

**SHPE NATIONAL CONFERENCE  
Cleveland, Ohio  
November 9-10, 2018**

Dear Exhibitor:

We at the Society of Hispanic Professional Engineers and Show Management are pleased to select Freeman to serve as your Official Service Contractor. To assist you in planning, we have enclosed the necessary show services order forms. Your prompt response will guarantee your delivery of items and colors ordered, **or you can order on-line at [www.freemanco.com](http://www.freemanco.com) by following the instructions on the "Order Show Services" tab.**

To qualify for discount prices, full payment must be included with your order and received by October 17th, 2018. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms. If you need assistance or additional information, please contact Freeman's Exhibitor Service Department at:

FREEMAN  
8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 fax (469) 621-5603  
[FreemanChicagoES@freeman.com](mailto:FreemanChicagoES@freeman.com)

**Key contacts**

Booth & Sponsorship Sales

SHPE Monique Ventura, Director of Corporate Relations, Events & Marketing  
Phone: (323) 725-3970 Email: [Sales@shpe.org](mailto:Sales@shpe.org)

Shipping, Material Handling, Carpet, Furniture, Cleaning, Booth Construction, Install/Dismantle Labor, Graphics

Freeman Exhibitor Services  
Phone: (773) 473-7080 Email: [FreemanChicagoES@freeman.com](mailto:FreemanChicagoES@freeman.com)

Internet, Phone, Sign Hanging, Plumbing, Electrical

PSAV / Huntington Convention Center  
Phone: (216) 928-1600

Catering/Food

Levy Food Services  
Phone: (216) 928-1561 Email: [Klawson@levyrestaurants.com](mailto:Klawson@levyrestaurants.com)

**Please note that SHPE will be following rules and regulations regarding booth construction. For details **PLEASE REFER TO THE NEW EXHIBITOR BOOTH BUILD REQUIREMENTS OUTLINED IN THIS MANUAL.** Carpet is a requirement for Career Fair exhibitors and will be billed directly to your organization if it is not ordered from Freeman or installed by November 8th, 2018 at 4:30pm.**

We wish you well and please enjoy the show!

Sincerely,  
Monique Ventura  
Director of Corporate Relations, Events & Marketing  
Society of Hispanic Professional Engineers  
Phone: (323) 725-3970 x107

# Exhibit Space Display and Event Regulations

In addition to the rules and regulations on the commitment form, please review the following:



## **Age Restriction:**

No one under 18 years of age will be allowed in the exhibit halls during install or dismantle. Event Management reserves the right to require proof of age prior to admission into the event.

## **Alcohol:**

**Alcohol will not be permitted** during any student related activity, sponsored or hosted by sponsors or exhibiting companies.

## **Americans with Disabilities Act (ADA):**

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800.514.0301 and from the ADA website, [www.ada.gov](http://www.ada.gov).

## **Balloons:**

No balloons of any kind will be permitted.

## **Booth Types and Restrictions**

**Inline:** Space rental includes standard 8ft drape back wall. The drape will be a combination of 8ft drape and 3ft side rails. A 7"x44" company identification sign (Company name will be listed as it appears on your space contract/invoice). The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10ft (3.05m) of an adjoining booth.

**Perimeter:** A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the expo floor, with no exhibitors behind them. Use of Space: Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Space rental includes: Standard 8ft drape back wall. The drape will be a combination of 8ft drape and 3ft side rails. A 7"x44" company identification sign (Company name will be listed as it appears on your space contract/invoice). The hall is NOT carpeted, carpet or floor covering is required, see exhibit display & event regulations for more information. Height: All display fixtures, components including graphics and identification signs are allowed a maximum height of 12ft only in the rear half (measuring 5 ft from the back wall) of the exhibit space. A maximum height of 4 ft is allowed in the front half of the exhibit space (measuring 5 ft from the aisle).

**Corner Perimeter Exhibit Spaces:** A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibit spaces apply. 10x30's or larger In-line Exhibit Spaces: When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit or corner. All exhibit spaces must adhere to display regulations: Including ADA, demonstrations, lighting, sound, structural integrity and storage.

**Island:** An island exhibit is 400 square feet or larger with aisles on all four sides. Use of Space: An island exhibit space is separated by the width of an aisle from all neighboring exhibits so full use of the exhibit space is permitted. Height: All display fixtures, components including graphics and identification signs are allowed a maximum height of 20ft. Some venues have low ceiling areas so please check the exhibitor resources for any notices for exhibits in a low ceiling location. Multi-level or Ceilings: Exhibitors installing a display with a ceiling or

second level must meet all building, fire safety and structural integrity regulations. All exhibit spaces must adhere to display regulations: Including ADA, demonstrations, lighting, sound, structural integrity, and storage.

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used.

All activities are confined to island booths. If your exhibit falls outside of your booth, you will be asked to purchase additional booths or contain all activities in your existing booth(s).

**Canopies and Ceilings:**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for in-line/linear or perimeter exhibit spaces must comply with line-of-sight requirements. (See "Use of Space" for in-line/linear or perimeter exhibit spaces.)

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than 3 inches. This applies to any exhibit space configuration that has a sight line restriction, such as an in-line/linear exhibit space. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

**Carpet:**

The expo hall is **not** carpeted. Exhibit spaces are **required** to have carpet or some floor covering. You are allowed your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

**Aisle Carpet Color:** Aisle carpet will be tuxedo black.

**Demonstrations:**

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to. Any demonstrations involving hazardous materials must have prior authorization from Event Management. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3' (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel. Items such as moving vehicles, mascots, and any item associated with your booth that obstructs aisles are prohibited unless otherwise authorized by SHPE show management.

**Dismantling Early:**

Early dismantling of booths is prohibited. Please contact Event Management for any questions.

**Distribution of Marketing Material:**

SHPE does not allow the distribution of marketing materials within entrances and exits throughout the event. Distribution of these items is only allowed within a sponsors' event and/or an exhibitor's booth space. Non-compliance will lead to further applicable action by SHPE.

**Exhibitor Conduct:**

The distribution of any articles that interfere with the activities or obstruct access to neighboring exhibit spaces,

or that impedes the aisles is prohibited. Exhibitors must conduct their activities only from within the confines of their exhibit space.

Exhibit space personnel, hired staff, promotional features (traffic builders) along with distribution of any marketing materials must be within the confines of the exhibit space. Any exhibit space personnel, hired staff or promotional features that obstruct access to neighboring exhibit spaces, or that impedes aisles, is prohibited.

#### **Exhibitor Badges and Expo Hall Access:**

All personnel representing the exhibitor or their agents must be identified with the official SHPE exhibitor badge for access to the expo hall (including installation and dismantle). Badges must be worn at all times while in the exhibit halls or meeting spaces.

Exhibitors are allowed access during installation and dismantle hours. On show days, exhibitors will be allowed access to the expo hall one (1) hour prior to expo hours with the official SHPE show badge. See Schedule at a Glance for hours. If an exhibitor needs to stay in his/her exhibit space after expo hours, please contact Event Management so we can notify security.

#### **Fire Equipment and Egress Signs:**

Exhibit space displays and equipment shall not impair the visibility of egress signs, fire hoses, extinguishers, and audible or visual devices.

#### **Floor Plan:**

The floor plan is often changing due to new sales, exhibit space moves, etc. It is the exhibitor's responsibility to monitor the online floor plan. If you see that a competitor has selected a location near you or a location opens that you would be interested in relocating to, please contact your Exhibitor Account Executive.

#### **Hanging Signs & Graphics:**

Hanging signs and graphics are only allowed in island exhibit spaces. The maximum height is 20ft to the top of the sign. (In-line/linear, or perimeter exhibit spaces cannot have hanging signs and graphics). The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the exhibit space type. Hanging signs and graphics must be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Drawings should be available for inspection as requested by SHPE.

#### **Interview Booths:**

There will be no signs allowed in the aisle spaces of the interview booth areas. Banners and individual signs for each Interview Booth area will be available to assist people with locating booths.

#### **Lighting:**

Exhibitors should adhere to the following suggested minimum guidelines when determining exhibit space lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval. Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with the facility

Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

**Multi-Story Exhibit:**

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

**Open Exhibit Space Locations:**

Any open exhibit space location will be available at the current exhibit space rental. To purchase an additional open space location, contact a member of Event Management for pricing and payment options. Any exhibitor that expands into another exhibit space location that is not contracted to them will be charged for the additional space.

**Popcorn:**

Popcorn of any kind is not permitted to be served. Serving popcorn will lead to the removal of the service and may lead to the exhibitor being charged cleaning fees.

**Product Height:**

Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold and no additional advertising is attached. Please contact Event Management for approval for variance in height regulations.

**Recruiting, Suitcasing and Outboarding:**

“Recruiting” outside of the confines of your booth or hosted event activity is not permitted. In addition, conducting interviews in areas not designated to your company is not permitted.

“Suitcasing” is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company’s exhibit space, during any event activities without authorization from Event Management. Notify Event Management if you witness anyone “Suitcasing.”

“Outboarding” is the act of non-exhibiting companies, Associations, suppliers or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off the expo floor (in hotels, restaurants, parking lots and other venues) without having purchased an exhibit space at the event or having authorization from Event Management.

These are all violations of SHPE policy. Please report any violations to Event Management.

**Sound/Music:**

In general, exhibitors may use sound equipment in their exhibit spaces so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the exhibit space rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of an exhibit space.

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

**Storage:**

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Exhibit spaces on the end of an aisle where the back of the exhibit space is visible and unsightly, may be required by Event Management to add drape to mask the unsightliness.

**Structural Integrity:**

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

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

**Tower:**

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

**Vehicles:**

Vehicles cannot be placed in carpeted areas within the convention center. Exhibitors wishing to display a vehicle will need authorization from Event Management. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Once installed the vehicle must remain the designated space throughout the event, there will be removal prior. Vehicle keys must be left with Event Management and vehicle should contain no more than a ¼ tank of gas.

**Questions?**

If you have any questions regarding this information or need assistance with the Exhibit or Interview areas, please contact:

Monique Ventura

Director of Corporate Relations, Events & Marketing

Society of Hispanic Professional Engineers

[exhibits@SHPE.org](mailto:exhibits@SHPE.org)

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

**SHPE 2018 NATIONAL  
CONVENTION**  
**November 9 - 10, 2018**  
**Huntington Convention Center  
of Cleveland**  
**Cleveland, Ohio**

**FREEMAN quick facts**

## SERVICE INFORMATION

### BOOTH EQUIPMENT

#### General Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, (1) 6' gold draped table, (2) Limerick® side chairs by Herman Miller and (1) wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

#### College & University Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, (1) 6' gold draped table, (2) Limerick® side chairs by Herman Miller, (1) wastebasket and tuxedo carpet. Government level, University level and Non-Profit level exhibitors located within the College & University pavilion area will receive carpet in their booth package. Those located outside of the College & University pavilion area are excluded from the inclusive carpet. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

#### Interview Booths

Each 10' deep x 8' wide booth will be set with 8' high blue and white drape on all 4 sides, 1 - 6' gold draped table, 2 Limerick® side chairs by Herman Miller, 1 wastebasket and a one-line identification sign.

### EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. All exhibitor booths must have carpet or finished flooring that covers the entire booth space. If your booth does not have carpet or flooring installed by 4:30pm on Thursday, November 8, 2018, Freeman will install carpet at the exhibitor's expense to conform to the SHPE flooring guidelines. Please see the included brochure and order forms to order carpet from Freeman in advance of the show.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by Wednesday, October 17, 2018.**

### QUESTIONS AND WHO TO CONTACT

#### Booth & Sponsorship Sales

SHPE Monique Ventura, Director of Corporate Relations, Events & Marketing  
Email: Exhibits@shpe.org

#### Shipping, Material Handling, Carpet, Furniture, Booth Construction, Install/Dismantle

#### Labor, Graphics

Freeman Exhibitor Services  
Phone: (773) 473-7080                      Email: FreemanChicagoES@freeman.com

#### Internet, Phone, Plumbing, Utilities, Cleaning

Huntington Convention Center  
Phone: 216-928-1600                      Website: www.clevelandconventions.com/exhibitors

Sign hanging (Please note, there are no sign hanging sections on the exhibit floor, contact PSAV to confirm if you can hang over your booth).

PSAV  
Phone: 216-928-1530                      Website: www.clevelandconventions.com/exhibitors

Electric Service

Edlen

Phone: 216-928-1530

Website:www.edlen.com

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

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

**SHOW SCHEDULE  
CAREER FAIR**

Exhibitor Move-In

Wednesday	November 7, 2018	8:00 a.m. - 12:00 p.m. (IPC Only)
Wednesday	November 7, 2018	12:00 p.m. - 4:30 p.m.
Thursday	November 8, 2018	8:00 a.m. - 4:30 p.m.*
Friday	November 9, 2018	8:00 a.m. - 10:00 a.m. *

**(\*)All wood crates must be labeled for empty removal by 4:30 p.m. Thursday, November 8th.**

**(\*\*) All empty containers must be clear of the floor by 10:00 a.m. on Friday, November 9th.**

Exhibit Hours

Friday	November 9, 2018	2:00 p.m. - 5:00 p.m.
Saturday	November 10, 2018	10:00 a.m. - 4:00 p.m.

Exhibitor Move-Out

Saturday	November 10, 2018	4:00 p.m. - 10:00 p.m.
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**Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**

**INTERVIEW BOOTHS**

Interview Booth Move-In

Wednesday	November 7, 2018	8:00 a.m. - 4:30 p.m. (IPC Only)
Thursday	November 8, 2018	8:00 a.m. - 12:00 p.m. *

**(\*) All empty containers must be clear of the floor by 12:00 p.m. on Thursday, November 8th.**

Interview Booth Hours

Thursday	November 8, 2018	1:00 p.m. - 5:00 p.m. (IPC Only)
Friday	November 9, 2018	8:00 a.m. - 5:00 p.m.
Saturday	November 10, 2018	8:00 a.m. - 5:00 p.m.

Interview Booth Move-Out

Saturday	November 10, 2018	5:00 p.m. - 10:00 p.m.
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**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates **after the aisle carpet has been removed.**
- All exhibitor materials must be removed from the exhibit facility by **10:00 p.m., Saturday, November 10, 2018.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **9:00 p.m., Saturday, November 10, 2018.**

**POST SHOW PAPERWORK AND LABELS**

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



**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**  
 8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**  
 (800) 995-3579 Toll Free US & Canada  
 Fax (469) 621-5810  
 (817) 607-5100 Local & International

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by Wednesday, October 17, 2018.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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

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

**SHIPPING INFORMATION**

**Warehouse shipping address:**

**SHPE 2018 NATIONAL CONVENTION**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 UPS Freight Warehouse  
 c/o FREEMAN  
 15775 Industrial Parkway  
 Cleveland, OH 44135

**NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.**

Freeman will accept crated, boxed or skidded materials beginning **Wednesday, October 10, 2018** at the above address. Materials arriving after **Tuesday, October 30, 2018** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.**

**Show site shipping address:**

**SHPE 2018 NATIONAL CONVENTION**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o FREEMAN  
 HUNTINGTON CONVENTION CENTER OF CLEVELAND  
 1139 West 3rd Street  
 Cleveland, Ohio 44113

Freeman will receive shipments at the above address beginning **Wednesday, October 10, 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.

**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**

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk.

**ASSISTANCE**

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

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

### HELPFUL HINTS

#### SAVE MONEY

**Order early to take advantage of advance order discount rates, place your order by Wednesday, October 17, 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.

### **No one under 18 years of age is permitted in the Expo Halls.**

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

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

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to

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

For more information and helpful hints on postshow procedures and move-out, please go to

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

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

# EAC Notification Form



Huntington Convention Center of Cleveland  
Exhibit Halls A, B, C  
Cleveland, OH

SHPE has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than October 8, 2018. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1M per occurrence, combined single limit, for bodily injury, property damage, and worker's compensation, naming:

**FREEMAN EXPOSITION SERVICES  
ROC MANAGEMENT, INC.  
HUNTINGTON CONVENTION CENTER OF CLEVELAND  
SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS  
SHPE 2018 NATIONAL CONVENTION**

EAC's must have all business licenses, work permits and insurance required by Local, State and City governments and Facility Management before beginning work, and be able to provide Event Management with evidence of compliance.

