUOTED ON REQUEST

SHELVES					
----------------	--	--	--	--	--

____ 17201 1m Straight (37" x 12").....124.50 174.30 ____
____ 17206 1m Angled (37" x 12").....124.50 174.30 ____

LITERATURE POCKETS					
---------------------------	--	--	--	--	--

____ 174015 For 8 1/2 x 11 Literature..... 44.45 62.25 ____

TOTAL COST					
-------------------	--	--	--	--	--

Sub-Total _____ + Tax (12%) _____ = TOTAL _____

FREEMAN exhibit accessories

FREEMAN

TOTALFLEX®

FLEXING TO FIT YOUR NEEDS

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

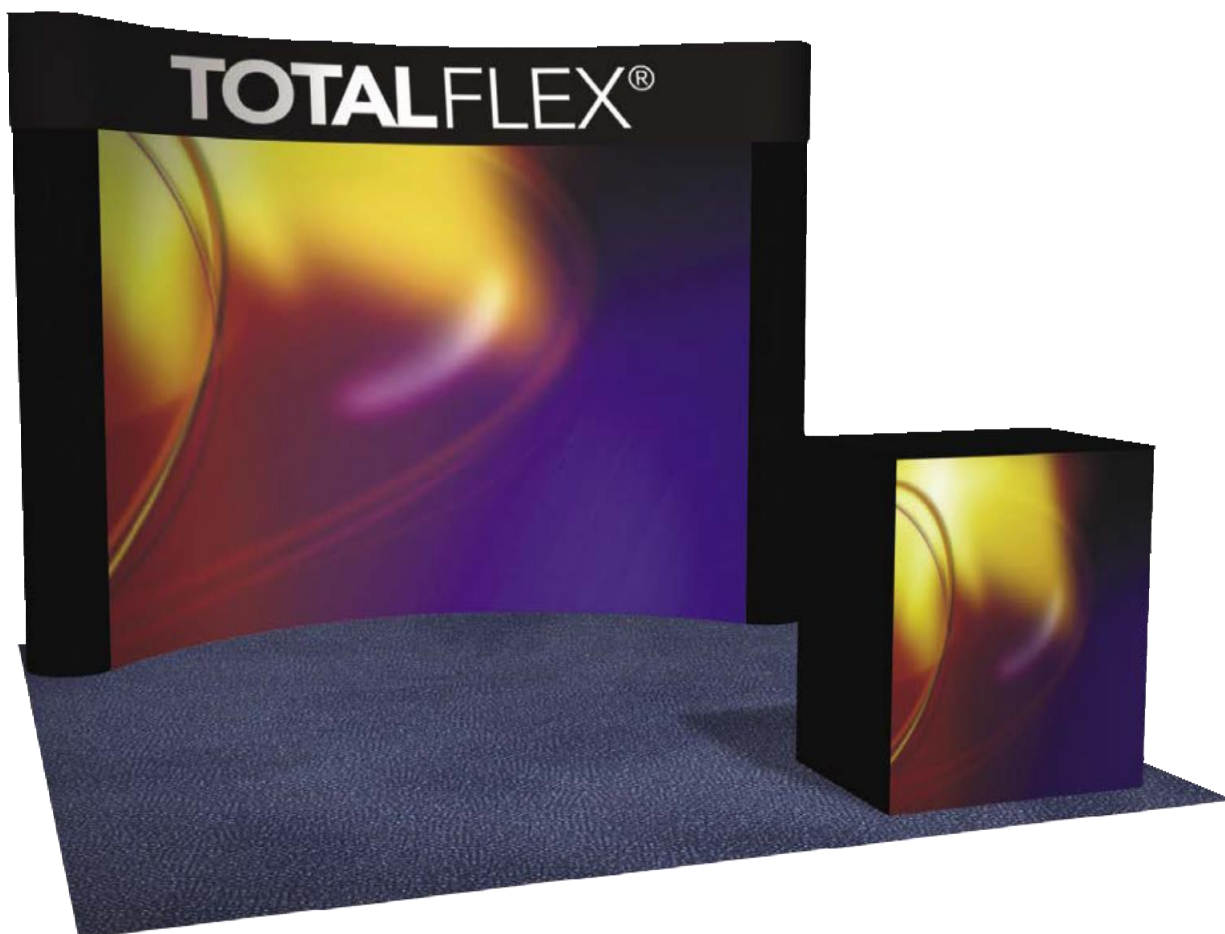


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

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

totalflex
FREEMAN

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-M AIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price
40"H x 6"W	1,141.30	1,597.80
40"H x 8"W	1,310.35	1,834.50

PURCHASE*

Size	Discount Price	Standard Price
40"H x 6"W	1,344.10	1,881.75
40"H x 8"W	1,513.25	2,118.55

*Shipping Not Included

QTY TOTAL

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
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)

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
8'H x 8'W	1,851.30	2,591.80
8'H x 10'W	2,189.45	3,065.25

PURCHASE*

Size	Discount Price	Standard Price
8'H x 8'W	3,043.25	4,260.55
8'H x 10'W	3,550.55	4,970.75

*Shipping Not Included

QTY TOTAL

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
1-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

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 Gray
Green Latte Midnight Blue Plum Red Tuxedo
Red Pepper

* 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.

1715800	2-200 Watt Halogen Light Kit	_____	245.15	343.20	_____	329.65	461.50	_____
1715801	1-200 Watt Halogen Light Kit	_____	127.00	177.80	_____	245.15	343.20	_____
1715802	Straight Shelf	_____	93.05	130.25	_____	167.35	234.30	_____
1715803	Angled Shelf	_____	93.05	130.25	_____	167.35	234.30	_____

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 12% Tax Total Cost

RENTAL UNITS TOTAL COST

Sub-Total 12% Tax Total Cost

MATERIAL MATTERS

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.



FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 22, 2018

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,605.35	\$5,408.05	_____
_____	10'	4'	40'	\$4,722.55	\$7,083.85	_____
_____	15'	3'	60'	\$5,337.95	\$8,006.95	_____
_____	15'	4'	60'	\$7,022.00	\$10,533.00	_____
_____	20'	4'	80'	\$9,793.65	\$14,690.50	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,763.30	\$7,144.95	_____
_____	10' x 15'	4'	40'	\$6,155.80	\$9,233.65	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,843.75	\$4,265.65	_____
_____	10'	4'	31.42'	\$3,722.15	\$5,583.25	_____
_____	15'	3'	47.12'	\$4,208.60	\$6,321.90	_____
_____	15'	4'	47.12'	\$5,522.50	\$8,283.75	_____
_____	20'	4'	62.80'	\$7,478.35	\$11,217.55	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,714.95	\$4,072.30	_____
_____	10'	4'	30'	\$3,552.90	\$5,329.35	_____
_____	15'	3'	45'	\$4,087.90	\$6,131.85	_____
_____	15'	4'	45'	\$5,357.15	\$8,035.75	_____
_____	20'	4'	60'	\$7,395.55	\$11,093.35	_____

Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,857.95	\$2,786.95	_____
_____	10'	4'	20'	\$2,412.00	\$3,618.00	_____
_____	15'	3'	30'	\$2,739.80	\$4,109.70	_____
_____	15'	4'	30'	\$3,571.20	\$5,356.80	_____
_____	20'	4'	40'	\$4,876.35	\$7,314.55	_____

Total: _____ x 12 %(Tax) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

447294

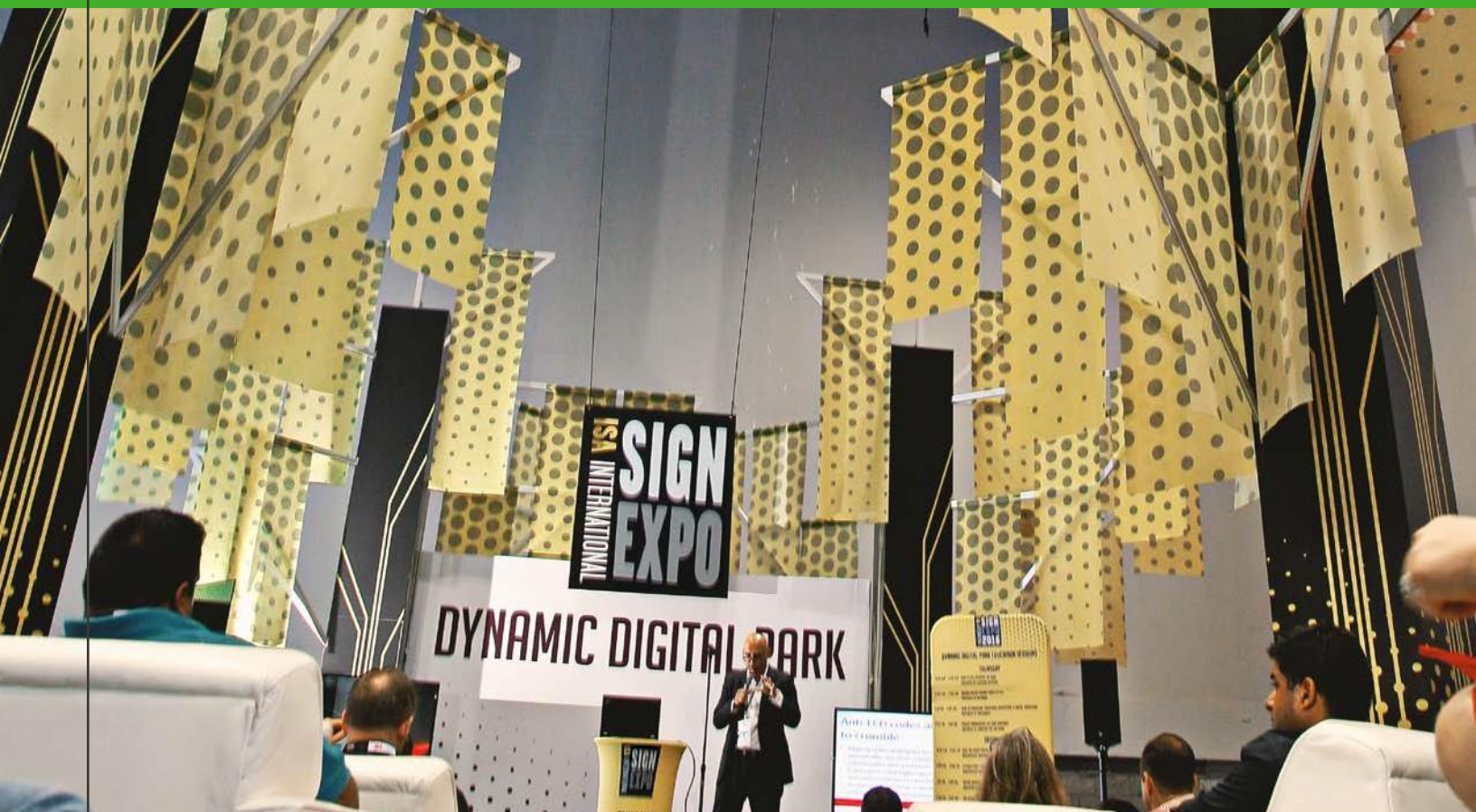
FREEMAN fabric solutions

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

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

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT PRICE
DEADLINE DATE
MARCH 01, 2018**

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-M AIL ADDRESS: _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to 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.

\$ 24.55 per sq. ft. discount price

sq. ft. _____ x or _____ = \$ _____

\$ 36.85 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" _____ @	56.25	84.40 =	_____
7" x 22" _____ @	60.45	90.70 =	_____
7" x 44" _____ @	68.50	102.75 =	_____
9" x 44" _____ @	79.80	119.70 =	_____
11" x 14" _____ @	60.45	90.70 =	_____
14" x 22" _____ @	84.55	126.85 =	_____
14" x 44" _____ @	97.40	146.10 =	_____
22" x 28" _____ @	130.05	195.10 =	_____
28" x 44" _____ @	175.35	263.05 =	_____
20" x 60" _____ @	239.15	358.75 =	_____

(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	+	12 % Tax	=	Total Cost
-----------	---	----------	---	------------

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. 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 (504) 731-6137 for assistance.