Exhibiting Company: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Exhibit Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**Person or Firm Contracted With:**

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Services Provided by Contractor:** \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FAX OR EMAIL TO: **ROC Management, Inc.**  
1963 University Lane  
Lisle, IL 60532  
630.271.8210  
630.271.8234 (fax)  
Email: [ROC@SHPE.org](mailto:ROC@SHPE.org)



# REDUCING YOUR FOOTPRINT

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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

### Personnel and Best Practices

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

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



# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018

INCLUDE THIS FORM  
 WITH YOUR ORDER  
 PLEASE USE BLACK INK

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 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 (465195) on your remittance.**

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

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

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

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

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

---

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

---

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

---

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

## ENTER TOTALS HERE

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

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

**FREEMAN method of payment**

# FREEMAN

8201 West 47th St  
Mc Cook, IL 60525  
(773) 473-7080 Fax: (469) 621-5603

## SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is 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

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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



# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be 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 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 or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FURNISH FORWARD

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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

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

## ITEMS PICTURED BELOW

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

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

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



## SEATING

### Naples



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

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



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

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



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

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

### Munich



**CORNER CHAIR** **SELECT**  
gray **810150**

26"L 27"D 28.5"H



**ARMLESS CHAIR** **SELECT**  
gray **810151**

22.5"L 27"D 28.5"H



**ARMLESS LOVESEAT** **SELECT**  
gray **830200**

45"L 27"D 28.5"H



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

93.5"L 27"D 28.5"H

### Baja

**CHAIR** **SELECT**  
white vinyl **81050**

36"L 30.5"D 28"H

**LOVESEAT** **SELECT**  
white vinyl **83020**

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

## SEATING

### South Beach

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

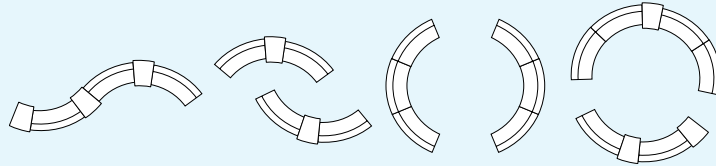
69"L 29"D 33"H

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

25"L 31"D 18"H



possible configurations



### Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

### Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



SEATING

Fairfax

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



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



Hopi

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



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



Tangiers

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



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



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





## CASUAL SEATING

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

### OTTOMANS

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

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



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

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



### ITEMS PICTURED BELOW

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

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

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

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



OTTOMANS

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

39"L 23"D 18"H



**VIBE CUBE  
OTTOMAN** *SELECT*

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

18"L 18"D 18"H



**MARCHE SWIVEL  
OTTOMAN** *SELECT*

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

17" Round 18"H



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

high-density plastic **81526**

20"L 20"D 20"H



## BANQUETTES

### CENTER CONE **SELECT** 8506

38" Round | 51"H

⊗ Powered

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



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

53"L | 22"D | 18"H

*possible configurations*



(4) quarter curve ottoman

72" Round | 18"H



(1) center cone  
(4) quarter curve ottomans

72" Round | 51"H

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

OTTOMANS



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H

## OCCASIONAL CHAIRS

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

21"W | 23"L | 32"H

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

20"W | 21"L | 33"H

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

18"L | 19"D | 34"H



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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

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

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

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

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

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

20"L 20"D 32"H



# FREEMAN

## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

### RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

**GRAY GASLIFT CHAIR** **ESSENTIALS**

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

26"W 20"L 38"H Adjustable

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

charcoal gray fabric **810874**

35"L 27"D 40"H

**ALTURA GUEST CHAIR** **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



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

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

25"L 24"D 48"H Adjustable



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

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

24"L 22"D 40"H Adjustable

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

black vinyl **810947**

24"L 22"D 36"H





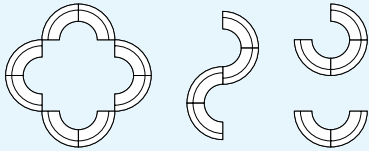
# FREEMAN

## BARS & BARSTOOLS

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

67"L | 22"D | 45"H

possible configurations



**BLACK DIAMOND STOOL** **ESSENTIALS**  
**71088**

22"W | 18"L | 46"H

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

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

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

18"L | 20"D | 47"H



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

18"W | 17.75"L | 44"H

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

15" Round | 23-33.5"H | Adjustable



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

21"L | 21"D | 33"H



BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

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

21"L 22"D 41"H

**ZENITH BARSTOOL** **SELECT**

white/chrome **810850**

19"L 20"D 44"H

**ZOEY BARSTOOL** **SELECT**

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

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



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**SHARK BARSTOOL** **SELECT**

white plastic/chrome **810202**

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



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**OSLO BARSTOOL** **SELECT**

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

17"L 20"D 45"H



# TURN THE TABLES IN YOUR FAVOR

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

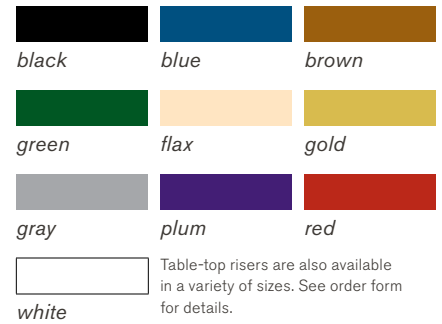
## ITEMS PICTURED BELOW

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

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



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

#### TABLES

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

#### COUNTERS

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

#### TABLES\*

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

#### COUNTERS\*

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

\*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



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

24" Round 30"H

72067

36" Round 30"H

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

18" Round 18"H



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

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



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

30" Round 30"H

72064

36" Round 30"H



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

30" Round 42"H

720164

36" Round 42"H



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

30" Round 29"H



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

30" Round 45"H



actual color

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

30" Round 29"H



actual color

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

30" Round 42"H

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



Atomic

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

36" Round 30"H

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

42" Round 30"H





# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H



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

26"L 26"D 20"H



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

50"L 22"D 16"H

### Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available

⚡ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15" Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



## OCCASIONAL, END & COCKTAIL TABLES

### Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



### Rustique

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

23.75"L 23.75"D 41.25"H



### ITEMS PICTURED BELOW

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

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



CONFERENCE TABLES

**GEO CONFERENCE TABLE** *SELECT*

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

60"L 36"D 29"H



**MADISON CONFERENCE TABLE** *SELECT*

gray acajou **820260**

42" Round 29"H



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

white laminate **820708**

42" Round 29"H

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

granite nebula **820203**

72"L 42"D 29"H



## CONFERENCE TABLES

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

gray acajou **820261**

60"L 48"D 29"H



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

gray acajou **820262**

96"L 60"D 29"H



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

gray acajou **820263**

120"L 48"D 29"H

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

laminated/metal

**82058**

72"L 26"D 30"H



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

laminated/metal

**82067**

72"L 26"D 30"H

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

laminated/metal

**82063**

72"L 26"D 30"H



CONFERENCE TABLES



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



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



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



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



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

# FREEMAN

## OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

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

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

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

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





 POWERED

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

POWERED SEATING

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

*black vinyl* **810120**

36"L 30"D 33"H



Power Panel Detail



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

*black vinyl* **830122**

62"L 30"D 33"H



Power Panel Detail



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

*black vinyl* **830121**

87"L 30"D 33"H

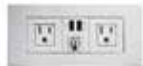


Power Panel Detail

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

*white vinyl* **81021**

37"L 31"D 33"H



Power Panel Detail



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

*white vinyl* **83017**

78"L 31"D 33"H



Power Panel Detail

*\*Electrical power must be ordered separately*

## POWERED TABLES

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

72.25"L | 26.25"D | 42"H



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

72"L | 26"D | 30"H



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

72"L | 26"D | 30"H

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

60"L | 30"D | 30"H



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

48"L | 26"D | 18"H

## POWERED PRODUCT PEDESTALS

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

24"L | 24"D | 36"H



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

24"L | 24"D | 42"H



Power Panel Detail

## BANQUETTE

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

38" Round | 51"H

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



POWERED

\*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



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

36"W 18"L 72"H



## REFRIGERATOR



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

19"W 19"L 34"H



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

28"L 28"D 64"H

## LIGHTING



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

16" Round 26"H



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

18" Round 55"H

\*Electrical power must be ordered separately

# DISPLAY

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

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



## ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

28"L 28"D 40.5"H

Computer not included.



## DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H

24"W 49"L 42"H



# ACCESSORIES

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

## TABLET STAND

**MOBILE TABLET STAND** *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

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



## TABLET STAND ACCESSORIES

**BROCHURE HOLDER\*** *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

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

black **850712**

3.3"L 1.9"D 5.28"H

**CHARGING SHELF\*** *SELECT*

black **850713**

14.85"L 7.17"D 1"H



*\*To be ordered with the tablet stand*

## ACCESSORIES

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

42"H

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

Holds 22" x 66" sign

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

17"W 17"L 57"H

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



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

10"W 55"H

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

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

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

### BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

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

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

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



### SPECIAL DRAPING (not pictured)

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



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

48"W 96"L 78"H



### CORRUGATED WASTEBASKET **ESSENTIALS** 220106



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

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE

OCTOBER 17, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	367.85	404.65	515.00	_____
_____	830120*	Loveseat.....	493.75	543.15	691.25	_____
_____	830119*	Sofa.....	547.20	601.90	766.10	_____
<b>Munich Group - Gray Fabric</b>						
_____	810150*	Corner Chair.....	448.30	493.15	627.60	_____
_____	810151*	Armless Chair.....	391.90	431.10	548.65	_____
_____	830200*	Armless Loveseat.....	657.30	723.05	920.20	_____
_____	830201*	Sectional - 3 Piece.....	1,497.50	1,647.25	2,096.50	_____
<b>Baja Group - White Vinyl</b>						
_____	81050*	Chair.....	446.50	491.15	625.10	_____
_____	83020*	Loveseat.....	475.00	522.50	665.00	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	479.55	527.50	671.35	_____
_____	8151*	Ottoman.....	210.50	231.55	294.70	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	381.90	420.10	534.65	_____
_____	830951*	Sofa.....	424.25	466.70	593.95	_____
_____	810950*	Chair.....	302.00	332.20	422.80	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	371.90	409.10	520.65	_____
_____	83015*	Sofa.....	593.10	652.40	830.35	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	254.70	280.15	356.60	_____
_____	830949*	Sofa.....	406.50	447.15	569.10	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	168.50	185.35	235.90	_____
_____	830150*	Loveseat.....	215.25	236.80	301.35	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	324.55	357.00	454.35	_____
_____	830220*	Loveseat.....	552.80	608.10	773.90	_____
_____	830118*	Sofa.....	458.35	504.20	641.70	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	235.60	259.15	329.85	_____
_____	815123*	Endless Square - Black Vinyl.....	235.60	259.15	329.85	_____
_____	815953*	Endless Curve - White Vinyl.....	313.95	345.35	439.55	_____
_____	815952*	Endless Curve - Black Vinyl.....	313.95	345.35	439.55	_____
_____	815119*	Half-Bench - White Vinyl.....	267.80	294.60	374.90	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	106.20	116.80	148.70	_____
_____	81519*	Vibe Cube - Red Vinyl.....	106.20	116.80	148.70	_____

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NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	106.20	116.80	148.70	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	106.20	116.80	148.70	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	106.20	116.80	148.70	_____
_____	81530*	Vibe Cube - Black Vinyl.....	94.00	103.40	131.60	_____
_____	81531*	Vibe Cube - White Vinyl.....	94.00	103.40	131.60	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	106.20	116.80	148.70	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	106.20	116.80	148.70	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	106.20	116.80	148.70	_____
_____	815151*	Marche Swivel - Gray Fabric.....	166.15	182.75	232.60	_____
_____	815154*	Marche Swivel - Red Fabric.....	166.15	182.75	232.60	_____
_____	815159*	Marche Swivel - Blue Fabric.....	166.15	182.75	232.60	_____
_____	815152*	Marche Swivel - Linen Fabric.....	166.15	182.75	232.60	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	166.15	182.75	232.60	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	166.15	182.75	232.60	_____
_____	815156*	Marche Swivel - Plum Fabric.....	166.15	182.75	232.60	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	166.15	182.75	232.60	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	166.15	182.75	232.60	_____
_____	815150*	Marche Swivel - White Vinyl.....	166.15	182.75	232.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	149.50	164.45	209.30	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	442.55	486.80	619.55	_____
_____	8507*	Quarter Curve Ottoman.....	292.50	321.75	409.50	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	333.35	366.70	466.70	_____
_____	81551*	Brown Fabric.....	333.35	366.70	466.70	_____
_____	81552*	Gray Fabric.....	333.35	366.70	466.70	_____
_____	81553*	Linen Fabric.....	333.35	366.70	466.70	_____
_____	81554*	Ocean Blue Fabric.....	333.35	366.70	466.70	_____
_____	81555*	Red Fabric.....	333.35	366.70	466.70	_____
_____	81556*	White Vinyl.....	333.35	366.70	466.70	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	170.10	187.10	238.15	_____
_____	71090	Black Diamond Arm Chair.....	215.20	236.70	301.30	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	103.20	113.50	144.50	_____
_____	210108	Limerick® Chair by Herman Miller.....	121.30	133.45	169.80	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	560.50	616.55	784.70	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	560.50	616.55	784.70	_____
_____	810948*	Meeting Chair - White Vinyl.....	176.35	194.00	246.90	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	137.70	151.45	192.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	179.00	196.90	250.60	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	298.75	328.65	418.25	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	338.10	371.90	473.35	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	74.70	82.15	104.60	
	810130*	Malba Chair - Green Molded Plastic.....	71.85	79.05	100.60	
	810846*	Christopher Chair - White Vinyl/Chrome.....	90.50	99.55	126.70	
	810851*	Zenith Chair - White/Chrome.....	116.25	127.90	162.75	
	810841*	Rustique Chair - Gunmetal.....	72.20	79.40	101.10	
	810837*	Razor Armless Chair - White High Density Plastic....	42.45	46.70	59.45	
	810875*	Swanson Swivel Chair - White Vinyl.....	256.50	282.15	359.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	82.60	90.85	115.65	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	82.60	90.85	115.65	
	810847*	Wendy Chair - Clear Acrylic.....	88.25	97.10	123.55	
<b>Conference Chairs</b>						
	71046	Gray Gaslift Chair With Arms.....	331.50	364.65	464.10	
	71045	Gray Gaslift Chair Without Arms.....	312.15	343.35	437.00	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	234.10	257.50	327.75	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	123.50	135.85	172.90	
	810844*	Pro Executive High Back Chair - White Vinyl.....	205.45	226.00	287.65	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	205.45	226.00	287.65	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	260.20	286.20	364.30	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	260.30	286.35	364.40	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	269.80	296.80	377.70	
<b>Bars &amp; Barstools</b>						
	8501*	Martini Bar.....	999.40	1,099.35	1,399.15	
	71088	Black Diamond Stool.....	271.30	298.45	379.80	
	71048	Gray Gaslift Stool with Arms.....	456.00	501.60	638.40	
	71047	Gray Gaslift Stool without Arms.....	400.70	440.75	561.00	
	810860*	Laguna Barstool - Maple/Chrome.....	129.30	142.25	181.00	
	210109	Limerick® Stool by Herman Miller.....	170.00	187.00	238.00	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	121.60	133.75	170.25	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	121.60	133.75	170.25	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	121.60	133.75	170.25	
	810870*	Lift Barstool - White Vinyl/Chrome.....	121.60	133.75	170.25	
	810951*	Apex Barstool - Black Vinyl.....	150.10	165.10	210.15	
	810952*	Apex Barstool - Blue Ultra Suede.....	150.10	165.10	210.15	
	810953*	Apex Barstool - Red Vinyl.....	150.10	165.10	210.15	
	810954*	Apex Barstool - White Vinyl.....	150.10	165.10	210.15	
	810103*	Banana Barstool - White Vinyl/Chrome.....	142.55	156.80	199.55	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	142.55	156.80	199.55	
	810850*	Zenith Barstool - White/Chrome.....	116.25	127.90	162.75	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	223.70	246.05	313.20	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	233.70	257.05	327.20	
	810848*	Christopher Barstool - White.....	155.70	171.25	218.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	248.60	273.45	348.05	
	810839*	Rustique Barstool - Gunmetal.....	79.80	87.80	111.70	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	179.65	197.60	251.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	179.65	197.60	251.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Draped Tables &amp; Counters</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	124330	Draped Table 3'L x 30"H.....	122.45	134.70	171.45	_____
_____	124430	Draped Table 4'L x 30"H.....	157.25	173.00	220.15	_____
_____	124630	Draped Table 6'L x 30"H.....	201.85	222.05	282.60	_____
_____	124830	Draped Table 8'L x 30"H.....	244.45	268.90	342.25	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	50.05	55.05	70.05	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	50.05	55.05	70.05	_____
_____	124342	Draped Counter 3'L x 42"H.....	166.20	182.80	232.70	_____
_____	124442	Draped Counter 4'L x 42"H.....	196.50	216.15	275.10	_____
_____	124642	Draped Counter 6'L x 42"H.....	242.80	267.10	339.90	_____
_____	124842	Draped Counter 8'L x 42"H.....	281.30	309.45	393.80	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	66.55	73.20	93.15	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	66.55	73.20	93.15	_____
<b>Undraped Tables &amp; Counters</b>						
_____	125330	Undraped Table 3'L x 30"H.....	45.80	50.40	64.10	_____
_____	125430	Undraped Table 4'L x 30"H.....	52.90	58.20	74.05	_____
_____	125630	Undraped Table 6'L x 30"H.....	70.30	77.35	98.40	_____
_____	125830	Undraped Table 8'L x 30"H.....	83.35	91.70	116.70	_____
_____	125342	Undraped Counter 3'L x 42"H.....	83.35	91.70	116.70	_____
_____	125442	Undraped Counter 4'L x 42"H.....	89.90	98.90	125.85	_____
_____	125642	Undraped Counter 6'L x 42"H.....	106.05	116.65	148.45	_____
_____	125842	Undraped Counter 8'L x 42"H.....	120.25	132.30	168.35	_____
<b>Table Top Risers - Risers are 8" wide</b>						
_____	1504100	Black 4'L x 7'H Corrugated Riser.....	35.55	39.10	49.75	_____
_____	1504101	White 4'L x 7'H Corrugated Riser.....	35.55	39.10	49.75	_____
_____	1506100	Black 6'L x 7'H Corrugated Riser.....	41.65	45.80	58.30	_____
_____	1506101	White 6'L x 7'H Corrugated Riser.....	41.65	45.80	58.30	_____
_____	1508100	Black 8'L x 7'H Corrugated Riser.....	48.10	52.90	67.35	_____
_____	1508101	White 8'L x 7'H Corrugated Riser.....	48.10	52.90	67.35	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	54.40	59.85	76.15	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	54.40	59.85	76.15	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	66.55	73.20	93.15	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	66.55	73.20	93.15	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	78.70	86.55	110.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	78.70	86.55	110.20	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	249.85	274.85	349.80	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	256.85	282.55	359.60	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	136.75	150.45	191.45	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	272.75	300.05	381.85	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	280.30	308.35	392.40	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	256.85	282.55	359.60	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	256.85	282.55	359.60	_____

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COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	280.30	308.35	392.40	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	280.30	308.35	392.40	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	259.05	284.95	362.65	
	8201207*	Hydraulic Base Bar Table - Maple.....	269.75	296.75	377.65	
	8201203**	Standard Base Cafe Table - Blue Steel.....	179.35	197.30	251.10	
	8201204**	Standard Base Bar Table - Blue Steel.....	188.10	206.90	263.35	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	288.85	317.75	404.40	
	8201211*	Hydraulic Base Bar Table - Graphite.....	296.60	326.25	415.25	
	8201206*	Hydraulic Base Cafe Table - Maple.....	294.70	324.15	412.60	
	8201205*	Hydraulic Base Bar Table - Maple.....	290.85	319.95	407.20	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	294.70	324.15	412.60	
	820125*	Hydraulic Base Bar Table - White Laminate.....	308.25	339.10	431.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	230.60	253.65	322.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	230.60	253.65	322.85	
	820265*	Madison Cafe Table - Gray Acajou.....	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou.....	199.10	219.00	278.75	
	8201220*	30" Cafe Table Black Base - White Laminate.....	193.30	212.65	270.60	
	8201221*	30" Bar Table Black Base - White Laminate.....	207.95	228.75	291.15	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
<b>Occasional, End &amp; Cocktail Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	192.75	212.05	269.85	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	204.60	225.05	286.45	
	820252*	Alondra End Table - Glass/Chrome.....	168.50	185.35	235.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	233.80	257.20	327.30	
	820253*	Alondra End Table - Wood/Chrome.....	168.50	185.35	235.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	233.80	257.20	327.30	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	82028*	Geo End Table - Wood/Black Steel.....	199.60	219.55	279.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome.....	147.55	162.30	206.55	
	82034*	Geo Cocktail Table - Glass/Chrome.....	137.70	151.45	192.80	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	179.00	196.90	250.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	179.00	196.90	250.60	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	216.60	238.25	303.25	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	216.60	238.25	303.25	

FREEMAN furnishings

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NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional, End &amp; Cocktail Tables (continued)</b>						
_____	82075*	Regis End Table - Brushed Metal.....	176.60	194.25	247.25	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	249.75	274.75	349.65	_____
_____	820844*	Aura Round Table - White Metal.....	97.50	107.25	136.50	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	149.50	164.45	209.30	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	236.05	259.65	330.45	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	236.05	259.65	330.45	_____
_____	82088*	Oliver End Table - Walnut Finish.....	173.10	190.40	242.35	_____
_____	82087*	Oliver Table - Walnut Finish.....	194.75	214.25	272.65	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	228.85	251.75	320.40	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	294.50	323.95	412.30	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	291.15	320.25	407.60	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	311.40	342.55	435.95	_____
_____	820708*	42" Round Conference Table - White Laminate.....	306.55	337.20	429.15	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	419.00	460.90	586.60	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	377.25	415.00	528.15	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	375.70	413.25	526.00	_____
_____	82067*	G30 Cafe Table - Maple.....	375.70	413.25	526.00	_____
_____	82063*	G30 Cafe Table - White.....	375.70	413.25	526.00	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	564.55	621.00	790.35	_____
_____	820952*	Ventura Communal Bar Table - Black.....	552.90	608.20	774.05	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	564.55	621.00	790.35	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	564.55	621.00	790.35	_____
_____	820956*	Ventura Communal Bar Table - White.....	564.55	621.00	790.35	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	443.80	488.20	621.30	_____
_____	84077*	Madison Credenza - Gray Acajou.....	370.15	407.15	518.20	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	415.90	457.50	582.25	_____
<b>Computer Desks/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	264.10	290.50	369.75	_____
_____	820707*	Merlin Table - Gray Laminate.....	274.70	302.15	384.60	_____
<b>POWERED</b>						
<b>Powered Seating</b>						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	522.40	574.65	731.35	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	701.35	771.50	981.90	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	807.45	888.20	1,130.45	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	522.40	574.65	731.35	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	807.45	888.20	1,130.45	_____
<b>Powered Tables</b>						
_____	820950*	Ventura Communal Bar Table, Powered - Black.....	684.00	752.40	957.60	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	621.80	684.00	870.50	_____
_____	82071*	G30 Cafe Table, Powered - White.....	476.00	523.60	666.40	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	375.70	413.25	526.00	_____

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

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	458.75	504.65	642.25	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	402.30	442.55	563.20	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	311.40	342.55	435.95	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	311.40	342.55	435.95	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	380.80	418.90	533.10	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	380.80	418.90	533.10	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	455.05	500.55	637.05	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	455.05	500.55	637.05	_____

**DISPLAY & ACCESSORIES**

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black .....	140.05	154.05	196.05	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	188.80	207.70	264.30	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	294.65	324.10	412.50	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	416.10	457.70	582.55	_____

Refrigerator

_____	75057	Small Refrigerator.....	315.10	346.60	441.15	_____
_____	8503001*	Refrigerator - White.....	592.80	652.10	829.90	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	116.05	127.65	162.45	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	173.10	190.40	242.35	_____

Display

_____	75020	Display Cylinder - Black - Low.....	318.60	350.45	446.05	_____
_____	75021	Display Cylinder - Black - Medium.....	318.60	350.45	446.05	_____
_____	75022	Display Cylinder - Black - High.....	318.60	350.45	446.05	_____
_____	75030	Display Cube - Black - 12" Small.....	314.10	345.50	439.75	_____
_____	75031	Display Cube - Black - 18" Medium.....	336.40	370.05	470.95	_____
_____	75032	Display Cube - Black - 24" Large.....	381.15	419.25	533.60	_____
_____	75079	Orion Computer Kiosk - Black.....	618.45	680.30	865.85	_____
_____	72056	Display Counter - Black.....	310.10	341.10	434.15	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	142.50	156.75	199.50	_____
_____	850715*	Mobile Tablet Stand - Black.....	142.50	156.75	199.50	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	21.65	23.80	30.30	_____
_____	850712*	Wireless Printer Holder - Black.....	21.65	23.80	30.30	_____
_____	850713*	Charging Shelf - Black.....	21.65	23.80	30.30	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	108.95	119.85	152.55	_____
_____	220118	Chrome Sign Holder.....	138.80	152.70	194.30	_____
_____	750135	Round Literature Rack.....	291.80	321.00	408.50	_____
_____	750136	Flat Literature Rack.....	258.05	283.85	361.25	_____

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY &amp; ACCESSORIES</b>						

Accessories (continued)

_____	220109	Chrome Coat Tree.....	51.70	56.85	72.40	_____
_____	220134	Aluminum Easel.....	56.05	61.65	78.45	_____
_____	220110	Chrome Bag Rack.....	138.80	152.70	194.30	_____
_____	10201484	Floor Standing Bulletin Board.....	303.15	333.45	424.40	_____
_____	220106	Corrugated Wastebasket.....	16.35	18.00	22.90	_____

Special Drape

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	25.45	28.00	35.65	_____
_____	12108	Special Drape 8'H (per ft.).....	34.65	38.10	48.50	_____

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

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

\*Asterisk indicates item is a Freeman Select furnishing

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

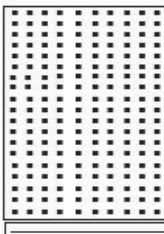
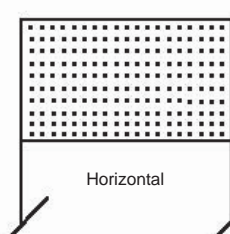
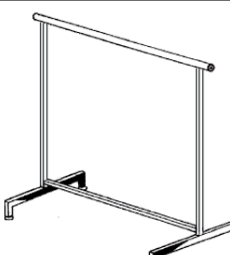
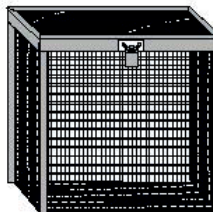


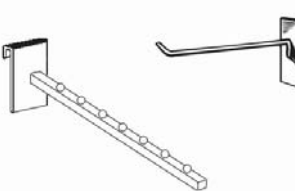



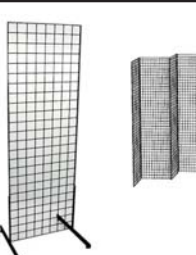
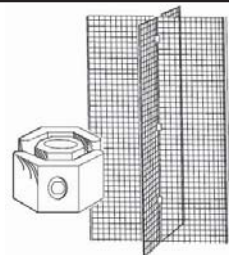
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	298.15	327.95	417.40	___
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	___
___	10201182	1/2 M x 8'H Single Side-Vert.....	224.50	246.95	314.30	___
___	10201480	4' x 8' Single Side-Horz.....	298.15	327.95	417.40	___
___	102040	4" Single Hook.....	3.95	4.35	5.55	___
___	102060	6" Single Hook.....	3.95	4.35	5.55	___
___	102080	8" Single Hook.....	3.95	4.35	5.55	___
___	10205	12" Shelf Bracket.....	24.60	27.05	34.45	___
___	10207	7-Ball Waterfall Arm.....	46.10	50.70	64.55	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS</b>						
___	103028	Chrome Grid.....	134.00	147.40	187.60	___
___	103010	Black Grid.....	134.00	147.40	187.60	___
___	103011	White Grid.....	N/A	N/A	N/A	___
___	103040	Grid Legs (Chrome).....	51.40	56.55	71.95	___
___	103041	Grid Legs (Black).....	51.40	56.55	71.95	___
___	103042	Grid Legs (White).....	N/A	N/A	N/A	___
___	103030	Grid Connectors.....	16.80	18.50	23.50	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	38.65	42.50	54.10	___
___	10305	5-Ball Waterfall Arm.....	41.25	45.40	57.75	___
___	10307	7-Ball Waterfall Arm.....	46.10	50.70	64.55	___
___	10309	Cleaver Clip.....	N/A	N/A	N/A	___
___	103044	4" Single Hook.....	3.95	4.35	5.55	___
___	103046	6" Single Hook.....	3.95	4.35	5.55	___
___	103048	8" Single Hook.....	3.95	4.35	5.55	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	___
___	15905	Fish Bowl.....	43.60	47.95	61.05	___
___	159011	Ticket Tumbler - Small.....	164.80	181.30	230.70	___
___	10405	Garment Rack.....	179.05	196.95	250.65	___
___	10404	4-way Slant Arm.....	224.50	246.95	314.30	___
___	10403	2-way Straight Arm.....	178.40	196.25	249.75	___

TOTAL COST		
Sub-Total	+	8 % Tax
	=	Total Cost

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 by ordering at [www.freeman.com](http://www.freeman.com)  
 before OCTOBER 17, 2018

# FROM THE GROUND UP

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

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



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



# PRESTIGE CARPET

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

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

## Custom Options

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



\*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.



Actual colors may vary slightly

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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- 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.

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## 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 .....	\$ 419.30	\$ 461.25	\$ 587.00	_____
_____	10' x 20' Classic Carpet .....	\$ 838.75	\$ 922.65	\$ 1,174.25	_____
_____	10' x 30' Classic Carpet .....	\$ 1,258.05	\$ 1,383.85	\$ 1,761.25	_____
_____	10' x 40' Classic Carpet .....	\$ 1,677.40	\$ 1,845.15	\$ 2,348.35	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 132.30	\$ 145.55	\$ 185.20	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 264.60	\$ 291.05	\$ 370.45	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 396.90	\$ 436.60	\$ 555.65	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 529.20	\$ 582.10	\$ 740.90	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 264.60	\$ 291.05	\$ 370.45	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 529.20	\$ 582.10	\$ 740.90	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 793.80	\$ 873.20	\$ 1,111.30	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,058.40	\$ 1,164.25	\$ 1,481.75	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	_____

## 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 .....	\$ 274.25	\$ 301.70	\$ 383.95	_____
_____	9' x 20' Classic Carpet .....	\$ 548.20	\$ 603.00	\$ 767.50	_____
_____	9' x 30' Classic Carpet .....	\$ 822.40	\$ 904.65	\$ 1,151.35	_____
_____	9' x 40' Classic Carpet .....	\$ 1,096.45	\$ 1,206.10	\$ 1,535.05	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 119.05	\$ 130.95	\$ 166.65	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 238.15	\$ 261.95	\$ 333.40	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 357.20	\$ 392.90	\$ 500.10	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 476.30	\$ 523.95	\$ 666.80	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 238.15	\$ 261.95	\$ 333.40	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 476.30	\$ 523.95	\$ 666.80	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 714.40	\$ 785.85	\$ 1,000.15	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 952.55	\$ 1,047.80	\$ 1,333.55	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	_____

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

TOTAL COST		
_____	+	_____
Sub- Total		8% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
 by ordering at [www.freeman.com](http://www.freeman.com)  
 before OCTOBER 17, 2018

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.40**

**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
		\$ <b>4.40</b>	\$ <b>4.85</b>	\$ <b>6.15</b>	_____

**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.		\$ <b>5.85</b>	\$ <b>6.45</b>	\$ <b>8.20</b>	_____
Over 700 sq. ft.		\$ <b>4.65</b>	\$ <b>5.10</b>	\$ <b>6.50</b>	_____

**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.		\$ <b>6.35</b>	\$ <b>7.00</b>	\$ <b>8.90</b>	_____
Over 700 sq. ft.		\$ <b>5.80</b>	\$ <b>6.40</b>	\$ <b>8.10</b>	_____

**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. @ \$ **1.35**

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.)		\$ <b>1.35</b>	\$ <b>1.50</b>	\$ <b>1.90</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.15</b>	\$ <b>1.25</b>	\$ <b>1.60</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>2.70</b>	\$ <b>3.00</b>	\$ <b>3.80</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>2.30</b>	\$ <b>2.50</b>	\$ <b>3.20</b>	_____

TOTAL COST		
_____	+	_____
Sub- Total		8% Tax
	=	_____
		Total Cost

# FIT TO PRINT

.....

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



## 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**



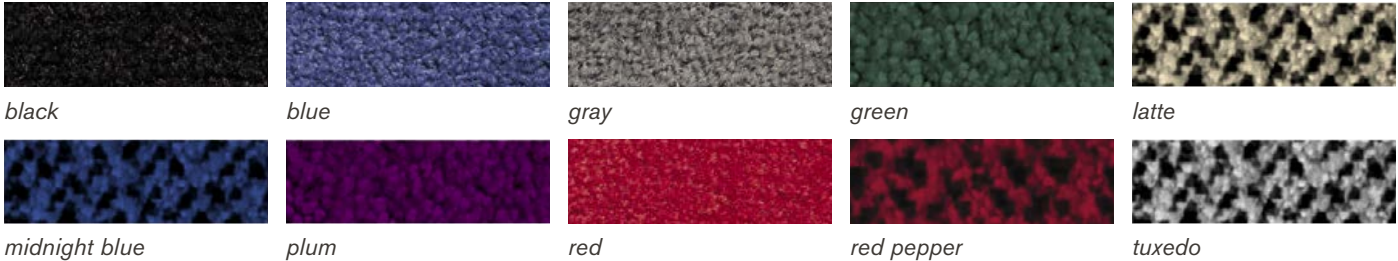
**10 x 20 ft. frame**

**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



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.

## 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.

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

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

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

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

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

## SMARTFABRIC EXHIBIT

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



### SmartFabric Rental Exhibit Includes:

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

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

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

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

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

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

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

## ACCESSORIES

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

## QUICK TIPS

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

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

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

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		8 % Tax		Total Cost

# 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

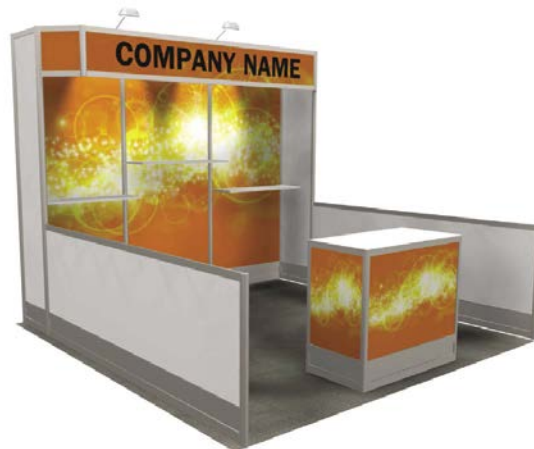


10 X 10

**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.

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

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

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

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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,709.50	5,193.30	<input type="checkbox"/> 10' x 20'	7,265.00	10,171.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,208.00	3,091.20	<input type="checkbox"/> 10' x 20'	4,261.50	5,966.10	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,135.00	4,389.00	<input type="checkbox"/> 10' x 20'	6,115.50	8,561.70	_____
Package 4	<input type="checkbox"/> 10' x 10'	3,143.50	4,400.90	<input type="checkbox"/> 10' x 20'	6,117.50	8,564.50	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,302.00	4,622.80	<input type="checkbox"/> 10' x 20'	6,473.00	9,062.20	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,442.50	4,819.50	<input type="checkbox"/> 10' x 20'	6,805.50	9,527.70	_____

## CHOOSE YOUR PANEL

- Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8 % Tax      Total Cost

# FREEMAN

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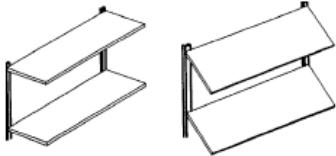
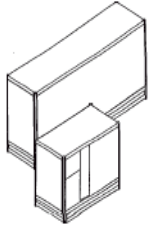
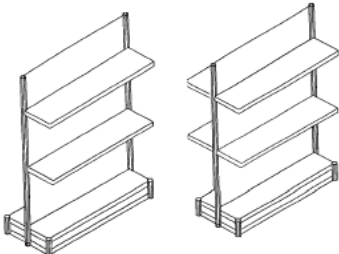

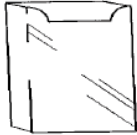
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

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

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

<p><b>LIGHTS (use only on rentals)</b></p> 	<p><b>SHELVES (use only on rentals)</b></p> 	<p><b>CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p><b>RADIUS CABINET (does not have doors)</b></p> 	<p><b>LITERATURE POCKETS</b></p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	140.70	197.00	_____
___	172514	4' Tracklight (3 lights)	427.90	599.05	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	739.00	1,034.60	_____
___	17306	1M x ½M x 42" High.....	827.50	1,158.50	_____
___	17308	2M x ½M x 36" High.....	930.65	1,302.90	_____
___	17309	2M x ½M x 42" High.....	974.55	1,364.35	_____
___	173010	1M Radius x ½M x 36" High.	691.95	968.75	_____
___	173011	1M Radius x ½M x 42" High..	809.40	1,133.15	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	29.95	41.95	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	501.90	702.65	_____
___	174542	Double Sided 1M x 4' High..	627.50	878.50	_____
___	174581	Single Sided 1M x 8' High...	695.00	973.00	_____
___	174582	Double Sided 1M x 8' High..	868.90	1,216.45	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	128.30	179.60	_____
___	17206	1M Angled (37" x 12") .....	128.30	179.60	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	44.40	62.15	_____