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

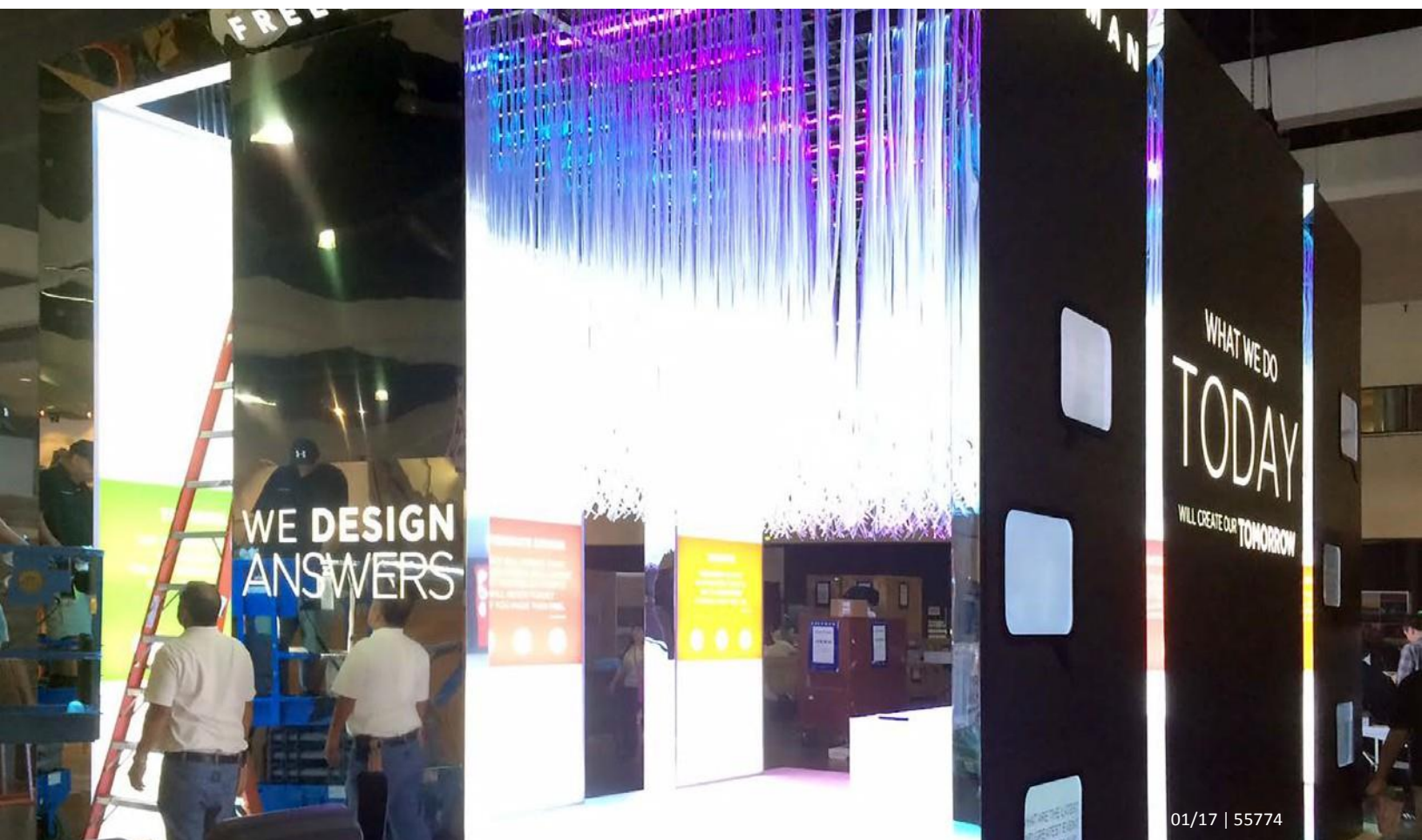
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



LABOR JURISDICTIONS / NEW ORLEANS

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

LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

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

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description Site		Advance	Show Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 108.75	\$ 152.25
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday	\$ 163.25	\$ 228.75
Double Time-	Holidays	\$ 217.50	\$ 304.50

• Show Site prices will apply to all labor orders placed at show site.

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
2% Tax						= \$ _____
Total Dismantle						= \$ _____

Freeman installation & dismantle labor

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 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 _____

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

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

INCLUDE THE FREEMAN METHOD OF
PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

RIGGING EQUIPMENT AND LABOR

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 and Sunday; Holidays

- **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
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Supervisor must check in at Service Desk to pickup labor

Any personnel within the designated footprint of an overhead work area will be required to wear a Type 1 Class G Hard Hat

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 180.25	\$ 252.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 234.50	\$ 328.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 197.00	\$ 276.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 245.50	\$ 344.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 214.00	\$ 299.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 263.50	\$ 369.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 243.25	\$ 340.50
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 292.00	\$ 408.75
304040	Forklift w/operator - 4-Stage - ST.....	\$ 214.00	\$ 299.50
304041	Forklift w/operator - 4-Stage - OT.....	\$ 263.50	\$ 369.00
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 99.00	\$ 138.75
3020101	Rigger - OT.....	\$ 148.50	\$ 208.00
EQUIPMENT			
3090600	Forklift Cage.....	\$ 41.75	\$ 41.75
3090700	Forklift Boom.....	\$ 41.75	\$ 41.75
3090800	Pallet Jack.....	\$ 41.75	\$ 41.75
MOBILE UNIT SPOTTING*			
257024	Round Trip.....	\$ 370.25	\$ 370.25

* Towable mobile units will be assessed a one time spotting charge in addition to a one hour forklift/operator charge each way for unloading and loading.

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	
							2 %Tax	
							Total	

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	
							2% Tax	
							Total	

FREEMAN rigging labor

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM & STRUCTURAL INTEGRITY
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- 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 or advance pricing.
- 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.
- 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., notify Freeman immediately for special authorization.

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 space above)

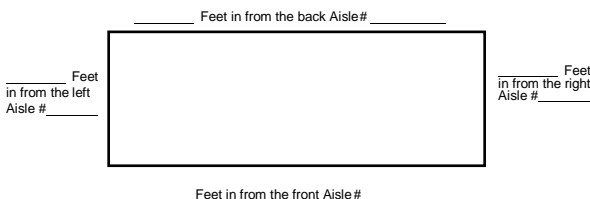
VERY LIMITED RIGGING AREA ADVANCED ARRANGEMENTS REQUIRED

- *****
- LOW CEILING AREA**
- *****
- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.
 - Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.
 - Hall H, I & J: 22'-finished ceiling from entrance to column line 100' inside hall.

Truss & Rotating Motors are not allowed in Low Ceiling Area

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.