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

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

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



# FLEXING TO FIT YOUR NEEDS

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

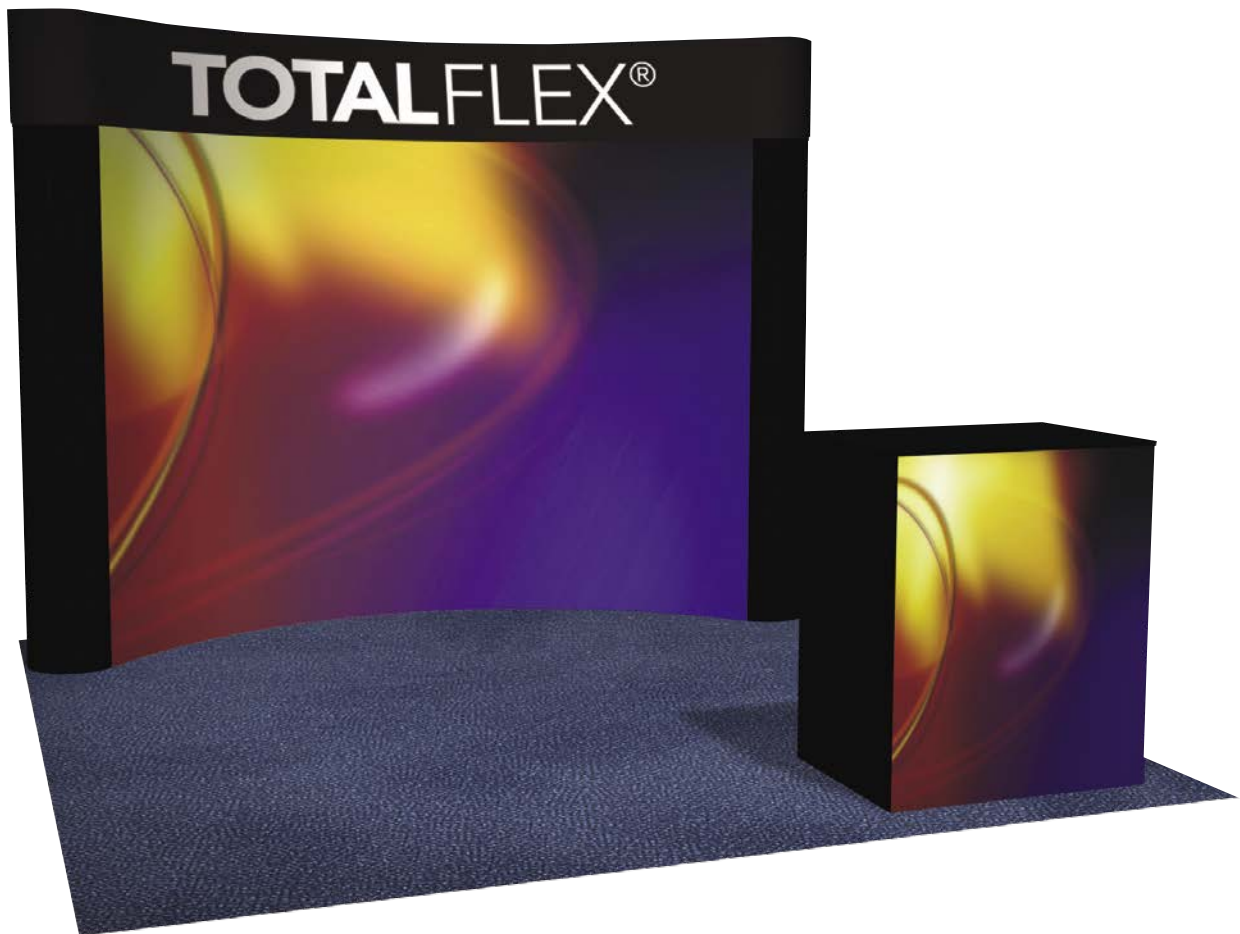


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

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



**FLOOR UNITS**

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,366.70	1,913.40	_____	_____
40"H x 8'W	1,594.35	2,232.10	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,709.85	2,393.80	_____	_____
40"H x 8'W	1,936.05	2,710.45	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
 Draped Table (select color below)  
 Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**

1-Case  
 One Time Installation & Dismantle

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

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

*\*Other Colors Also Available for Purchase Units*

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**Table Drape:**

Black  Blue  Brown  Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,280.75	3,193.05	_____	_____
8'H x 10'W	2,727.20	3,818.10	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	3,876.60	5,427.25	_____	_____
8'H x 10'W	4,550.90	6,371.25	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
 Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-Podium - 8'H X 10'W unit only  
 2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**

2-Cases  
 One Time Installation & Dismantle  
 1-Podium - 8'H X 10'W unit only

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

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

*\*Other Colors Also Available for Purchase Units*

**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	259.65	363.50	_____	_____	369.05	516.65	_____
1715801	1-200 Watt Halogen Light Kit	_____	136.65	191.30	_____	_____	268.80	376.30	_____
1715802	Straight Shelf	_____	104.70	146.60	_____	_____	186.70	261.40	_____
1715803	Angled Shelf	_____	104.70	146.60	_____	_____	186.70	261.40	_____

## QUICK TIPS

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

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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# FREEMAN

8201 West 47th Street  
 McCook, IL 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 10, 2018**

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

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

For fast, easy ordering, go to [www.freeman.com](http://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'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,633.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

**Total:** \_\_\_\_\_ x 8%(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.

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McCook, IL 60525

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Email: FreemanChicagoES@freeman.com

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DEADLINE DATE  
OCTOBER 17, 2018**

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NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

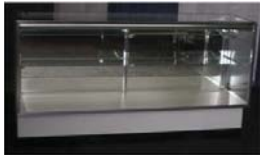
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## SHOWCASES



**FULL VISION CASE**



**TOWER CASE**



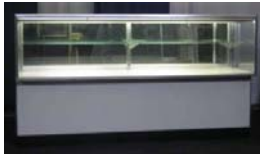
**QUARTER VISION CASE**



**CORNER VISION CASE**



**WALLCASE**



**HALF VISION CASE**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FULL VISION CASE</b>						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101051	5'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101061	6'.....	\$753.30	\$828.65	\$1,054.60	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>QUARTER VISION CASE</b>						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101052	5'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101062	6'.....	\$753.30	\$828.65	\$1,054.60	\$ _____

<b>HALF VISION CASE</b>						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101050	5'.....	\$753.30	\$828.65	\$1,054.60	\$ _____
_____	101060	6'.....	\$753.30	\$828.65	\$1,054.60	\$ _____

<b>CORNER VISION CASE</b>						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$920.75	\$1,012.85	\$1,289.05	\$ _____
_____	101090	Half.....	\$920.75	\$1,012.85	\$1,289.05	\$ _____
_____	101092	Quarter.....	\$920.75	\$1,012.85	\$1,289.05	\$ _____

<b>TOWER CASE</b>						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$987.75	\$1,086.55	\$1,382.85	\$ _____

<b>WALLCASE</b>						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$954.25	\$1,049.70	\$1,335.95	\$ _____
_____	1010204	See-Thru.....	\$954.25	\$1,049.70	\$1,335.95	\$ _____

- All showcases are 20"D x 38"H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST		
Sub-Total	+ Tax (8%)	= TOTAL
_____	_____	_____



# 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 [freeman.com](http://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 16' 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.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- 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





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 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

To order your graphics, complete this order form and attach your sign copy or electronic file.  
 Please see artwork guidelines for electronic files on page 2 of this form.  
**Note: All graphics are subject to a 100% Cancellation Charge.**

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 21.80 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 32.70 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"	@ 40.30	60.45 =	_____
7" x 22"	@ 40.30	60.45 =	_____
7" x 44"	@ 56.60	84.90 =	_____
9" x 44"	@ 73.10	109.65 =	_____
11" x 14"	@ 40.30	60.45 =	_____
14" x 22"	@ 56.60	84.90 =	_____
14" x 44"	@ 113.25	169.90 =	_____
22" x 28"	@ 113.25	169.90 =	_____
28" x 44"	@ 228.65	343.00 =	_____
20" x 60"	@ 228.65	343.00 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical      Horizontal      Use Your Judgment For Sign Layout

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

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

TOTAL COST		
Sub-Total	+	8 % Tax
		=
		Total Cost

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONTS and LINKS**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE**

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

**PRINT FILES:**

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

**RASTER OR BITMAP ART:**

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

# UNION JURISDICTIONS CLEVELAND, OHIO

To assist you in planning for your participation in this upcoming exposition, 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 union jurisdictions, we ask that you read the following:

## ***EXHIBIT INSTALLATION AND DISMANTLE:***

The Carpenters Local #435 provide labor for exhibit display installation and dismantle. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

## ***MATERIAL HANDLING:***

The Teamsters Local #407 handle all freight in the loading docks and in the exhibit hall. They unload all trucks; deliver the exhibit materials to your booth, handle empties, remove materials from your booth and reload trucks at the close of the show.

Exhibitors and full time employees of exhibiting companies may hand carry their own materials in/out of the exhibiting facility; however, the use of the loading docks, use or rental of dollies, flat trucks, pallet jacks, forklifts and other motorized equipment is strictly prohibited.

Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Fire Marshall regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements must be made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

## ***GRATUITIES:***

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one half hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

## ***SAFETY:***

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

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**FREEMAN installation & dismantle labor**

NAME OF SHOW: SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018

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

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

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

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

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

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

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 AM to 4:30 PM Monday through Friday.....	\$ 165.00	\$ 231.00
<b>Overtime</b> - 4:30 PM to 8:30 PM Monday through Friday; 6:00 AM - 6:30 PM Saturday.....	\$ 247.50	\$ 346.50
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 AM and 4:30 PM, Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ....	\$ 330.00	\$ 462.00

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

- **Show Site prices will apply to all labor orders placed at show site.**
  - Price is per person/per hour
  - Start time guaranteed only when labor is requested for the start of the working day (8:00 AM), unless the official set up time begins later in the day.
  - Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
  - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
  - Freeman supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Please include setup plan/photo, special instructions and inbound shipping information with this order.**

**INSTALLATION LABOR**

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

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

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

REMINDER: Display Labor does not include the installation of any Electrical Materials or Equipment. (See Electrical Labor Order Form)

**DISMANTLE LABOR**

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

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

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

# F R E E M A N

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

## FREEMAN SUPERVISED LABOR

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

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

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

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

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

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_

### METHOD OF SHIPMENT

**FREEMAN EXHIBIT TRANSPORTATION**

Common Carrier

Air Freight

Next Day

2nd Day

Deferred

Expedited

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

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

### FREIGHT CHARGES

Prepaid

Collect

Bill To: \_\_\_\_\_

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

**Reroute via Freeman's choice**

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

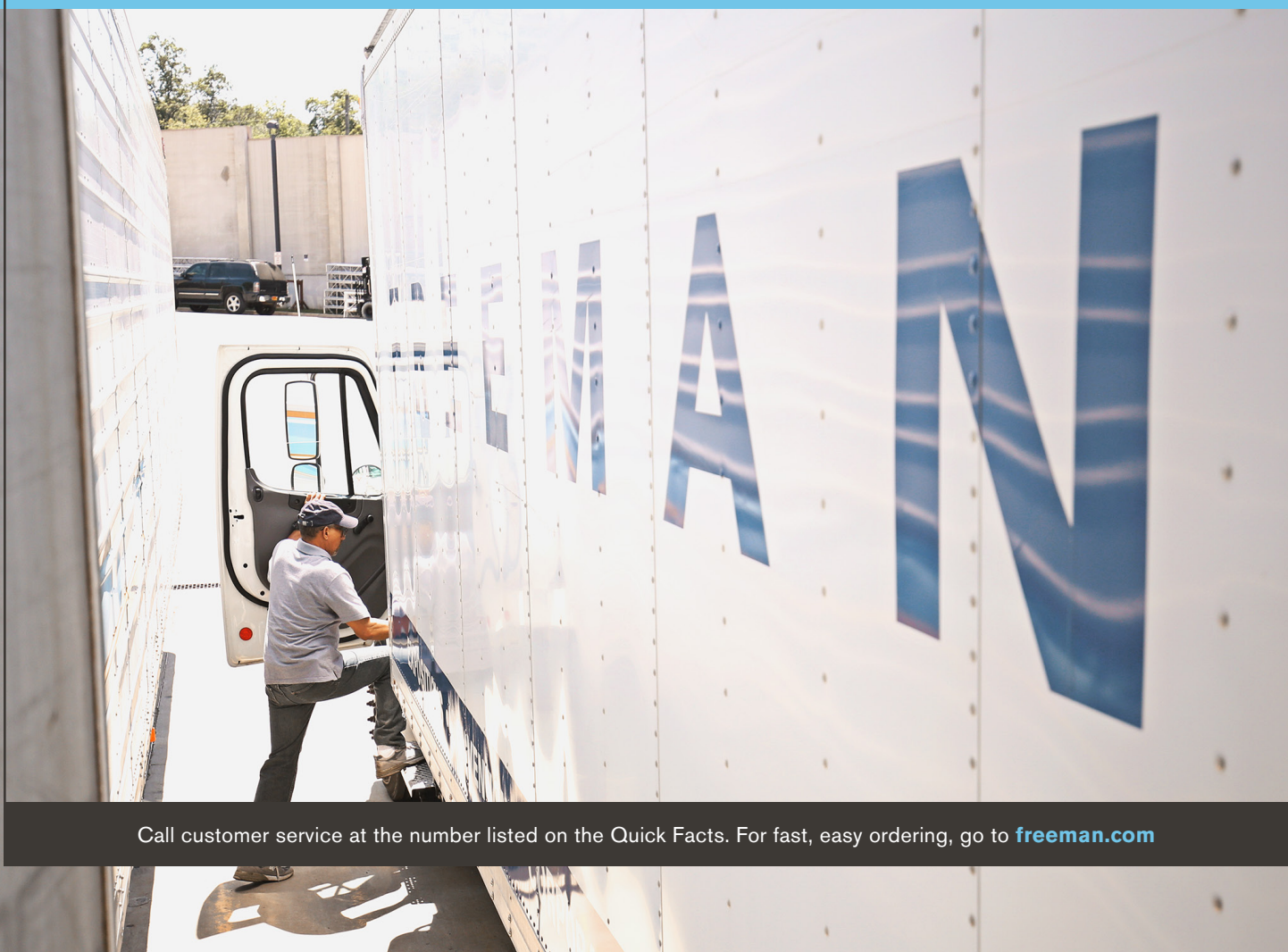
*PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.*

# 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 [freeman.com](http://freeman.com)

## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

### 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

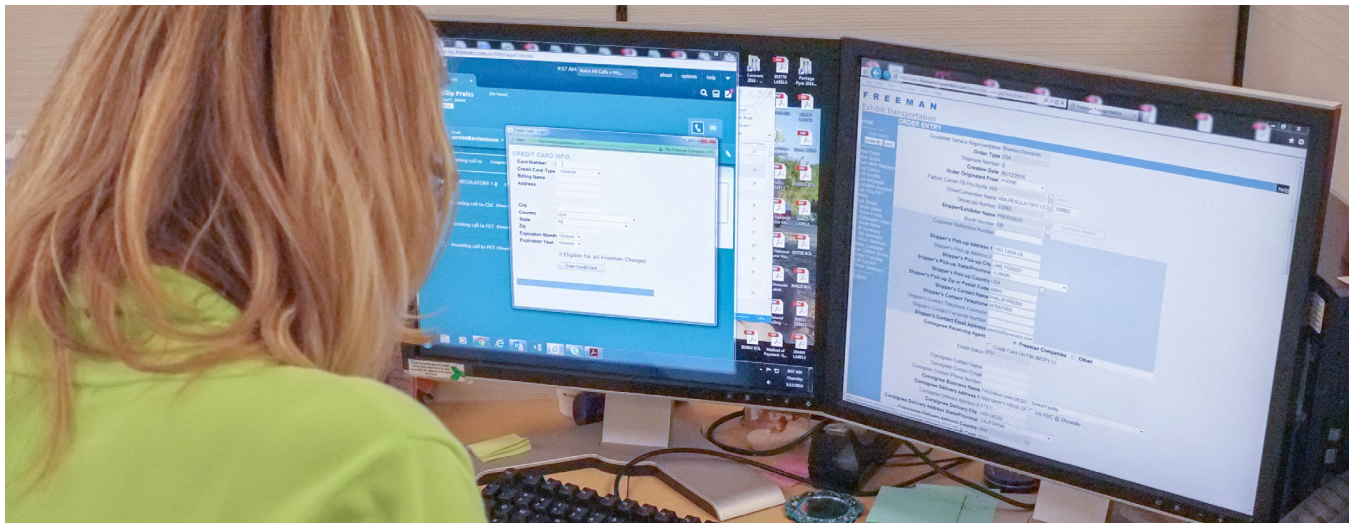
### questions?

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

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

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

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



# FREEMAN

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

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

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip Code)

### DESTINATION

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

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

**SHPE 2018 NATIONAL CONVENTION**

C/O: FREEMAN  
 15775 INDUSTRIAL PARKWAY  
 CLEVELAND, OH 44135

MUST BE DELIVERED BY OCTOBER 30, 2018

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

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

**SHPE 2018 NATIONAL CONVENTION**

C/O: FREEMAN  
 HUNTINGTON CONVENTION CENTER OF CLEVELAND  
 1139 WEST 3RD ST  
 CLEVELAND, OH 44113

CANNOT BE DELIVERED BEFORE NOVEMBER 07, 2018

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

FAX THIS COMPLETED FORM VIA:

E-mail:

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

or

Fax: (469) 621-5810

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

SHOW # (465195)

**FREEMAN** exhibit transportation



**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE NOVEMBER 07, 2018**

**CANNOT DELIVER BEFORE NOVEMBER 07, 2018**

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
HUNTINGTON CONVENTION CENTER OF CL  
1139 WEST 3RD ST  
  
CLEVELAND, OH 44113

**C/O: FREEMAN**  
HUNTINGTON CONVENTION CENTER OF CL  
1139 WEST 3RD ST  
  
CLEVELAND, OH 44113

**SHOW SITE**

**SHOW SITE**

**EVENT:** SHPE 2018 NATIONAL CONVENTION

**EVENT:** SHPE 2018 NATIONAL CONVENTION

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

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 10, 2018**

**RECEIVING DATE BEGINS: OCTOBER 10, 2018**

**DEADLINE DATE IS: OCTOBER 30, 2018**

**DEADLINE DATE IS: OCTOBER 30, 2018**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN**  
15775 INDUSTRIAL PARKWAY  
  
CLEVELAND, OH 44135

**C/O: FREEMAN**  
15775 INDUSTRIAL PARKWAY  
  
CLEVELAND, OH 44135

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** SHPE 2018 NATIONAL CONVENTION

**EVENT:** SHPE 2018 NATIONAL CONVENTION

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

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

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

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

# FREEMAN

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

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

**FREEMAN material handling**

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

## MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** (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, & 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 4:30 P.M. Monday through Friday
- Overtime -** 4:30 P.M. to 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday
- Double Time-** ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday  
 (Overtime/Double Time 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.)
- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Description	Price per CWT	200 lbs. Minimum
-------------	---------------	------------------

**RATE CLASSIFICATIONS:**

**Warehouse Shipment (200 lb. minimum)-includes outbound overtime charges.**

Crated or Skidded Shipment .....	\$ 191.50	\$ 383.00
Special Handling Shipment .....	\$ 249.00	\$ 498.00
Carpet and/or Pad Only Shipment .....	\$ 287.25	\$ 574.50

**Showsite Shipment (200 lb. minimum)-includes outbound overtime charges.**

Crated or Skidded Shipment .....	\$ 184.50	\$ 369.00
Special Handling Shipment .....	\$ 239.75	\$ 479.50
Uncrated or Pad Wrapped Shipment .....	\$ 276.75	\$ 553.50
Carpet and/or Pad Only Shipment .....	\$ 276.75	\$ 553.50

**Small Package - Maximum weight is 30 lbs. per shipment\***..... \$ 50.00

\* 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 October 30, 2018.....	\$ 38.75	\$ 77.50
Showsite Shipment after November 9, 2018.....	\$ 37.00	\$ 74.00

**Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 37.00	\$ 74.00
Special Handling Shipment .....	\$ 48.00	\$ 96.00
Uncrated or Pad Wrapped Shipment .....	\$ 55.50	\$ 111.00
Carpet and/or Pad Only Shipment .....	\$ 55.50	\$ 111.00

**Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 73.75	\$ 147.50
Special Handling Shipment .....	\$ 96.00	\$ 192.00
Uncrated or Pad Wrapped Shipment .....	\$ 110.75	\$ 221.50
Carpet and/or Pad Only Shipment .....	\$ 110.75	\$ 221.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Sub-Total</b>	
			<b>TOTAL</b>	

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 at 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 by-passed to reach target 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 place 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?**

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

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

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

### SPOTTING FEE

MOBILE UNITS*	\$385.00 PER UNIT (Round Trip)
MOTORIZED VEHICLES	\$385.00 PER UNIT (Round Trip)

**\*NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operation charge. (See Rigging Labor form) each way for unloading and loading.  
**Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.**

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of the Largest unit:

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

### Will you require a crane or forklift? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FREEMAN mobile units/motorized vehicles



### Vehicle Display Authorization

Event Management must receive the request to display a vehicle in the booth **25 days prior** to the first move-in.

Exhibitors are required to abide by the rules and regulations of the event, Convention Center and local city and state regulations.

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Fuel in the tank shall not exceed a ¼ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank caps must be locked or sealed to prevent escape of vapors.
- Battery cables must be disconnected and the connecting leads wrapped with electrical tape.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Vehicles which drip oil or other staining solutions must have drip pans or dray absorption powder under the vehicle/engine.
- Depending on the booth location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Freeman is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of \$385.00 round trip will be charged. Freeman's Motorized Unit/ Vehicle Spotting Fee form will need to be completed and returned.

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

Vehicle Make, Model, Description: \_\_\_\_\_

Fuel Type or Electric: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site contact if different than above:

Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E-mail or fax 25 days prior to move in to:**



# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018**

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

NAME OF SHOW: SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

### STRAIGHT TIME HOURS

**8:00 a.m. to 4:30 p.m., Monday through Friday**

- Must be ordered 24 hours in advance
- Rigger availability **not guaranteed** if Labor is not ordered in advance
- Half (1/2) hour minimum charge

### OVERTIME HOURS

**Prior to 8:00 a.m. and After 4:30 p.m. Monday through Friday  
 ALL DAY Saturday**

### DOUBLE TIME HOURS

**Sunday and Holidays - ALL DAY**

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

Part #	Description	Price per Hour	Show Site
<b>Forklift Labor</b>			
<b>Prices do not include labor. (Half hour minimum per forklift)</b>			
3090600	Man Cage for Forklift.....	\$ 79.25	\$110.95
3090700	Boom for Forklift.....	\$105.50	\$147.70
30405	Sm.Forklift - up to 5,000 lbs .....	\$133.50	\$186.90
304015	Lg.Forklift - up to 15,000 lbs.....	\$176.00	\$246.40
30404	4- Stage Forklift.....	\$148.00	\$207.20
<b>5K Forklift and Operator (Teamster)*</b>			
<b>(If a larger forklift is needed, other Forklift rates and/or additional crew will apply.)</b>			
304050	Forklift and Teamster - ST.....	\$256.50	\$359.10
304051	Forklift and Teamster - OT .....	\$318.00	\$445.20
304052	Forklift and Teamster - DT.....	\$379.50	\$531.30
<b>*Additional teamsters may be required due to safety concerns or unusual circumstances.</b>			
<b>Additional Teamster Labor (Half Hour minimum per person)</b>			
3010100	Teamster - ST.....	\$123.00	\$172.20
3010101	Teamster - OT .....	\$184.50	\$258.30
3010102	Teamster - DT .....	\$246.00	\$344.40

**Please complete and return Page 2 with your  
 Method of Payment Form**

**FREEMAN forklift / teamster labor**

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 17, 2018**

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

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018** \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

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

## INSTALLATION

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

## DISMANTLE

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

FREEMAN forklift / teamster labor

# FREEMAN

8201 West 47th St  
 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **SHPE 2018 NATIONAL CONVENTION / NOVEMBER 9 - 10, 2018**

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

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

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

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

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

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

### SHIPPING INFORMATION

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

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

\_\_\_\_\_

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

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

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

**BILL TO:**  Same as Ship to:

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

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

\_\_\_\_\_

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

### METHOD OF SHIPMENT

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

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

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

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

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

# ORDER INSTRUCTIONS



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
Phone: (216) 928-1540 Fax: (216) 928-1541  
Cleveland@edlen.com

**Advance Payment Deadline Date: 10/17/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>SHPE NATIONAL CONFERENCE</b>		
<b>FACILITY:</b>	<b>HUNTINGTON CONVENTION CENTER OF CLEVELAND</b>		
<b>DATES:</b>	<b>NOVEMBER 7-11 2018</b>	<b>EVENT 118004CL</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Lighting Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout (if applicable) indicating a main distribution point as well as any other locations requiring power services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

**Advance Payment Deadline Date: 10/17/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
Phone: (216) 928-1540 Fax: (216) 928-1541  
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	SHPE NATIONAL CONFERENCE		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	NOVEMBER 7-11 2018	EVENT 118004CL	

### FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
3800 Howard Hughes Parkway, Las Vegas, NV 89169  
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
Wire Transfer:  
ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
Swift Code: WFBIUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

\* \$50 processing fee MUST be included with transfer.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA  MASTERCARD  AMEX  DISCOVER

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

### CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

### SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
<b>SUBTOTAL</b>	
Sales tax is due on outlets and material unless exemption is provided <b>8% SALES TAX</b>	
<b>TOTAL DUE</b>	

### AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.**

# ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
Phone: (216) 928-1540 Fax: (216) 928-1541  
Cleveland@edlen.com

E  M

**Advance Payment Deadline Date: 10/17/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>SHPE NATIONAL CONFERENCE</b>		
<b>FACILITY:</b>	<b>HUNTINGTON CONVENTION CENTER OF CLEVELAND</b>		
<b>DATES:</b>	<b>NOVEMBER 7-11 2018</b>	<b>EVENT 118004CL</b>	

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

### ORDER INSTRUCTIONS

**INLINE AND PENINSULA DELIVERY**  
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**ISLAND BOOTH DELIVERY ONE LOCATION**  
Island booths that only need power delivered to one location incur a (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**  
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**  
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**CANCELLATIONS**  
Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

**TERMS & CONDITIONS**  
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	85.00	127.50	_____
1000 WATTS (10 AMPS)	_____	_____	138.00	208.00	_____
1500 WATTS (15 AMPS)	_____	_____	159.50	224.00	_____
2000 WATTS (20 AMPS)	_____	_____	184.00	276.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	344.00	516.00	_____
30 AMPS	_____	_____	412.00	552.50	_____
60 AMPS	_____	_____	543.00	814.50	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	455.00	683.00	_____
30 AMPS	_____	_____	546.00	819.00	_____
60 AMPS	_____	_____	714.00	1071.00	_____
100 AMPS	_____	_____	943.00	1415.00	_____
200 AMPS	_____	_____	1574.00	2362.00	_____
400 AMPS	_____	_____	2395.00	3592.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

**Please call us for information on any services you require that are not listed here.**

### EUROPEAN 3 PHASE Approximately 400V A.C. 60 Cycle - Prices are for Entire Event

<b>400 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	912.00	1368.00	_____
30 AMPS	_____	_____	1041.00	1562.00	_____
60 AMPS	_____	_____	1210.00	1814.00	_____

### 480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

<b>480 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	837.00	1255.00	_____
30 AMPS	_____	_____	929.00	1393.00	_____
60 AMPS	_____	_____	984.00	1477.00	_____
100 AMPS	_____	_____	1210.00	1814.00	_____

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	_____	23.00	_____	_____
POWER STRIP	_____	_____	23.00	_____	_____
INT'L POWER STRIP	_____	_____	34.50	_____	_____

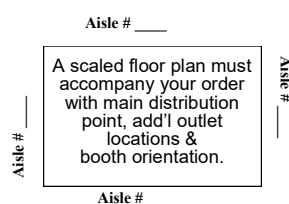
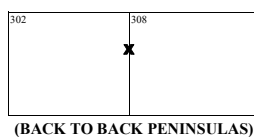
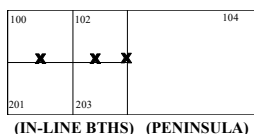
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
PRINT NAME: _____		
EMAIL: _____	PHONE: _____	

## TERMS & CONDITIONS

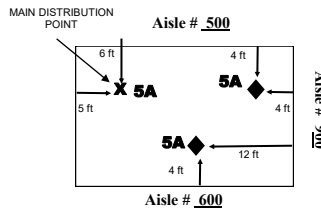
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

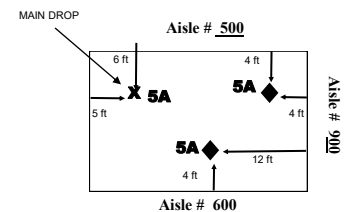
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/17/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
Phone: (216) 928-1540 Fax: (216) 928-1541  
Cleveland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	SHPE NATIONAL CONFERENCE		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	NOVEMBER 7-11 2018	EVENT	118004CL

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There is a form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, Electrical Distribution Form if applicable and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of electric for lighting/ motors hung from ceiling

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.



# ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 10/17/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
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EXHIBITOR:		BTH #	
EVENT:	SHPE NATIONAL CONFERENCE		
FACILITY:	HUNTINGTON CONVENTION CENTER OF CLEVELAND		
DATES:	NOVEMBER 7-11 2018	EVENT	118004CL

### ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.		ST \$82.00	
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays		OT \$164.00	
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			\$225.00	

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	
---	------------------------	--

AUTHORIZATION	
PRINT NAME:	DATE:

# ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 10/17/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
 Phone: (216) 928-1540 Fax: (216) 928-1541  
 Cleveland@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>SHPE NATIONAL CONFERENCE</b>		
<b>FACILITY:</b>	<b>HUNTINGTON CONVENTION CENTER OF CLEVELAND</b>		
<b>DATES:</b>	<b>NOVEMBER 7-11 2018</b>	<b>EVENT 118004CL</b>	

### BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

#### Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### Connection of High Voltage Services (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### Installation of Booth Lighting

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### LIGHTING / LIGHTING REQUIREMENTS

#### Installation of Lighting (Complete Lighting Order Form)

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$82.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$164.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			\$225.00	_____

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

**ESTIMATED TOTAL** \_\_\_\_\_

### AUTHORIZATION

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

DATE: \_\_\_\_\_



# LIGHTING ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Ave, NE, Cleveland, OH 44114  
 Phone: (216) 928-1540 Fax: (216) 928-1541  
 Cleveland@edlen.com

**Advance Payment Deadline Date: 10/17/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>SHPE NATIONAL CONFERENCE</b>		
<b>FACILITY:</b>	<b>HUNTINGTON CONVENTION CENTER OF CLEVELAND</b>		
<b>DATES:</b>	<b>NOVEMBER 7-11 2018</b>	<b>EVENT 118004CL</b>	

### BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.**  
**Pricing = Light rental + 1 hour labor to install and remove.**

**Labor is based on the Straight Time Labor rate.**  
**Prevailing rates will be applied.**

- \* Pole lights are placed along the side rail or back wall of inline booths.
- \* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	71.00		82.00						
8 FT POLE WITH 2 LIGHTS	83.00	164.00		82.00						



- \* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	20.00	71.00		82.00						

### FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights.

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
PRINT NAME:		
EMAIL:	PHONE:	



# MENU

## Exhibitor Catering



*A warm Cleveland*

**WELCOME**

**WELCOME** to the Huntington Convention Center of Cleveland and Global Center for Health Innovation! As our world changes - so do we. Outside the Grand Ballroom is what we call “The Real Farmville” where we tell our story of sustainability with honey bees, heritage breed pigs, chickens, a monarch waystation and an organic garden! We source our produce from Farmer Lee Jones of the

Chef’s Garden™ for local, sustainable, and organically raised produce year round. Staying progressive is important to us, as is making the event planning process simple and worry free. Please do not hesitate to reach out to your Catering Sales Manager if you do not find exactly what you are looking for, as we would be more than happy to customize a menu for you!

# PLAN WITH EASE

To help facilitate your event planning, please find our policies containing answers to your most frequently asked questions below.

## FREQUENTLY ASKED QUESTIONS

### **CAN I BRING MY OWN FOOD AND BEVERAGE INTO THE HUNTINGTON CONVENTION CENTER OF CLEVELAND?**

Levy is the exclusive provider of all food and beverage for the Huntington Convention Center of Cleveland. All food and beverage items on-site must be purchased through Levy.

### **HOW DO I PLACE MY ORDER FOR FOOD AND BEVERAGE AND KNOW THAT MY ORDER IS CONFIRMED?**

All food and beverage orders may be placed by phone or email. Your order is confirmed when you receive your Catering Agreement and Banquet Event Orders (BEOs) via email. These documents must be signed and returned to Levy with full payment before services are performed. If you do not receive your Catering Agreement or your BEOs within 7 business days of your event, please contact your Catering Sales Manager.

### **ARE PRICES QUOTED IN US DOLLARS? ARE THERE ANY ADDITIONAL CHARGES/FEES?**

Prices are quoted in US Dollars. All services are subject to 23% service charge and 8% sales tax. The service charge is taxable. Prices are subject to change without notice.

### **CAN I INCREASE OR DECREASE MY ORDER ON-SITE?**

Increases may be made on-site based on availability of product and additional fees/up charges may apply. Unfortunately, decreases are not allowed within 7 business days of the event and we are not able to offer credit for any leftovers.

### **WHAT IF I HAVE TO CANCEL MY ORDER? WILL I STILL BE CHARGED?**

Full cancellation of an order must be made 14 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.

### **WILL YOU PROVIDE PLATES, CUPS, NAPKINS, ETC.? WHAT ABOUT TABLES, TRASH CANS AND OTHER SET UP NEEDS?**

All exhibitor booth services include disposable ware (plates, cups, etc.), napkins and appropriate condiments. Exhibitors must provide adequate space, all electrical needs, tables, chairs and trash removal for booth services.

### **WHAT TIME WILL YOU DELIVER MY ITEMS TO ME? DO I HAVE TO BE AT MY BOOTH?**

We will drop off your service at your booth at the date and time you request. Please note that you may receive your service up to 30 minutes early based on the current number of delivery requests. A representative of your company must be present to sign for the delivery. If you are not at your booth at your scheduled delivery time, we will leave a note for you to contact us when you are ready. A \$25 re-delivery fee per trip will apply. Please allow up to (2) hours once a call is made for re-delivery of orders.

### **SHPE'S RULES AND BEHAVIOR REGARDING WEAPONS, DRUGS AND/OR ALCOHOL:**

Under no circumstances should SHPE NATIONAL CONVENTION 2018 participants be found in possession of weapons, illegal drugs or alcohol or under the influence of alcohol or drugs. Any participant contributing to the delinquency of a minor will face immediate disciplinary action, expulsion from SHPE NATIONAL CONVENTION 2018 and possible law enforcement involvement.

Due to these policies, **alcohol will not be permitted** during any student related activity, sponsored or hosted by sponsors or exhibiting companies.

**Please contact:**  
**Kim Lawson, Catering Sales**  
**Manager**  
**klawson@levyrestaurants.com**  
**216-928-1561**

**HUNTINGTON CONVENTION**  
**CENTER OF CLEVELAND**  
**1 ST. CLAIR NE**  
**CLEVELAND, OH 44114**

# TRAFFIC BUILDERS



## “A TASTE OF CLEVELAND”

We are proud to showcase our hometown’s flair and flavor by sharing local favorites with you and your guests!