Number of feet from floor to top of sign: _____
447294

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Double Time

Recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site 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	Double Time
--	---------------	----------	-------------

Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)

Advance Price	\$662.25	\$825.25	\$947.00
Show Site Price	\$927.25	\$1155.50	\$1326.00

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$108.75	\$163.25	\$217.50
Show Site Price	\$152.25	\$228.75	\$304.50

Installation Estimate

Approx Hours	Hourly Rate	Estimated Sub-Total*
_____ @ _____	_____ =	_____

Dismantle Estimate

Approx Hours	Hourly Rate	Estimated Sub-Total*
_____ @ _____	_____ =	_____

*2% tax to apply to all labor

Additional fees for materials, such as cable & clamps, may apply

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.

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat.

FREEMAN hanging sign labor

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM & STRUCTURAL INTEGRITY
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25 - 27, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

OVERHEAD RIGGING

INSTRUCTIONS

•All overhead rigging and flown objects must be assembled and disassembled by Freeman or MCC. Exhibitors, display company, and/or I & D representatives may supervise only, but will not be allowed to assemble / disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order Form for labor to assemble / disassemble rigging and flown objects.

•Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.

•If any hang point supports over 250 lbs., notify Freeman immediately for special authorization and supply sign blueprints with engineering seal of approval

•Any special equipment required will be billed at prevailing rates. Prices are for the entire show. No drayage or freight charges will be applied.

•Lighting can be rented from the official audio visual company, or Freeman. No drayage or freight charges will be applied.

•Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.

•**ELECTRICAL SERVICE** requirements for hoists must be ordered in advance on the enclosed **ELECTRICAL SERVICE** order form.

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat.

LOW CEILING AREA

VERY LIMITED RIGGING AREA ADVANCED ARRANGEMENTS REQUIRED

- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall H, I & J: 22'-finished ceiling from entrance to column line 100' inside hall.

Truss & Rotating Motors are not allowed in Low Ceiling Area

SUPPORT DOCUMENT CHECKLIST

RIGGING PLOT ☐
LABOR ORDER FORM ☐
ELECTRICAL ORDER FORM ☐
STRUCTURAL INTEGRITY STATEMENT ☐

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.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Double Time

Recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site 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	Double Time
Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)			
Advance Price	\$662.25	\$825.25	\$947.00
Show Site Price	\$927.25	\$1155.50	\$1326.00
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$108.75	\$163.25	\$217.50
Show Site Price	\$152.25	\$228.75	\$304.50

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Quantity	Totals
1/4 Ton Hoist _____ @ \$470.50 ea = _____	
1/2 Ton Hoist _____ @ \$526.65 ea = _____	
One Ton Hoist _____ @ \$677.10 ea = _____	
12" Box Truss* _____ @ \$ 26.55 ft. = _____	
12" Corner Block* _____ @ \$110.05 ea = _____	
20.5" Box Truss* _____ @ \$ 38.90 ft. = _____	
20.5" Corner Block* _____ @ \$ 126.90 ea. = _____	
*Select truss metal color: <input type="checkbox"/> Silver <input type="checkbox"/> Black**	
** 20% additional up charge for black metal	

Cost Estimate**

Condor subtotal _____ + 2% tax = Total _____
Assembly subtotal _____ + 2% tax = Total _____
Materials subtotal _____ + 12% tax = Total _____

**Additional fees for materials, such as cable & clamps may apply

In lieu of a condor, a Scissorlift with crew is available in limited applications. For rates and to see if a Scissorlift is applicable, call our Rigging department at 504-733-7469.

FREEMAN chain hoist/truss/sign equipment

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**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 **2018 AORN GLOBAL SURGICAL CONFERENCE & EXPO / MARCH 25-27, 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, MORIAL 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

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



***Order By: March 1, 2018 to Receive Early Order Pricing!**



Exhibiting Company Name: _____ **Booth #:** _____

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after March 1, 2018.**

Contact Your Freeman Representative	Total Your Order	
MIMI TON mimi.ton@freeman.com Phone: 214.333.1817 Fax: 469.621.5612 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total	
	31% Handling Charge (\$136.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	Handling / Labor Tax (2%)	
	State Rental Tax on Equipment Only (12%)	
	TOTAL CHARGES:	
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 214.333.1817 with questions.*

On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Saturday, March 24, 2018	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
Sunday, March 25, 2018	<input type="checkbox"/> 8am - 12pm
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):

- ☐ **Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- ☐ **Check** *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.
- ☐ **Key Account** *Key Account customers have been pre-approved with net 30 terms.
- ☐ **Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
 Physical address routing identifiers: 100 West 33rd Street, New York, NY
- International Wire Transfer**
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
 CHIPS address: 0959 Freeman Audio Visual, Inc.
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY
- ACH Direct Deposit**
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX
- Note: Customers assume responsibility for any bank processing fees.

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

***Full payment, including any applicable tax, is due at the time the order is placed.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc. Stage Rigging, Inc., Kerry Technical Services, The Freeman Company, Inc., Freeman Electrical, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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. 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.

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
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to lose 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 Exhibitor's 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 a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.
- c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.
- 9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**
- 10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.
- 11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.
- 13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.
- 14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO 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, pad wrapped 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 INTER- NATIONAL 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 dam- ages, 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 mis-delivery, 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 e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No 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 (trailers, 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 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, pad wrapped 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 storage 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 unmarked, unlabeled and 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 loss 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, 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 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 e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

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

***Order By: March 01, 2018 to Receive Early Order Pricing!**

Company Name:

Meeting Room Audio Visual Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
Small Meeting Room Package (Up to 50 people)				
96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$650.00	\$845.00	
Medium Meeting Room Package (50 - 150 people)				
7.5' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand.		\$1,100.00	\$1,430.00	
Large Meeting Room Package (150 people +)				
10' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand.		\$1,450.00	\$1,885.00	
Meeting Room Flat Screen Packages (Daily Rentals)				
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	

A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
LCD XGA Computer Projector (4000 Lumens)		\$425.00	\$552.50	
Projection Stand (for LCD and Overhead Projectors)		\$20.00	\$26.00	
Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$165.00	\$214.50	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$120.00	\$156.00	
Computer Direct Interface Box (Audio)		\$40.00	\$52.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
HP Laser Printer (40 PPM)		\$97.50	\$126.75	
Wireless Presentation Mouse		\$30.00	\$39.00	
Flip Chart w/ Pad with Markers		\$40.00	\$52.00	

Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total

Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you! Please contact us at: 214.333.1817 for a custom quote.