### CLEVELAND'S OWN MITCHELL'S™ ICE CREAM

*Mitchell's™ homemade ice cream is known for its' seasonal flavors, fresh ingredients and unbeatable quality.*

*Includes freezer rental and assorted flavors of pre-scooped Mitchell's™ Homemade Ice Cream, disposable spoons and napkins.*

*\* Requires additional power*

*Includes 50 servings*

**550.00 PER DAY**

### LOCAL FRESH PRESSED JUICE

*A creative blend of fruits and vegetables, chef designed to improve hydration, increase energy and enhance your overall well-being.*

*Served on ice in individual grab and go bottles*

*Includes 50 eight oz. servings*

**600.00 PER DAY**

*Please note that popcorn is not permitted on the exhibit floor. Please refer to other options available!*

### COFFEE AND DONUTS

*Eight dozen donuts paired with 96 cups of Starbucks Coffee. A combination you “Do-Nut” want to pass up! This is a favorite at any time of day!*

**750.00 PER 4 HOURS OF SERVICE**





## SOFT SERVE MACHINE RENTAL\*

Your choice of two dairy free soft serve flavors, rainbow sprinkles, chocolate sauce and caramel sauce. Includes cups, spoons and napkins.

*Minimum of 250 cups. Attendant Required*

*Requires additional power and table*

*\*Table top surface needed*

## SOFT PRETZEL MACHINE RENTAL\*

*Freshly baked soft pretzels served warm.*

*Add a trio of dipping sauces for 8.95 per person: Brown mustard, Nutella, and Cinnamon Sugar Cream Cheese*

*Attendant Required*

*\*Requires additional power*

---

**4.00 EACH, MINIMUM OF 16**

---

## ICE CREAM FREEZER AND NOVELTIES\*

*Indulge in delicious frozen treats any time of the day! Includes 10 dozen assorted ice cream bars and napkins.*

*Additional 120 assorted ice cream bars -  
400.00*

*\*Requires additional power*

---

**530.00 PER 4 HOURS OF SERVICE**

---

## BOOTH

### ATTENDANTS:

*Staff Attendant*

*150.00 for 4 hours,  
30.00 for each additional hour*

## SIGNATURE "CLEVELAND" BREAKFAST EXPERIENCE

We wake up early to bake our signature breakfast items and brew a coffee selection that will get you up and running. It's our pleasure to share this with our family and friends!

*Customize your experience by offering an array of warm Jumbo Cinnamon Rolls or House-Made All Natural Chewy Granola Bars to your guests.*

### SIGNATURE BREAKFAST ITEMS

Assorted Breakfast Pastries *32.00 per dozen*

Assorted Muffins *32.00 per dozen*

Assorted Breakfast Breads *32.00 per dozen*

Jumbo Cinnamon Rolls *40.00 per dozen*

Cake Donuts *40.00 per dozen*

House-made All Natural Chewy  
Granola Bars *6.95 per person*

Fruit and Yogurt Parfait *5.95 each*

Sliced Seasonal Fruit *5.95 per cup*

Whole Fresh Fruit *2.95 per piece*

### MORNING BEVERAGE SELECTION

Fresh-Brewed Starbucks Coffee  
Regular or decaf *64.00 per gallon*

Assorted Hot Teas  
with a selection of sweeteners  
*59.00 per gallon*

Bottled Juice *4.00 each*

Bottled Water *3.50 each*

### GRAB AND GO ITEMS

Kettle Chips *12.00 per pound*

Pretzels *12.00 per pound*

Specialty Snack Mix *12.00 per pound*

Gourmet Mixed Nuts *20.00 per pound*

Individual bags of chips or pretzels  
*2.50 per bag*

Rice Krispy Treats *32.00 per dozen*

Assorted Granola and

Breakfast Bars *2.95 per bar*

Energy Bars *5.95 per bar*

Lemon Bars *32.00 per dozen*

Fudge Brownies *30.00 per dozen*

Assorted Cookies *24.00 per dozen*

Hershey Kisses *15.00 per pound*

Full Size Candy Bars *48.00 per dozen*

## CHEF'S BEST BOX LUNCHES

Choose from a lineup of chef favorites to build creative lunches featuring mouth-watering gourmet sandwiches and crisp farm-fresh salads.

**22.95 PER BOX**

*1.00 for each additional sandwich or salad selection*

### GOURMET SANDWICHES

Smoked-Turkey and Cheddar on Whole Wheat – Tomato, lettuce and herb aioli

Roast Sirloin of Beef on Focaccia – Tomato, lettuce and Boursin spread

Grilled All-Natural Chicken Pesto Salad with Provolone on ciabatta – Lettuce & tomato basil aioli

Ham and Swiss on Pretzel Bread – Lettuce, tomato, and Dijon spread

“ZLT” Flatbread Sandwich – Grilled zucchini, tomato, jalapeño Jack cheese, and sun-dried tomato pesto

### EACH GOURMET SANDWICH BOX INCLUDES

Market-Fresh Whole Fruit

Pasta Salad

Bag of Chips

Freshly-Baked Cookie

### BOXED LUNCH UPGRADE OPTIONS

BLT – Griddled French baguette, maple aioli with thick sliced bacon, tomatoes and lettuce

Roasted Beet & Goat Cheese Baguette – crisp lettuce & herb vinaigrette

Steak & Roasted Tomato – Char-grilled and sliced NY Striploin, oven dried tomatoes & crisp lettuce with creamy horseradish sauce

**+3.00 PP**

Bag of Veggie Chips

Carrots and Hummus

**+2.00 PP**

### FARMER SALADS

Italian Chop Salad – Romaine lettuce, radicchio, tomatoes, red onion, bacon, and blue cheese with honey-Dijon vinaigrette

Chinese Salad – Shaved romaine, napa cabbage and radicchio with crisp noodles, and Chinois vinaigrette

Greek Salad – chopped romaine, feta, Kalamata olives, red onion, cucumber and house made Greek dressing

Harvest Grain Salad – roasted vegetables, dried fruit, quinoa, baby greens and house made white balsamic dressing.

Spinach and Arugula Salad – Grape tomatoes, Bermuda onions, cannellini beans, and lemon dressing

*Add Chicken to any Salad for 2.00*

### EACH GOURMET SALAD BOX INCLUDES

Market - Fresh Whole Fruit

Bag of Chips

Freshly-Baked Cookie

### BEVERAGES

Bottled Water *3.50 each*

Soda *3.50 each*

Freshly Brewed Starbucks Coffee  
*64.00 per gallon*

Tazo Hot Teas *59.00 per gallon*

# RECEPTION STATIONS

*Minimum of 50 servings per item.*

*Priced per two hours of service*



## MARKET-FRESH TABLE

*A selection of the best cheeses, fresh garden crudité's and market-fresh fruit, with house-made chutneys, local honey, artisan breads, and crackers.*

16.95 PP

## MEDITERRANEAN ANTIPASTI

*Imported cured meats, cheeses, marinated vegetables and olives with artisan flatbreads, crostini, and breads.*

15.95 PP

## HUMMUS CUPS

*Traditional chickpea. Served with crispy pita, cucumber, carrot, and celery sticks.*

6.95 PP

## FRESH MAKI AND SASHIMI STATION

*An assortment of fresh-made maki and sashimi served with wasabi, pickled ginger, and soy dipping sauces.*

18.95 PP

## GARDEN-FRESH VEGETABLE CUPS

*A colorful selection of the freshest market vegetables served with buttermilk dipping sauce.*

5.95 PP



### GOURMET MINI-BURGER STATION

Our classic Tavern Style with American Cheese and classic burger sauce, Gourmet with aged-Gruyere cheese and house-made black-bean and brown rice burger with chipotle aioli.

*\*Requires additional power*

---

**8.95 PP**

### QUESO AND SALSA BAR

Crispy corn tortilla chips, Queso Fundito, house-made salsas, sour cream and pickled jalapeños.

*\*Requires additional power*

---

**8.95 PP**

### CLEVELAND STATION

Potato and cheese pierogi with caramelized onion jam, Lake Erie walleye slider with pickled onions, and Cleveland rémoulade and mini-corned beef Reuben on a whole-wheat roll.

*\*Requires additional power*

---

**11.95 PP**

### WEST SIDE MARKET SAUSAGE SAMPLER

Spicy Italian with grilled peppers, apple-provolone with sweet-apple 'kraut and Chipotle Cheddar with caramelized onions on fresh baked rolls.

*\*Requires additional power*

---

**8.95 PP**

## NON-ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

### SPA WATER BAR

With fresh fruit infused waters:

Fresh Lime-Basil

Raspberry-Orange

Watermelon

*49.95 per gallon*

### GOURMET SMOOTHIE STATION

Chef's gourmet selection of miniature smoothies made with fresh fruit, organic Greek yogurt and vitamin-packed juices, served individually for the perfect, quick pick-me-up.

*9.95 per person*

### FRESH-SQUEEZED LEMONADE

With a hint of all-natural honey

*49.00 per gallon*

### FRESH-BREWED ICED BLACK TEA

With a selection of sweeteners

*49.00 per gallon*

### FRESH-BREWED STARBUCKS COFFEE

Regular or Decaf

*64.00 per gallon*

### ASSORTED HOT TEAS

With a selection of sweeteners

*59.00 per gallon*

### ADDITIONAL BEVERAGES

Canned Soda *3.50 each*

Bottled Water *3.50 each*

Bottled Juice *4.00 each*

### WATER COOLER RENTAL

50 Degree Water Cooler

*115.00/first day, 50.00 each additional day*

Hot and Cold Water Cooler

*135.00/first day, 50.00 each additional day*

5 gallon water jugs with 100 flat bottom cups

*35.00 per jug*

Client is responsible to supply 100v/15 amp circuit of power at location

### KEURIG SINGLE CUP COFFEE MAKER

Choice of coffee, tea, or hot chocolate.

Includes 100 K-cups, disposable cups, condiments and water.

*400.00 plus/50.00 per day rental*

### OUTSIDE FOOD AND BEVERAGE

Please see 'Sampling Request' form for more information about bringing in food/beverage not purchased through Levy.



## SAMPLING AUTHORIZATION REQUEST FORM

### Policy for Food and Beverage Distribution

*Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at The Global Center for Health Innovation and Huntington Convention Center of Cleveland.*

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants.** Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

### General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy Restaurants and we will be happy to help you arrange these catering services.
2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
  - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an 8oz Sample Size is permitted.
  - Food items are limited to "bite size", not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed 6oz.
  - Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Global Center for Health Innovation and Huntington Convention Center of Cleveland* as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other The Global Center for Health Innovation and Huntington Convention Center of Cleveland services.
4. Storage, Delivery, or Kitchen Use  
If you as the **Manufacturer, Processer or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:
  - \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
    - Designated Attendant required for booths that request storage - \$150.00 for four hours, \$50.00 for each additional hour. Attendant to deliver product when requested.
  - \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
  - \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
  - \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
  - Additional charge for Rental of Equipment, subject to availability.



Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.

### Company Requesting Sampling Permission Information

Show Name

---

Date of Show Sampling Dates

---

Company Name and Booth Number and Hall Name

Contact Name

Telephone

Email address

---

Address

City

Zip

---

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

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Approved by:

Date:

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The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and The Global Center for Health Innovation and Cleveland Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Alcoholic beverages are not allowed to be served at any time on the floor / in the hospitality suites.

**IMPORTANT:**

- Certificate of Insurance and completed Sampling Authorization Form must be sent to Catering Sales Manager, Kim Lawson, at [klawson@levyrestaurants.com](mailto:klawson@levyrestaurants.com) at least 10 days prior to the start of SHPE's NATIONAL CONVENTION. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.





## EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION	
Company Name (Include Booth Name if Different):	
Billing Address:	
City, State, Zip Code:	Country:
Main Contact:	
Main Telephone Number:	
Email Address:	

SITE INFORMATION	
Event Name:	
Booth Number:	Booth Size:
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME	ITEM DESCRIPTION	QTY	TOTAL PRICE

1. PLEASE contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms CONFIRMS your order has been placed.
2. Full payments must be received 7 business days prior to the start of services. All replenishment orders during the show must be guaranteed by credit card; any balances of charges will be billed to this card on file.
3. Full cancellation of an order must be made 14 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.
4. If food/beverage order is less than 50.00 per delivery, a 50.00 delivery fee will be charged.

All prices subject to 23% service charge and 8% sales tax. Service fees and menu prices are subject to change.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Huntington Convention Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

Please submit your order via email to Catering Sales  
 Manager, Kim Lawson at  
[klawson@levyrestaurants.com](mailto:klawson@levyrestaurants.com) or 216-928-1561



# EXHIBITOR ORDERING GUIDE

HUNTINGTON CONVENTION CENTER OF CLEVELAND  
GLOBAL CENTER FOR HEALTH INNOVATION

Prepared Exclusively for: Society of Hispanic  
Professional Engineers 2018 Annual Conference  
Event Dates: November 7-11, 2018

# Table of Contents

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Introduction.....pg. 3

General Information.....pg. 4

Building Policies.....pg. 5

Recycling and Donation Information.....pg. 6

Cleaning Services.....pg. 7

Telephone Services.....pg. 8

Internet Services.....pg. 10

Security Services.....pg.12

Service Order Form Appendix.....pg.13

Cleaning Order Form.....pg. 14

Booth Security Order Form.....pg.15

Internet Order Form.....pg. 16

Telephone Order Form.....pg. 17

Sign Hanging Order Form.....pg. 19

Method of Payment Form.....pg. 20

Terms & Conditions.....pg.21-23

## The Introduction

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On behalf of the Huntington Convention Center of Cleveland and Global Center for Health Innovation, welcome to Cleveland! We are excited to have you exhibit at our state-of-the-art facility and look forward to assisting you in planning a successful event. We strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors.

Each service section contains the following:

- Description of Services, Equipment and Pricing
- Installation and Connection Information
- Terms and Conditions
- Frequently Asked Questions

# General Information

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## **Ordering Policies and Procedures**

**Pricing:** Discount and Standard rates are available for some services. To qualify for the discount rate, order requests must be received 21 days prior to the first event day. Standard rates will apply to orders received after the discount cut-off date.

**Ordering:** Please visit [www.clevelandconventions.com/exhibitors](http://www.clevelandconventions.com/exhibitors) to place an order. Exhibitors may also fax or mail their orders using the Service Order Forms located in **Appendix A** of this guide. There is a \$15 manual processing fee for faxed/mailed orders. **No orders will be accepted via e-mail as it is not a secure form of transmission.**

*Exhibitors should be aware of the following when placing orders:*

- All payments must be in U.S. currency
- The date orders are received determines the applicable rate
- Incomplete orders or payment information will delay processing
- Booth numbers must be identified on all order forms

**Payments:** Payments for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

**Refunds:** Claims for refunds must be submitted by exhibitors prior to the close of the event. Credit will not be given for services installed but not used.

## **General Terms and Conditions**

- All booth number changes must be communicated by exhibitors to the HCCC prior to move-in. Additional charges may result if services must be moved after initial set-up.
- All equipment and material furnished by the HCCC or Edlen Electric, shall remain the property of the HCCC or Edlen Electric and shall not be removed from the HCCC .
- Floor boxes and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the event space and may not be used by anyone other than HCCC personnel or designated services providers.
- Service connections must be made by HCCC personnel or designated service provider.
- Connection services generally cover the installation of service in the most safe and convenient manner to the HCCC.
- All equipment must comply with state and local safety codes. The HCCC will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, HCCC personnel are authorized to cut floor coverings to permit installation of services in the exhibit hall.

# Building Policies

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**Anchoring:** Any anchoring or drilling into the exhibit floor or any other surface within the HCCC is strictly prohibited.

**Animals:** Service animals/pets are permitted within the HCCC. However, non-service animals/pets are not permitted within the HCCC without proper approval by HCCC management. The requesting party is responsible for ensuring all proper permits and licenses are in place. This is including but not limited to contacting the Cuyahoga County Board of Health for any applicable permits. They can be contacted at 216-201-2000 or [www.ccbh.net](http://www.ccbh.net).

**Confetti:** The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the HCCC. Additionally, adhesive-backed decals (stickers) may not be given away or utilized. Any costs incurred by the HCCC for the removal of these items will be charged to the Licensee.

**Fog/Hazers:** A fire watch is required when hazers or fog machines are used inside the HCCC. All machines must be water based. The use of smoke, hazers or fog machines is prohibited without the prior written approval of the HCCC.

**Gratuities:** It is against the HCCC/SMG policy for any employee of the HCCC to accept gratuities or gifts from Show Management, Exhibitors or Attendees.

**Helium:** Helium balloons are not permitted in the HCCC or The Global Center for Health Innovation. Should helium balloons be brought into the facility the Licensee will be charged a fee for the removal of balloons that rise to the ceiling.

**Medical Shows/Waste:** Any hazardous waste disposal and cleanup must be approved prior to move-in. The HCCC does not handle the disposal of medical show waste. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

**Pyrotechnics:** The use of pyrotechnics is prohibited within the HCCC.

**Smoking:** The HCCC is a smoke free campus. In accordance, smoking is prohibited within 50 feet of any entrance door to the Facility. The loading dock and driveway areas are considered part of the Facility and should also be designated as smoke free.

**Tape:** The Service Contractor is responsible for the removal of all tape and tape residue from the exhibition hall(s), pre-function, and meeting room floors. The repair cost for any damage caused to a surface by the use of such tape or any tools used for removal will be billed to Show Management and/or the General Services Contractor. If any tape or tape residues are to be removed the HCCC after the event, Show Management will be billed for all expenses. The approved double faced tape for the exhibit floor is Polyken 105 C or approved equal. The only approved tape for the ballroom, meeting rooms or any other carpeted area is Gaffers tape.

## Recycling Program

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The Huntington Convention Center of Cleveland is a Gold Leed Certified Building. Below are some helpful tips on how you can help us in our green initiatives!

- Place cardboard and plastic in aisle way or by pillars for our staff to collect and dispose of properly during move-in/move-out.
- Putting recyclables in appropriate containers on the exhibit floor.
- Marking donation merchandise, leftover literature or other materials as recyclable so our staff can dispose of properly.
- Consider using virtual presentation materials vs. printed materials.
- Use starch-based, biodegradable packing peanuts for shipping. These peanuts dissolve in water, and are non-toxic.
- Avoid using polystyrene, plastic wrapping and bubble wrap. Biodegradable cellulose is available for shrink wrapping.
- Use biodegradable string. Avoid using plastic string.
- Use cloth table covers instead of plastic or visqueen.
- Walking from your hotel to the Convention Center.

## Donation Program

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Feel good about saving on shipping and helping the local community! The Huntington Convention Center of Cleveland collects clean and usable donations from exhibitors and guests after conventions and facilitates their donation to community non-profit organizations. Your materials will be put to good re-use and you will be helping numerous nonprofit organizations throughout the Cleveland area. You can make a donation in two easy steps!\*

**STEP 1:** Find the Donation Station for your event. Look for the banner that says "DONATIONS" or visit the exhibitor services desk to be directed to the Donation Station.

**STEP 2:** Place your item(s) at the Donation Station. If your items are too big to move, simply pick up a "Donation" sticker at the Donation Table to place on your item(s). The HCCC Staff will take it from there!

Items that can be donated include but are not limited to:

- Office Supplies
- Home and Garden Supplies
- Medical Supplies (all supplies must be sealed in their original packaging)
- SWAG (convention bags, keychains, lanyards)
- Furniture
- Toiletries
- Non-perishable food and drink (donations of alcohol cannot be accepted)
- In the event that your items are perishable special arrangements need to be made in advance. Please contact the Operations Manager at 216-920-1431 to make such arrangements.

*\*The Donation Program is subject to the approval of the Show Manager and may not be available for every event.*

## Cleaning Details

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The HCCC offers cleaning services through our exclusive set up and housekeeping department.

### **Vacuum/Mop Services (Per sq. ft. with 100 sq. ft. minimum)**      **Advanced Rate**      **Standard Rate**

Vacuum Booth—Day 1.....	\$.25.....	\$.30
Vacuum Booth—Day 2.....	\$.45.....	\$.50
Vacuum Booth—Day 3.....	\$.65.....	\$.70
Vacuum Booth—Day 4.....	\$.80.....	\$.85
Mop Booth—Day 1.....	\$.30.....	\$.35
Mop Booth—Day 2.....	\$.55.....	\$.60
Mop Booth—Day 3.....	\$.80.....	\$.90
Mop Booth—Day 4.....	\$1.00.....	\$1.10

### **Porter Service (Per sq. ft. with 100 sq. ft. minimum)**      **Advanced Rate**      **Standard Rate**

Porter Service—Day 1.....	\$.50.....	\$.55
Porter Service—Day 2.....	\$.90.....	\$1.00
Porter Service—Day 3.....	\$1.30.....	\$1.40
Porter Service—Day 4.....	\$1.80.....	\$1.90

Service includes periodic wastebasket pick up & sweeping of booth during event hours.

### **Terms and Conditions – Cleaning**

The HCCC, through its cleaning contractor, is the exclusive provider of all cleaning services in the building.

### **Frequently Asked Questions – Cleaning Services**

#### **Will my booth be automatically vacuumed/mopped before the first day of the show?**

Booths will not be vacuumed/mopped unless the service has been ordered through the HCCC.

#### **If I order cleaning service, when can I expect my carpet to be cleaned?**

If the show you are attending an event that opens in the morning, all of the cleaning will occur prior to the show opening. If the show opens in the afternoon, all of the cleaning will most likely occur the morning before the show opens. Please remove any visqueen from your carpet so that our staff can clean your booth.

#### **Where do I dispose of trash during setup/tear down of the show?**

Please place trash in aisles or near columns so that our cleaning personnel can identify and dispose of it properly. Materials intended to be stored in a boneyard or kept for re-use must be labeled accordingly and arranged through the General Service Contractor.



# Telephone Services

The HCCC offers a variety of telephone services and is an exclusive service of the building.

<u>Standard Telephone Services</u>	<u>Advanced Rate</u>	<u>Standard Rate</u>
<b>Standard Telephone Line (Analog/Digital)</b> .....	<b>\$200.00</b> .....	<b>\$325.00</b>
Service includes one phone number and a complimentary simple handset. Line usage included.		
<b>Multi-Line Phone Service</b> .....	<b>\$235.00</b> .....	<b>\$350.00</b>
Service includes one phone number with multiple lines and rental of one phone. Equipment must be returned at the end of the show. Line usage included.		
<b>Cisco Conference Phone Service</b> .....	<b>\$300.00</b> .....	<b>\$450.00</b>
Service includes one phone number and rental of one speaker phone. Equipment must be returned at the end of the show. Line usage included.		
<b>Analog Fax Line</b> .....	<b>\$200.00</b> .....	<b>\$325.00</b>
This includes the phone line and line usage only. Exhibitors must bring their own fax machine or obtain one from their AV provider.		

## Additional Telephone Services (Require Standard Telephone Service)

<b>Voice Mail Box</b> .....	<b>\$50.00</b> .....	<b>\$75.00</b>
Allows user to setup a custom greeting and receive messages from incoming callers.		
<b>Multiple Locations for a Single Number</b> .....	<b>\$50.00</b> .....	<b>\$75.00</b>
Allows user to use one phone number and multiple phones in multiple locations.		
<b>Call Forwarding</b> .....	<b>\$10.00</b> .....	<b>\$20.00</b>
<b>ISDN/BRI Service</b> .....	<b>See Event Manager for Pricing</b>	
This service requires a 45 day lead time.		

## Cable TV Services

<b>Cable TV Services</b> .....	<b>\$200.00</b> .....	<b>\$325.00</b>
<b>CATV Turner</b> .....	<b>\$25.00</b> .....	<b>\$50.00</b>

## Credit Card Line

<b>Single Line (no dial 9 required)</b> .....	<b>\$200.00</b> .....	<b>\$325.00</b>
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## Installation and Connection – Telephone

- Telephone service is provided from the nearest column or floor port into the booth.
- HCCC phone technicians provide a line that is long enough to run anywhere in your booth. Exhibitors may have their full-time employees run their phone cord under the carpet to desired locations, or they have the general service contractor do so.
- All telephone equipment can be picked up at the HCCC Exhibitor Services Desk.

## Telephone Services Continued.....

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Please see page 21 of this document for a full list of terms and conditions.

### **Frequently Asked Questions – Telephone**

#### **How do I know if I need a single-line or a multi-line service?**

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

#### **I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?**

Yes. Please pre-program your machine to dial “9” before your credit card company’s number.

#### **How do I receive my phone number, dialing instructions, and phone/fax equipment?**

Please visit the Exhibitor Services Desk on-site to receive this information.

#### **How can I place international calls on my phone line?**

If you wish to place international calls on your phone line, please notify your Event Manager prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

## Internet Services

The HCCC offers a wide variety of Internet and Technical services through our experienced in-house team of technicians.

### WIRED INTERNET SERVICE AND LABOR

<b>Shared Service</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
Basic Internet.....	\$125.00.....	\$175.00
Premium Internet.....	\$250.00.....	\$375.00
Additional Devices for Premium Internet.....	\$99.00.....	\$150.00
<b>Dedicated Service</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
3 Mbps (5 IP Addresses).....	\$2,500.00.....	\$4,000.00
5 Mbps (29 IP Addresses).....	\$4,500.00.....	\$6,500.00
10 Mbps (29 IP Addresses).....	\$7,500.00.....	\$9,500.00
12 Mbps (29 IP Addresses).....	\$8,500.00.....	\$10,000.00
Add'l Block of 29 IP's.....	\$995.00.....	\$1,194.00
Upgrade to Public IP.....	\$199.00.....	\$300.00

### INTERNET LABOR SERVICES

Per Hour/Per 4 Cables.....	\$125.00.....	\$125.00
Special Features.....	\$995.00.....	\$995.00

### WIRELESS INTERNET SERVICE (WI-FI)

Wireless internet service is provided free of charge throughout the public spaces of the HCCC.

<b>Shared Service</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
Basic Internet.....	\$125.00.....	\$175.00
Premium Internet.....	\$250.00.....	\$375.00
Additional Devices for Premium Internet.....	\$99.00.....	\$150.00
<b>Dedicated Service</b>	<b>Advanced Rate</b>	<b>Standard Rate</b>
3 Mbps (5 IP Addresses).....	\$2500.00.....	\$4000.00
5 Mbps (29 IP Addresses).....	\$4500.00.....	\$6500.00
10 Mbps (29 IP Addresses).....	\$7500.00.....	\$9500.00

### EQUIPMENT RENTAL

8 Port Switch.....	\$125.00.....	\$185.00
24 Port Switch.....	\$185.00.....	\$225.00
48 Port Switch.....	\$500.00.....	\$750.00
Patch Cable (Cat5).....	\$50.00.....	\$62.00

### TERMS & CONDITIONS

Please see page 19 of this document for a full list of terms and conditions.

# Internet Services Continued....

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## **TERMS & CONDITIONS**

Please see page 21 of this document for a full list of terms and conditions.

## **Frequently Asked Questions – Internet Services**

### **Do you have wireless internet?**

The HCCC offers free wireless internet service throughout the public spaces of the building; open your internet browser and look for the HCCC-GUEST wireless network. This service is designed for casual users and has limited bandwidth. If you are relying on the internet to showcase your product or conduct credit card transactions, we strongly recommend a wired internet connection for reliable service.

### **Can I bring my own hub or switch?**

The HCCC offers switch devices instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are permitted to bring their own switches or hubs.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company’s network while I’m exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some Exhibitors have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the HCCC can provide thousands of IP addresses to exhibitors while only using a few “real” internet routable addresses.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the HCCC Exhibitor Services Desk.

# Security Services

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The HCCC is the exclusive provider of security booth coverage for exhibitors.

<b><u>Security Guard (Booth)</u></b>	<b><u>Standard Rate</u></b>
<b>Per Hour per Officer.....</b>	<b>\$23.00</b>

For exhibitors who would like to have dedicated security services for their exhibit space the HCCC offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date.

## **Frequently Asked Questions – Security**

### **When do you recommend ordering security for an exhibitor booth?**

Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

### **Is there general overnight security in the exhibit hall?**

The HCCC requires show management to have an overnight guard in the exhibit halls after working hours.

## Appendix A – Service Order Forms

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The following HCCC Exhibit order forms may not be reproduced or altered without express written consent from the HCCC.

### Index

- Request for Cleaning Services
- Request for Security Services
- Request for Internet Services
- Request for Telephone/Cable Services
- Sign Hanging Form
- Method of Payment Form
- Terms and Conditions

# BOOTH CLEANING FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	<b>COMPANY NAME:</b>		<b>BOOTH NUMBER:</b>	
	<b>EVENT:</b>			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1600 Fax: (216) 920-1470 www.clevelandconventions.com www.theglobalcenter.com	<b>FACILITY:</b>	<b>Huntington Convention Center of Cleveland</b>		
	<b>DATES:</b>		<b>EVENT #</b>	



FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS](http://WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS)

<b>ORDER INSTRUCTIONS</b>	<b>VACUUMING (Charged per sq. ft. with 100 sq. ft. minimum cost)</b>			
<b>SCHEDULING SERVICES</b> Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.	<b>Total Sq. Ft.</b> (Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>TOTAL COST</b>
	Vacuum Booth - 1 Day .....	.25	.30	
	Vacuum Booth - 2 Days .....	.45	.50	
	Vacuum Booth - 3 Days .....	.65	.70	
	Vacuum Booth - 4 Days .....	.80	.85	
<b>VACUUM SCHEDULING</b> Dates Requested  1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____	<b>MOPPING (Charged per sq. ft. with 100 sq. ft. minimum) (Concrete Floor Only!)</b>			
<b>MOPPING SCHEDULING</b> Dates Requested  1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____	<b>Total Sq. Ft.</b> (Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>TOTAL COST</b>
	Mop Booth - 1 Day .....	.30	.35	
	Mop Booth - 2 Days .....	.55	.60	
	Mop Booth - 3 Days .....	.80	.90	
	Mop Booth - 4 Days .....	1.00	1.10	
<b>PORTER SERVICE SCHEDULING</b> Dates Requested  1st Day _____ 2nd Day _____ 3rd Day _____ 4th Day _____	<b>PORTER SERVICES (Charged per square foot with a 100 sq. ft. minimum.)</b>			
<b>PORTER SERVICE RATES</b> Rates include periodic wastebasket pick up & sweeping of booth during	<b>Total sq. ft.</b> (Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>TOTAL COST</b>
	Porter Service - 1 Day .....	.50	.55	
	Porter Service - 2 Days .....	.90	1.00	
	Porter Service - 3 Days .....	1.30	1.40	
	Porter Service - 4 Days .....	1.80	1.90	
<b>TRASH REMOVAL</b> Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Trash cans that need to be emptied where they are located within the booth space need to order	<b>SPECIAL CLEANING REQUIREMENTS</b>			
	Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the HCCC to provide more information and pricing on cleaning your display.			
	<b>SUBTOTAL</b>			
	<b>TOTAL PLUS TAX (8%)</b>			
<b>TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM</b>				

<b>AUTHORIZATION</b>	
PRINT NAME:	
EMAIL:	PHONE:
The "Method of Payment Form" must be completed and returned with this order form.	

# SECURITY ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1600 Fax: (216) 920-1470 www.clevelandconventions.com www.theglobalcenter.com	FACILITY:	<b>Huntington Convention Center of Cleveland</b>		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS](http://WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS)

ORDER INSTRUCTIONS	BOOTH SECURITY						
<p><b>BOOTH SECURITY SERVICES</b></p> <p>Exhibitors who would like to have dedicated security services for in their booth the HCCC offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date. The HCCC cannot guarantee positions will be filled for orders placed within <b>14 days</b> of the first move-in day. The HCCC is the exclusive provider of security booth coverage for exhibitors.</p> <p>There is no advanced pricing available for security orders.</p>	Date(s)	No. of Officers Required	Scheduled Hrs (4 Hr. Min.)	Total Man Hrs.	Standard Rate (per man hr.)	TOTAL COST	
						\$23.00	
						\$23.00	
						\$23.00	
						\$23.00	
						\$23.00	
						\$23.00	
						\$23.00	
SPECIAL SECURITY REQUIREMENTS							
Please indicate below any special security requests or instructions that you may have.							
					<b>SUBTOTAL</b>		
					<b>TOTAL PLUS TAX (8%)</b>		
<b>TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM</b>							
AUTHORIZATION							
PRINT NAME:							
EMAIL:			PHONE:				
Form SECURITY-HCCC-12-1-2017      The "Method of Payment Form" must be completed and returned with this order form.							

## ORDER INSTRUCTIONS

### BOOTH SECURITY SERVICES

Exhibitors who would like to have dedicated security services for in their booth the HCCC offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date. The HCCC cannot guarantee positions will be filled for orders placed within **14 days** of the first move-in day. The HCCC is the exclusive provider of security booth coverage for exhibitors.

There is no advanced pricing available for security orders.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted HCCC's payment policy and the terms and conditions

### CANCELLATIONS

Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

Form SECURITY-HCCC-12-1-2017

## BOOTH SECURITY

Date(s)	No. of Officers Required	Scheduled Hrs (4 Hr. Min.)	Total Man Hrs.	Standard Rate (per man hr.)	TOTAL COST
				\$23.00	
				\$23.00	
				\$23.00	
				\$23.00	
				\$23.00	
				\$23.00	

## SPECIAL SECURITY REQUIREMENTS

Please indicate below any special security requests or instructions that you may have.

**SUBTOTAL**

**TOTAL PLUS TAX (8%)**

**TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM**

## AUTHORIZATION

PRINT NAME:

EMAIL:



PHONE:

The "Method of Payment Form" must be completed and returned with this order form.