***Early order rate is subject to a 30% increase when ordering equipment after March 01, 2018.**

Contact Your Freeman Representative	Total Your Order	
MIMI TON mimi.ton@freeman.com Phone: 214.333.1817 Fax: 469.621.5612 Online at: www.freeman.com	Equipment Sub-Total	
	31% Handling Charge (\$136.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	Handling / Labor Tax (2%)	
	State Rental Tax on Equipment Only (12%)	
	TOTAL CHARGES:	
Don't see what you are looking for?	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors	

Contact Information	
Name:	
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Meeting Information	
<i>A representative must be in your meeting room at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the meeting room and set-up. Please call us at 214.333.1817 with questions.</i>	
On-Site Contact Person:	Cell Phone:
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:
Rehearsal Required: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what time?	
Additional Meeting Days:	
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:
Date of Meeting:	Meeting Room Location:
Start Time:	End Time:
Seating Style:	Seating Capacity:

Payment Information
Method of Payment (Choose One): <input type="checkbox"/> Credit Card * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation. <input type="checkbox"/> Check *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. <input type="checkbox"/> Key Account *Key Account customers have been pre-approved with net 30 terms. <input type="checkbox"/> Bank Transfer * Please reference the Show Name and Booth Number so we may properly credit your account. Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc. Physical address routing identifiers: 100 West 33rd Street, New York, NY International Wire Transfer Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc. CHIPS address: 0959 Freeman Audio Visual, Inc. Physical address for international routing identifiers: 100 West 33rd Street, New York, NY ACH Direct Deposit ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc. ABA routing transit number physical bank address: 901 Main Street, Dallas,TX Note: Customers assume responsibility for any bank processing fees.

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc. Stage Rigging, Inc., Kerry Technical Services, The Freeman Company, Inc., Freeman Electrical, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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. 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

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
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to lose 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 a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. 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 JURISDICTION IN DALLAS COUNTY, TEXAS.
- 11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.
- 13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.
- 14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped 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 \$500.00 (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 INTER-NATIONAL 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 mis-delivery, 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 e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No 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). Free-man'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 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, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. 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 storage 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, watercolor, 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 unmarked, unlabeled and 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, 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 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 e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.
- For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.
- 11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.
- 12. MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.
- 13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

Whether you are exhibiting in New Orleans for the first time, or a regular guest, we want to help make the most out of planning your exhibit.

PERSONALIZED SERVICE

An Exhibit Services Coordinator will be in contact with you before, during, and after the event to assist with your needs. Your coordinator can help to determine your internet, electrical, plumbing and telecommunication requirements to eliminate any guesswork in planning your exhibit. From what to order before your event, to the time your services are installed, to following up after the conference; we are here to ensure you have a successful experience.



EXCELLENT VALUE

Enrollment in the One2One program is FREE. Perks of this program include your coordinator alerting you to the advance discount deadline which will save you money, and being on-site during your event to assist with any issues that may arise.

We are thrilled you will be joining us in New Orleans and can't wait to work with you throughout your event!

To sign up or for more information, please contact our Exhibit Service Department at (504) 582-3036 or Exhibit_Services@mccno.com



EXHIBITOR POLICIES

EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.

EXITS

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects.

EXHIBIT CONSTRUCTION AND DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant. Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props. All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant. The MCC rigorously enforces this regulation, and may field flame test any questionable materials.

FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, ETHER, ETC.)

Flammable liquids are not allowed within the MCC. Filling of any tank or device with any flammable liquid inside the MCC is not permitted.

SMOKING

Smoking is prohibited at all times in all areas of the MCC, including exhibit halls, lobbies, food service areas, public and service corridors, restrooms, and telephone banks.

MULTIPLE-STORY BOOTHS AND ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **at least two months prior to move-in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

- Ceiling clearances in the MCC vary from 26'4" to 59', with most areas having a minimum of 30' clearance. Multiple-story booths cannot be located under passenger or utility truss ways.
- Booth plans must specify the maximum number of occupants, and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the MCC Public Safety Department for specific requirements for your exhibit.

BOOTH STORAGE AND CRATES

MCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the General Service Contractor for storage of crates and other packing materials. Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one-day supply.

NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. MCC inspects all exhibits to ensure compliance. Please contact the General Service Contractor to make arrangements for storage.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the MCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. One key to the vehicle must remain in the booth at all times.

Vehicles may not be started, run, or moved during event hours.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior MCC approval is required. A Fire Watch may be required; please contact the MCC Public Safety Department.

EXPLOSIVES

No one is allowed to bring into the MCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the MCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the MCC and the New Orleans Fire Prevention Division. Written requests must be submitted to the MCC **at least two months** prior to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials. MCC does not allow exhibitors to drill into the floor.

COMPRESSED GASES

Compressed gases are not allowed inside of the MCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the MCC. Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted. The amount of compressed gas used in the booth or display area must have prior approval from the MCC.

The MCC does not allow heavier-than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the MCC. Natural gas is available from the MCC upon request.

HAZARDOUS MATERIALS

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the MCC at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the MCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Arrangements for the disposal of wastes can be made through the MCC's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

ELECTRICAL TRANSFORMERS

The MCC has available certain transformers to step power from 480 volts, 3 phase, to 380 volts, 3 phase. Also available are transformers to step 208 volts, 3 phase or single phase to 230 volt/ 240 volt, 3 phase or single phase. For availability contact the MCC Operations Department at least two months in advance. MCC cannot supply electrical converters; exhibitors must furnish these.

All connections must conform to NEMA configurations.

RIGGING

MCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the Exhibit Halls.

Only the MCC or the General Service Contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the General Service Contractor at least 60-days before move-in. Lighting ordered from and installed by the MCC does not require prior approval.

Rigging in finished-ceiling areas of Halls E, F, G, H, I, and J requires special arrangements. Please contact the MCC Exhibit Services Department for more information.

FLOOR LOAD

The flooring of the MCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the MCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution. A licensed structural engineer must certify plans. These plans must be received by the MCC **at least three months** prior to the event.

The MCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications.

Please contact MCC's Operations Department for more information.

LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators. All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam. Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

FOOD/BEVERAGE EXCLUSIVITY

All food and beverage items in the exhibit halls must be purchased through the MCC's Food and Beverage Department. This includes bottled water.

The MCC is solely licensed to sell, dispense, and/or serve alcoholic beverages. The MCC requires that a MCC Bartender dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the MCC.**

OPEN FLAME

No open-flame lighting devices may be used in the MCC. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of MCC is necessary; a Fire Watch may be required.

WASTE DISPOSAL

No oils, combustibles, or any liquids other than water may be poured in the MCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in MCC restrooms. Please contact the MCC Operations Department for more information.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the MCC flooring and the exhibit, to prevent damage to finished floor and to ensure safety. MCC personnel will inspect all such exhibits.

Fountains, aquariums, pools, etc., may not be filled from MCC restrooms or janitors' closets. Portable hot and cold-water sinks are available for exhibitors' use; contact the MCC Operations Department for more information.

ANIMALS

All live animals are prohibited, with the exception of guide and service animals. An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the MCC with Show Management's written approval before any waivers can be made. All approved live animal displays must be located at least 150 feet from any food and/or beverage service.

Waiver of this prohibition may depend on type, size, and number of animals, their containment method; handler/trainer supervision, required insurance certificates, etc. Contact the MCC Event Services Department for information.

COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor. The exhibitor must make required payment directly to the applicable copyright agency.

BALLOONS

Helium-filled balloons are allowed in the MCC only as part of a display, and must be securely fastened to the booth. **Balloons may not be given out within the MCC.**

Exhibitor is responsible for all expenses incurred in removal of balloons that become entangled in the MCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the MCC during all event hours.

FREIGHT AND DELIVERIES

The MCC cannot accept freight shipments or packages for exhibitors, show management, or contractors at any time. Freight must be consigned through the designated General Service Contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate. **Loading and unloading through the Lobby glass doors are prohibited.**

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the show's General Service Contractor.

The MCC does **NOT** provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.

FACILITY ACCESS

The MCC requires that all Exhibitor-Appointed Contractors and their workers wear both an MCC Access Credential and individual event credentials at all times. Workers without correct credentials will not be allowed to enter the facility.

Workers must use only designated doors to enter or exit the facility. Violation of MCC's access policy will result in suspension from the facility.

Contact MCC Event Services for more information.

TELEPHONES

To avoid unauthorized local or long-distance charges, please lock up all telephone sets whenever your booth is unoccupied.

Please return telephones to the MCC Exhibitor Service Desk promptly at show break; exhibitors are billed for unreturned telephone sets.

BUILDING DAMAGE

Painting of any kind within the MCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the MCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into MCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the MCC.

Exhibitors are responsible for the removal of booth-marking tape, carpet tape, and tape residue left on exhibit hall floors. Exhibitors who do not remove tape and residue will be billed for all labor and materials charges for MCC removal of tape and residue.

Procedure for removal of tape must meet MCC guidelines. Contact the MCC Operations Department for more information.

GRATUITIES

The MCC has a very strict "no tipping" rule. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the MCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the MCC or its vendors should be reported at once to the MCC Service Desk in the Exhibitor Service Center.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, PDA's, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

EXCLUSIVE SERVICES

The MCC provides the following services on an exclusive basis. Please contact the Event Services Department for more information.

Electrical, steam, compressed air, natural gas, plumbing, advertising, telecommunications and Internet, Business Center Services and supplies, and Medical Services.

All food and beverage including sodas, coffee, and all forms of potable water; all refrigerated product storage; shoeshine; and coat, bag, and luggage check.

SHOW REGULATIONS

**Your show's
Exhibitor Rules
may prohibit
certain services,
features, or booth
design elements
outlined in these
facility
regulations.
Please review the
specific rules for
your show for any
prohibitions that
may apply.**

FOR MORE INFORMATION

MORIAL CONVENTION CENTER

900 Convention Center Blvd.
New Orleans, Louisiana 70130

504.582.3000

504.582.3088 (Main Fax)

Event Services

504.582.3011

504.582.3020 (Fax)

Food and Beverage Services

504.670.7200

504.670.7201 (Fax)

Exhibit Services

504.582.3036

504.582.3088 (Fax)

Operations

504.582.3041

504.582.3013 (Fax)

Production Services

504.582.3018

504.582.3076 (Fax)

Public Safety

504.582.3050

504.582.3051 (Fax)

Technology Services

504.582.3095

504.582.2394 (Fax)

24-HOUR EMERGENCY TELEPHONE NUMBERS:

504.582.3040

In-house Extension 1911

PAYMENT TERMS & CONDITIONS

1. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. NO EXCEPTIONS!
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - C. Incomplete hook-ups or power requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
 2. Rates listed for all connections include connecting the service to booth in the most convenient manner and DO NOT INCLUDE labor for making specialized installations, special wiring, material or ramping.
 3. Additional service charges and labor charges may be assessed for installations. Payment must be rendered IN FULL when billed during the event. Service may be interrupted if payment is not received.
 4. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
 5. Credit will not be given for service installed and not used.
 6. There is a 10% charge to change and reprocess the method of payment submitted for an account.
-

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 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 pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.

ELECTRICAL SERVICES

REQUEST FORM



SHOW NAME AORN 2018		PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.		ADVANCED RATE DEADLINE 02 / 28 / 2018	
EXHIBITION FIRM NAME		BOOTH NUMBER		SHOW DATE (S) / / TO / /	
ADDRESS		EMAIL ADDRESS		TELEPHONE OR FAX	
CITY, STATE, ZIP		ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

120 Volt Service (Includes labor for the installation)	Advanced	Standard	Onsite	Overhead (+50%)	24hr. (+50%)	Quantity	TOTAL
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$116	\$150	\$187. ⁵⁰				\$
10 AMP - 601-1200 watts (Desk top, fax, printer, TV, refrigerator)	\$152	\$184	\$230. ⁰⁰				\$
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$170	\$207	\$258. ⁷⁵				\$
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$202	\$272	\$340. ⁰⁰				\$