# INTERNET ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day



 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1600 Fax: (216) 920-1470 www.clevelandconventions.com www.theglobalcenter.com	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS](http://WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS)

ORDER INSTRUCTIONS	WIRED INTERNET SERVICES AND LABOR				
<p><b>BASIC SERVICE NO SWITCHES OR ROUTERS</b></p> <p>Provides a shared line with speeds up to 1.5 Mbps (not guaranteed). One device only—no switches or routers. Perfect for checking email or displaying your company website. DHCP—this service is plug and play!</p>					
<p><b>PREMIUM SERVICE SWITCHES ONLY—NO ROUTERS</b></p> <p>Provides a shared line with speeds up to 10 Mbps (not guaranteed). Recommended for cyber cafes, social media feeds, and multi-media downloads. Required for use of a switch. Purchase "Add'l Devices for Premium" to add additional IP addresses—you may rent a switch and patch cables from us, or bring your own. Static private IP addresses — you can upgrade to public IP</p>					
<p><b>DEDICATED SERVICE REQUIRED FOR ROUTERS</b></p> <p>Connection speeds are based on the purchased line, and are guaranteed for both uploads and downloads. Dedicated services is required for web casting, HD streaming, and any use of a router (wired or wireless). We do not rent or program routers. Static Public IP addresses (we can pre-assign at</p>					
<p><b>DISTRIBUTION OF CABLES</b></p> <p>You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.</p>					
<p><b>TERMS &amp; CONDITIONS</b></p> <p>I agree in placing this order that I have accepted HCCC's payment policy and the terms and conditions of contract.</p>					
<p><b>CANCELLATIONS</b></p> <p>Credits will not be issued for services delivered and not used. See terms and conditions for additional details.</p>					
<p><b>Form IT-HCCC-12-1-2017</b></p>					
	<b>SHARED SERVICE</b>				
		QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
	Basic Internet	_____	\$125.00	\$175.00	_____
	Premium Internet	_____	\$250.00	\$375.00	_____
	Add'l Devices for Premium	_____	\$99.00	\$150.00	_____
	<b>DEDICATED SERVICE</b>				
	3 Mbps (5 IP Addresses)	_____	\$2500.00	\$4000.00	_____
	5 Mbps (29 IP Addresses)	_____	\$4500.00	\$6500.00	_____
	10 Mbps (29 IP Addresses)	_____	\$7500.00	\$9500.00	_____
	12 Mbps (29 IP Addresses)	_____	\$8500.00	\$10000.00	_____
	Add'l Block of 29 IPs	_____	\$995.00	\$1194.00	_____
	Upgrade to Public IP Address	_____	\$199.00	\$300.00	_____
	<b>LABOR</b>				
	Per Hour/Per 4 Cables	_____	\$125.00	\$125.00	_____
	Special Features	_____	\$995.00	\$995.00	_____
	<b>Please call us for information on any services (such as higher bandwidth)</b>				
	<b>WIRELESS INTERNET SERVICES (Wi-Fi)</b>				
	<b>SHARED SERVICE</b>				
	Basic Internet	_____	\$125.00	\$175.00	_____
	Premium Internet	_____	\$250.00	\$375.00	_____
	Add'l Devices for Premium	_____	\$99.00	\$150.00	_____
	<b>DEDICATED SERVICE</b>				
	3 Mbps (5 IP Addresses)	_____	\$2500.00	\$4000.00	_____
	5 Mbps (29 IP Addresses)	_____	\$4500.00	\$6500.00	_____
	10 Mbps (29 IP Addresses)	_____	\$7500.00	\$9500.00	_____
	<b>EQUIPMENT RENTAL (We cannot rent or provide support on routers)</b>				
	8 Port Switch	_____	\$125.00	\$185.00	_____
	24 Port Switch	_____	\$185.00	\$225.00	_____
	48 Port Switch	_____	\$500.00	\$750.00	_____
	Patch Cable (Cat5)	_____	\$50.00	\$62.00	_____
	<b>SUBTOTAL</b>				
	<b>TOTAL PLUS TAX (8%)</b>				
	<b>TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM</b>				
	PRINT NAME:				
	EMAIL:		PHONE:		
	<b>The "Method of Payment Form" must be completed and returned with this order form.</b>				

# TELECOM ORDER FORM

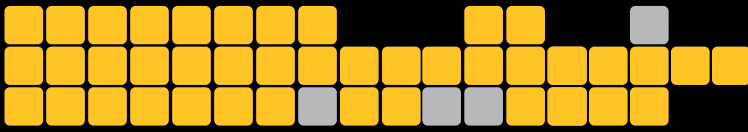
Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1600 Fax: (216) 920-1470 www.clevelandconventions.com www.theglobalcenter.com	FACILITY:	Huntington Convention Center of Cleveland		
	DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS](http://WWW.CLEVELANDCONVENTIONS.COM/EXHIBITORS)

ORDER INSTRUCTIONS	TELEPHONE SERVICES				
<p>The HCCC is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the HCCC and may not be installed or removed by anyone other than HCCC personnel.</p> <p>All HCCC telephone equipment shall remain at the HCCC at the close of the event. Failure to return HCCC phones will result in a replacement fee.</p> <p>All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If exhibitors require additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.</p>	<p><b>Standard Telephone Services</b></p> <p>Standard Telephone Line (analog/digital) _____</p> <p>Multi-Line Phone Service _____</p> <p>Cisco Conference Phone _____</p> <p>Analog Fax Line _____</p>	<p><b>QTY</b> Show Hours Only</p>	<p><b>ADVANCE PAYMENT</b></p>	<p><b>REGULAR PAYMENT PRICE</b></p>	<p><b>TOTAL COST</b></p>
	<p><b>Additional Telephone Services (Require Standard Telephone Services)</b></p> <p>Voice Mail Box _____</p> <p>Multiple Locations for a Single Number _____</p> <p>Call Forwarding _____</p> <p>Caller ID w/ Name _____</p> <p>ISDN/BRI Service (45 day lead time) _____</p>	<p>\$200.00</p> <p>\$235.00</p> <p>\$300.00</p> <p>\$200.00</p> <p>\$50.00</p> <p>\$50.00</p> <p>\$10.00</p> <p>\$15.00</p> <p>CALL</p> <p>CALL</p>	<p>\$325.00</p> <p>\$350.00</p> <p>\$325.00</p> <p>\$325.00</p> <p>\$75.00</p> <p>\$75.00</p> <p>\$20.00</p> <p>\$25.00</p> <p>CALL</p> <p>CALL</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>DISTRIBUTION OF CABLES</b></p> <p>You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.</p>	<p><b>CABLE TV SERVICES</b></p>				
<p><b>TERMS &amp; CONDITIONS</b></p> <p>I agree in placing this order that I have accepted HCCC's payment policy and the terms and conditions of contract.</p>	<p><b>TECHNICAL SERVICES</b></p> <p>Cable TV Services _____</p> <p>CATV Turner _____</p>	<p>\$200.00</p> <p>\$25.00</p>	<p>\$325.00</p> <p>\$50.00</p>	<p>_____</p> <p>_____</p>	
	<p><b>CANCELLATIONS</b></p> <p>Credits will not be issued for services delivered and not used. See terms and conditions for additional details.</p>	<p><b>CREDIT CARD LINE</b></p>			
<p><b>Form TELECOM-HCCC-12-1-2017</b></p>	<p>Single Line (no dial 9 required) _____</p>	<p>\$200.00</p>	<p>\$325.00</p>	<p>_____</p>	
	<p><b>SUBTOTAL</b></p>				
<p><b>TOTAL PLUS TAX (8%)</b></p>					
<p><b>TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM</b></p>					
<p>PRINT NAME:</p>					
<p>EMAIL:</p>	<p>PHONE:</p>				
<p>The "Method of Payment Form" must be completed and returned with this order</p>					





# SIGN HANGING ORDER FORM

PSAV® is proud to be the in-house provider for Sign and Banner Hanging services at the Huntington Convention Center of Cleveland and Global Center for Health Innovation. Services provided for single banner hanging to full Event Banner/Sign hanging to accommodate all of your needs.

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME AND PHONE NUMBER:		
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	MOVE IN DATE	REQUESTED MOVE IN TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	MOVE OUT DATE
EMAIL ADDRESS:	ORDERED BY:		

## ➤ OVERHEAD BANNER HANGING SERVICES

Single Banner (up to 100 Lbs.) **\$550 per banner**  
Price includes lift, up to 2 dead hang points and labor

Larger banners requiring Truss support due to size and or weight will be charged accordingly – please contact PSAV for a customized proposal.

Due to structural restrictions, location of banner within booth may require additional hang points.

## ➤ BANNER SPECIFICATIONS

Size: Height: Feet \_\_\_\_\_ Inches \_\_\_\_\_

Width: Feet \_\_\_\_\_ Inches \_\_\_\_\_

Weight: Pounds \_\_\_\_\_ Material \_\_\_\_\_

Does your sign require electricity?

Yes      No

If "Yes" please contact Edlen Electric at 216.928.1540 to place a service order.

## ➤ SIGN HANGING SPECIFICATIONS

Booth Name \_\_\_\_\_ Number \_\_\_\_\_

\_\_\_\_\_ Feet from floor to bottom of banner

\_\_\_\_\_ Feet in from left side

\_\_\_\_\_ Feet in from right side

\_\_\_\_\_ Feet in from back of booth

\_\_\_\_\_ Feet in from front of booth

For more information, contact your PSAV representative at:

216.928.1530 or visit us on the Web at:

[psav.com/huntingtonconventioncentercleveland](http://psav.com/huntingtonconventioncentercleveland)

Please email completed form to: [2096exhibits@psav.com](mailto:2096exhibits@psav.com)

**NOTE:** Banner/sign structure must be assembled prior to hanging. Please contact show management if assistance is needed. PSAV does not provide banner assembly.

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

The cost for each additional banner is \$350.

The total charge per item is determined by multiplying the price by the quantity ordered.

Please include a photo or sketch of sign/banner.

**TAX EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Ohio.

### CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.



Prior to the event load in date, you will be contacted with a specific time window that your banner or sign will be hung.

Signs will be lowered following the official close of the event. No specific time will be given for removal. Items removed as space becomes available at riggers discretion.



# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

 	COMPANY NAME:		BOOTH NUMBER:	
	EVENT:			
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1600 Fax: (216) 920-1470 www.clevelandconventions.com www.theglobalcenter.com	FACILITY:	<b>Huntington Convention Center of Cleveland</b>		
	DATES:		EVENT #	

## FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL:		
EMAIL:			

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, HCCC also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

<input type="checkbox"/> <b>COMPANY CHECK</b> Please make check payable to: HCCC. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file.  <b>***Please reference the Event Name listed above and your Booth # on all checks and/or electronic payments.***</b>	<input type="checkbox"/> <b>BANK WIRE TRANSFER INFORMATION</b> Please contact Steve Wells @ <a href="mailto:swells@clevelandconventions.com">swells@clevelandconventions.com</a> for wire/ACH information.
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 **CREDIT CARD**  
 For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.
 

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER
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## CREDIT CARD INFORMATION

CARDHOLDER NAME:			
ADDRESS:	CITY:	ST:	ZIP:
CREDIT CARD NUMBER:		EXP. DATE:	
CVV NUMBER:	THIRD PARTY PAYMENT? YES or NO		
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL:			

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.	<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="background-color: #808080; color: white;">SERVICE TOTALS</th> </tr> <tr> <td style="text-align: center;">Booth Cleaning Charges</td> <td></td> </tr> <tr> <td style="text-align: center;">Internet/Telephone Charges</td> <td></td> </tr> <tr> <td style="text-align: center;">Security Charges</td> <td></td> </tr> <tr> <td style="text-align: center;">Manual Processing Fee</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>SUB TOTAL</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL PLUS TAX (8%)</b></td> </tr> <tr> <td colspan="2" style="text-align: center;">Tax is due on the surcharge only, unless authorized exemption is provided.</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL DUE</b></td> </tr> </table>	SERVICE TOTALS		Booth Cleaning Charges		Internet/Telephone Charges		Security Charges		Manual Processing Fee	\$15.00	<b>SUB TOTAL</b>		<b>TOTAL PLUS TAX (8%)</b>		Tax is due on the surcharge only, unless authorized exemption is provided.		<b>TOTAL DUE</b>	
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# HCCC Internet & Telecom Distribution Service Delivery

## Terms & Conditions

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1. The HCCC is the **exclusive provider and installer of all Voice, Data and Network** services (wired and wireless). All services ordered on the provided form or via the HCCC Priority Exhibitor Services online order system, or onsite at the HCCC Exhibitor Service Desk are covered by these terms and conditions.
2. The use of the network connection(s) provided by HCCC 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** or individuals.
3. All devices for which HCCC directly or indirectly provides Internet/Network connectivity must pay a device charge or purchase an HCCC assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of move-in. **Standard Price** applies to **(a)** all orders received from One (1) to (21) days before show move-in has started or **(b)** orders received on or before the 21 days Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Standard Price plus an additional 20% x Standard Price**. A few select events require a longer lead time; for best pricing, please consult your exhibitor information or contact exhibitor services.
5. **Conditions for processing service contract for On-time Installation:** **(a)** Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. **(b)** Full payment for service(s) must accompany signed contract/method of payment form **(c)** Incomplete contract forms will delay processing, please provide all information requested. **(d)** Booth number(s) must be identified on face of contract. **(e)** Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the 1st day of move-in to avoid additional charges. **(f)** Customer provided/ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide with Circuit Number and Provider's name. **(g)** Late orders/changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
6. **Internet/Network** – 10/100 Mbps, full-duplex, auto-sensing, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered to the back of the booth, or location most convenient to install unless a specific drop location is noted.
7. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet/Network services. This includes, but is not limited to, Premium Internet & Basic Internet. The HCCC can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
8. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
9. **Internet Security Disclaimer:** The HCCC 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. By signing the contract/order form/method of payment form or submitting an order online the Customer is agreeing to hold its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
10. **VIRUS PROTECTION REQUIREMENT – WARNING:** The HCCC requires that all devices directly or indirectly accessing the HCCC's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts network(s) will be disconnected from the network(s) with or without prior notice at the HCCC's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution. No refunds will be issued Customer(s) as the result of the HCCC's actions to disconnect disruptive device(s).
11. **Use of Network Connection:** **(a)** Services provided by the HCCC are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of HCCC 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 users of the interconnected networks. **(b)** Users of services **shall not disrupt** any of the HCCC 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 any of the HCCC or other associated networks. HCCC services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
12. Limited Availability: T-1/DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
13. **Wireless Specific:** **(a)** HCCC is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by HCCC are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact HCCC exhibitor services department 21 days in advance of show move-in to investigate the potential of engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's

- 11. Use of Network Connection:** (a) Services provided by the HCCC are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of HCCC 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 users of the interconnected networks. (b) Users of services **shall not disrupt** any of the HCCC 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 any of the HCCC or other associated networks. HCCC services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
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- 14.** Unless otherwise directed, HCCC is authorized to cut floor coverings to permit installation of service.
- 15. Internet Performance Disclaimer:** HCCC 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 backbone(s) beyond the Facility.
- 16.** Only HCCC personnel are authorized to modify system wiring or cabling. Material and equipment furnished by HCCC for this service contract shall remain the property of HCCC.
- 17. CANCELLATION** – There is a minimum \$150 or 10% Cancellation Fee (whichever is higher). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed/quoted. Credit will not be given for service(s) installed and not used.
- 18.** Service problems must be reported to the HCCC Exhibitor Service Desk located on the show floor. Service claims will not be considered unless filed in writing by Customer prior to close of show.
- 19. Any additional cost incurred by HCCC to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of HCCC or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
- 20. Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Exhibitor Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the HCCC Exhibitor Service Desk within one (1) hour following close of the show.
- 21.** The prices listed on this contract **do not include Federal, State, Local or Other Taxes and Tax surcharges.** Taxes/Tax surcharges will be included on your final bill.
- 22. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).**
- 23.** The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the HCCC and intercept service cannot be provided.
- 24. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance.**
- 25. International Calls and Line Restrictions:** (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) HCCC will provide a detailed listing of all toll/billable type calls made from applicable services.
- 26.** Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.
- 27.** In the case of a billable type call(s) which is not connected, but where the called telephone is allowed to ring for more than 28 seconds, HCCC's automated billing system will automatically place a charge on your account as if the call had been completed. To avoid such charges, we suggest that you observe the time when placing calls.
- 28.** A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- 29.** Prices are based upon current rates and are subject to change without notice.
- 30. A valid Method of Payment form with authorized credit card number and signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**

# HCCC Financial Terms & Conditions / Limits & Liability

1. The Licensor (HCCC) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensor's Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.
2. Licensor (HCCC) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.
3. Licensor (HCCC) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water, Drain, telecommunication and Internet services. Licensor (HCCC) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.
4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.
5. Online ordering for all services is the preferred and recommended method for ordering services. A \$25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.
6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed.
7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.
8. Online orders are generally due 21 days prior to the show start date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.
9. HCCC accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **HCCC**
10. There will be a \$25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a \$25.00 processing fee.
11. All services are subject to sales tax (currently 8%). Resale certificates are not acceptable for tax exemption.
12. Due to the cost of processing checks, any refunds due in the amount of \$50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.
13. Any unpaid balance after close of show will incur a 1.5% / month service charge.
14. **Tippling is not permitted. Any request from personnel for gratuities should be reported to Management immediately.**
15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used.
16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by HCCC Exhibitor Services Manager within 21 calendar days prior to show opening.
17. Exhibitor/Licensee holds HCCC and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond HCCC's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay HCCC its attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and declined credit cards.
20. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

Utility services provided by Edlen managed by HCCC

v8.18.2016





# AUDIOVISUAL EXHIBITOR SERVICES



Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered less than minimum required days in advance.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. An electronic receipt will be emailed to you.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or Event Technology Support fees will apply and/or loss damage waiver.

**Shipping Instructions** – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Huntington Convention Center of Cleveland, 1 St. Claire Ave NE, Cleveland, OH 44114
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [2096exhibits@psav.com](mailto:2096exhibits@psav.com)

## MONITORS

	QTY.	
■ 24" LCD monitor	_____	\$145
□ Table stand		
■ 42" LCD monitor includes stand and cables	_____	\$375
■ 55" LCD monitor includes stand and cables	_____	\$575
■ 80" LCD monitor includes stand and cables	_____	\$1,005

## MONITOR ACCESSORIES

	QTY.	
■ Monitor audio	_____	\$125
■ Laptop	_____	\$175

## PROJECTION

	QTY.	
■ LCD projector includes cables	_____	\$355
■ 42"- 54" Rolling cart with black skirt	_____	\$25
■ 8' Tripod screen	_____	\$60





# AUDIOVISUAL EXHIBITOR SERVICES



Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

### AUDIO EQUIPMENT

- |  |       |       |
|--|-------|-------|
| ■ Wired handheld microphone  | _____ | \$55  |
| ■ Wireless microphone  | _____ | \$140 |
| □ Handheld      □ Lavalier   |       |       |
| ■ Powered speaker  | _____ | \$120 |
| <i>up to five people</i>   |       |       |
| ■ Sound system   | _____ | \$325 |
| ■ <i>two speakers, two stands, one mixer, one wired microphone</i> |       |       |
| ■ <i>up to 20 people</i>   |       |       |

### LIGHTING

- |                           |       |        |
|---------------------------|-------|--------|
| ■ Up-light                | _____ | \$55   |
| ■ Down lights             | _____ | Custom |
| leko or booth high lights |       |        |

### SPECIAL REQUESTS

Please add any items not listed above that you require.

### RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

### CUSTOM ITEMS

- |                      |       |          |
|----------------------|-------|----------|
|                      | QTY.  |          |
| ■ Post-it flip chart | _____ | \$60     |
| ■ White board        | _____ | \$60     |
| ■ HDMI cable         | _____ | \$20     |
| ■ _____              | _____ | \$ _____ |
| ■ _____              | _____ | \$ _____ |

PLEASE EMAIL COMPLETED FORM TO: 2096exhibits@psav.com

**Your order is not confirmed until you receive and return a signed quote.**

For special requests or if you need additional equipment, please call 216.928.1530.

Note: PSAV does NOT provide power distribution. Please contact Edlen Electric at 216.928.1540 for power needs.

To learn about our creative and production services, please contact your PSAV representative.

**Chris Case**  
**Director, Event Technology - PSAV®**  
 Huntington Convention Center of Cleveland  
 1 St. Claire Ave. NE, Cleveland, OH 44114  
 ■ office: 216.928.1530 ■ email: [2096exhibits@psav.com](mailto:2096exhibits@psav.com)