208 Volt 1Ø Service (Includes labor for the installation)	Advanced	Standard	Onsite	overhead (+50%)	24hr. (+50%)	Quantity	TOTAL
20 AMP	\$338	\$461	\$576. ²⁵				\$
30 AMP	\$433	\$585	\$731. ²⁵				\$
60 AMP	\$673	\$866	\$1,082. ⁵⁰				\$
100 AMP	\$938	\$1,244	\$1,555. ⁰⁰				\$
200 AMP	\$2,040	\$2,353	\$2,931. ²⁵	OVERHEAD REQUIRED LABOR INCLUDED			\$
400 AMP	\$3,353	\$3,558	\$4,437. ⁵⁰	OVERHEAD REQUIRED LABOR INCLUDED			\$

208 Volt 3Ø Service (Includes labor for the installation)	Advanced	Standard	Onsite	overhead (+50%)	24hr. (+50%)	Quantity	TOTAL
20 AMP	\$472	\$625	\$781. ²⁵				\$
30 AMP	\$591	\$793	\$991. ²⁵				\$
60 AMP	\$959	\$1,195	\$1,493. ⁷⁵				\$
100 AMP	\$1,500	\$1,863	\$2,328. ⁷⁵				\$
200 AMP	\$2,940	\$4,000	\$5,000. ⁰⁰	OVERHEAD REQUIRED LABOR INCLUDED			\$
400 AMP	\$5,840	\$8,040	\$10,040. ⁰⁰	OVERHEAD REQUIRED LABOR INCLUDED			\$

480 Volt Service and Transformers **Price Available Upon Request (504) 582 - 3036**

Spotlights and Extension Cords	Advanced	Standard	Onsite	Quantity	TOTAL
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$325	\$375	\$475		\$
Single Extension Cords (Power and labor not Included)	\$23	\$23	\$23		\$
Multiple Connection Boxes (Boxes include 4 outlets)	\$23	\$23	\$23		\$

LABOR RATES Per 1/2 Hour - 1/2 Hour min	INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS
M--F - 8:00AM - 4:30PM - \$80/HOUR	
M--F - 4:30PM - 8:00AM - \$120/HOUR	
SATURDAY - \$120/HOUR	
SUNDAY & HOLIDAYS - \$160/HOUR	

Customer Acceptance of Terms & Conditions: ☒ Date: / /

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via
 EMAIL • Exhibit_services@mccno.com MAIL • ATTN: Financial Services
 FAX • (504) 582 - 3088 900 Convention Center Blvd
 PHONE • (504) 582 - 3036 ATTN: Exhibit Services
 New Orleans, LA, 70130
 please call for additional services and rates ONLINE • services.mccno.com

ELECTRICAL SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
5. All service issues must be reported to the MCC Service Desk prior to the close of the event.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
7. Credit will not be given for service installed and not used.
8. Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
9. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.
10. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e. bare wire, disconnect) must be made by a Convention Center electrician
11. All equipment, regardless of source of power or plumbing connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes.
12. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
13. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
14. Please indicate locations of outlets in booth on the utility locations form.
15. If no location is provided, the drop is installed in the center rear of the booth. Labor charges will apply to relocate the service
16. All connections are subject to approval by MCC, and only the Convention Center Mechanics are authorized to make air, water, drain, gas, and steam connections.
17. All fittings are SPT.
18. Gas branches are not permitted under carpet.

INTERNET & NETWORK CONNECTIVITY

REQUEST FORM



SHOW NAME AORN 2018		PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.		ADVANCED RATE DEADLINE 02 / 28 / 2018	
EXHIBITION FIRM NAME		BOOTH NUMBER		SHOW DATE (S) / / TO / /	
ADDRESS		EMAIL ADDRESS		TELEPHONE OR FAX	
CITY, STATE, ZIP		ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

Wired Internet Service - (Labor Included) (10/100 Connection) Static & Public IP address

	Advanced	Standard	On-site	Quantity	TOTAL
Shared Internet Service with 1 IP address	\$1,100	\$1,300	\$1,625. ⁰⁰		\$
Additional IP Addresses	\$129	\$148	\$185. ⁰⁰		\$
Shared Internet Service with 5 IP address	\$1,597	\$1,879	\$2,348. ⁷⁵		\$
Shared Internet Service with 10 IP address	\$2,177	\$2,561	\$2,348. ⁷⁵		\$
Shared Internet Service with 15 IP address	\$2,757	\$3,243	\$3,446. ²⁵		\$
Shared Internet Service with 20 IP address	\$3,223	\$3,792	\$4,028. ²⁵		\$
Dedicated Internet Service with 27 IP address	\$3,993	\$4,698	\$4,991. ⁰⁰		\$
Dedicated Internet Service with 57 IP address	\$6,200	\$6,665	\$7,750. ²⁵		\$
DHCP Service (available with dedicated service only, not available without prior arrangement)	\$309	\$361			\$
Hub/switch rental - 8 port (signature is required upon delivery)	\$95	\$110	\$137. ⁵⁰		\$
Hub/switch rental - 16 port (signature is required upon delivery)	\$155	\$180	\$225. ⁰⁰		\$
56KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$400	\$471	\$588. ⁷⁵		\$
256KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$600	\$705	\$881. ²⁵		\$
512KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$800	\$941	\$1,176. ²⁵		\$

Cable Service

	Advanced	Standard	On-site	Quantity	TOTAL
25 Ft. Cat 5 cable (MCC Labor Optional)	\$25	\$30	\$37. ⁵⁰		\$
50 Ft. Cat 5 cable (MCC Labor Optional)	\$50	\$59	\$73. ⁷⁵		\$
100 Ft. Cat 5 cable (MCC Labor Optional)	\$75	\$88	\$110. ⁰⁰		\$
MCC Install 1 - 4 cables	\$38	\$38	\$38. ⁰⁰		\$
MCC Install 5 - 8 cables	\$76	\$76	\$76. ⁰⁰		\$
MCC Install 9 - 12 cables	\$114	\$114	\$114. ⁰⁰		\$
MCC Install 13 - 24 cables	\$152	\$152	\$152. ⁰⁰		\$

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
- The MCC cannot provide technical support on any issue related to the configuration of your computer equipment.
- The MCC does NOT offer WiFi service to exhibitors on the show floor. Please see item 14 on the Terms and Conditions page.
- It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration info in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.
- A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the center rear of the booth. Internet drops originate from overhead.

LABOR RATES Per 1/2 Hour - 1/2 Hour min

INSTALL/DISCONNECT DATE AND TIME | MATERIALS AND SPECIAL / CONDITIONS

M--F - 8:00AM - 4:30PM - \$80/HOUR		\$
M--F - 4:30PM - 8:00AM - \$120/HOUR		\$
SATURDAY - \$120/HOUR		\$
SUNDAY & HOLIDAYS - \$160/HOUR		\$

Customer Acceptance of Terms & Conditions: Date:

X _____ / /

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036

MAIL • ATTN: Financial Services
900 Convention Center Blvd
ATTN: Exhibit Services
New Orleans, LA, 70130

please call for additional services and rates ONLINE • services.mccno.com

INTERNET AND NETWORK SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. All service issues must be reported to the MCC Service Desk prior to the close of the event.
7. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
8. Credit will not be given for service installed and not used.
9. Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
13. Use of Network Connection –
 - The network attachment to be provided by MCCNO may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by MCCNO will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCNO equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other user of the interconnected networks, specifically wireless interference.
 - ☐ Users of MCCNO services shall not disrupt any of the MCCNO or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with MCCNO or other associated networks. MCCNO services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.
 - ☐ All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.
 - ☐ MCCNO will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. MCCNO will only be responsible to the end of that connection or MCCNO provided device.
14. Wireless Specific-The use of any wireless device that interferes with the facility's wireless data frequency is Prohibited. Exhibitors are allowed to bring and utilize their own wireless routers. The exhibitor will be charged for the drop and an IP address for each device connected to the router. MCCNO is NOT responsible for the configuration or operation of the wireless router. It is the responsibility of the exhibitor to ensure their equipment is properly configured and operational and not interfering with other exhibitor and/or MCCNO equipment.
15. Internet Performance Disclaimer – MCCNO does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. MCCNO does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
16. Internet Security Disclaimer – MCCNO does not provide security, such as but not limited to firewalls, etc...for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold MCCNO, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. The client is responsible for Anti-Virus protection on all devices. MCCNO requires that all devices directly or indirectly accessing the MCCNO network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/necessary to protect the MCCNO network, you and others from viruses, worms or any malicious programs and other disruptive appliances.
17. The exhibitor must provide any services (email, ftp, http servers, etc.) that are required. The MCCNO provides standard Internet connectivity.
18. Equipment Management – Customer will be responsible for returning all equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
19. A signature is required delivery of your rental hub(s) or metered broadband modem. Please notify the MCCNO service desk when you are available to receive.

TELECOMMUNICATIONS SERVICES

REQUEST FORM



SHOW NAME AORN 2018		PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.		ADVANCED RATE DEADLINE 02 / 28 / 2018	
EXHIBITION FIRM NAME		BOOTH NUMBER		SHOW DATE (S) / / TO / /	
ADDRESS		EMAIL ADDRESS		TELEPHONE OR FAX	
CITY, STATE, ZIP		ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

Standard Line Service for Telephones, Modems, Fax and POS Machines Unrestricted Telephone Line - (CC# required for Long Distance)	Advanced	Standard	Onsite	25	\$ TOTAL
	\$260	\$305	\$381.		

Telephone Sets (Includes telephone instrument and service) Single Line Sets	Advanced	Standard	Onsite	50	\$ TOTAL
	\$281	\$330	\$412.		
Single Line Speakerphone	\$313	\$367	\$458.	75	\$
Message Waiting Single Line Sets	\$313	\$367	\$458.	75	\$
Multi-Line Speakerphone Sets	\$460	\$555	\$693.	75	\$
Polycom Conference Phone	\$450	\$560	\$670.	00	\$

Other Telcom Services	Advanced	Standard	Onsite	Quantity	TOTAL
Voice Mail	\$26	\$50	\$75.	00	\$
Call Waiting, Call Pickup, Rollover/Hunt	\$15	\$15	\$15.	00	\$
Direct Dial Line	\$421	\$475	\$588.	50	\$
Extend Analog Pots Line From Dmark to Booth	\$206	\$242	\$302.	50	\$
Extend ISDN BR1 Line From Dmark to Booth	\$309	\$364	\$455.	00	\$
Extend T1 Circuit From Dmark to Booth	\$1,854	\$2,238	\$2,738.	40	\$
Move Line Fee	\$52	\$52	\$52.	00	\$

LABOR RATES **Per 1/2 Hour - 1/2 Hour min**

INSTALL/DISCONNECT DATE AND TIME | MATERIALS AND SPECIAL /CONDITIONS

M--F - 8:00AM - 4:30PM - \$80/HOUR		\$
M--F - 4:30PM - 8:00AM - \$120/HOUR		\$
SATURDAY - \$120/HOUR		\$
SUNDAY & HOLIDAYS - \$160/HOUR		\$

Customer Acceptance of Terms & Conditions: Date:

X _____ / /

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036

MAIL • ATTN: Financial Services
900 Convention Center Blvd
ATTN: Exhibit Services
New Orleans, LA, 70130

please call for additional services and rates ONLINE • services.mccno.com

TELEPHONE SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. All service issues must be reported to the MCC Service Desk prior to the close of the event.
7. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
8. Credit will not be given for service installed and not used.
9. Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
 1. Long Distance – Long Distance (inter-exchange) services are provided by the Center under license arrangements (1 + dialing). The Center will process billing for such services. A credit card is required for long distance charges.
 2. Equipment Management – Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
 - ❓ **A signature is required delivery of your telephone sets. Please notify the MCCNO service desk when you are available to receive.**
 - The following costs will be charged to the customer's credit card account if equipment is not returned: Single line sets - \$78.75 Multi line sets \$388.50 Hubs - \$250.00. A credit card is required for rental of all equipment.

UTILITY LOCATION

INFORMATION FORM



SHOW NAME AORN 2018			
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S)
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

To ensure proper installation of your services, a booth floorplan must be submitted with your service orders and requests. If you do not have a booth plan, you can use the grid on this form.


- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or voltage at each location. Marked locations should accurately reflect services ordered.

____ X ____
BOOTH DIMENSIONS


ADJACENT
BOOTH / AISLE



ADJACENT
BOOTH / AISLE



ADJACENT
BOOTH / AISLE



ADJACENT
BOOTH / AISLE



EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
please call for additional services and rates

MAIL • 900 Convention Center Blvd
ATTN: Exhibit Services
New Orleans, LA, 70130
ONLINE • mccno.com/exhibitors