



EXHIBITOR MANUAL

FEBRUARY 28-MARCH 1, 2020
Seaport World Trade Center, Boston
200 Seaport Boulevard, Boston, MA
www.GolfExpoBoston.com

Produced by



SPONSORS



OFFICIAL RETAILER



Audi

OFFICIAL AUTOMOTIVE



OFFICIAL BEER

Snell
GOLF

OFFICIAL GOLF BALL



OFFICIAL HOME
REMODELER



OFFICIAL SIMULATOR



2020 NATIONAL GOLF EXPO EXHIBITOR QUICK FACTS/CHECKLIST	DEADLINES						
<p><u>SHOW DATES & HOURS</u> Friday, February 28 12:00 PM-7:00 PM (Exhibitor Access 8:00 AM-7:30 PM) Saturday, February 29 10:00 AM-7:00 PM (Exhibitor Access 9:00 AM-7:30 PM) Sunday, March 1 10:00 AM-5:00 PM (Exhibitor Access 9:00 AM-10:00 PM)</p>							
<p><u>MOVE IN</u> Thursday, February 27 8:00 AM - 5:00 PM (By zone. See move-in floor plan) Friday, February 28 8:00 AM - 11:00 AM (Show opens at noon.) Hand-carried materials only on Friday. Must be set up by 11am.</p>							
<p><u>FINAL PAYMENT FOR EXHIBIT SPACE DUE TO PARAGON GROUP</u></p>	<p>Fri, Jan 24</p>						
<p><u>BOOTH EQUIPMENT</u> Each 10 x 10 booth will be set with 8' high blue, green and white back drape, 36" high side dividers and a 7" x 44" identification sign. <u>Tables and chairs are NOT included. You may bring your own tables & chairs, or order furnishings from Freeman. The entire show floor will be carpeted</u> in black so you do not need to bring or order carpet for your display.</p>							
<p><u>GENERAL SERVICES CONTRACTOR</u> Freeman Phone: 508-894-5100, Fax: 469-621-5608, FreemanBostonES@freemanco.com Take advantage of discount pricing by ordering online at www.freemanco.com/store Furnishings • Signage • Cart Service • Freight/Labor Services</p>	<p>Discount Pricing Thurs, Feb 6</p>						
<p><u>ELECTRICAL SERVICES</u> Seaport Energy Co., Inc. P: 617-439-5425 F: 617-439-5433, info@seaportenergyboston.com Receive discount pricing by ordering early! Use the form at the end of this manual or order online using coupon code "GOLF20" at www.SeaportEnergyBoston.com</p>	<p>Discount Pricing Fri, Feb 14</p>						
<p><u>TELECOMMUNICATIONS / INTERNET SERVICES</u> Telecommunications Department, Seaport World Trade Center P: 617-385-5006 F: 617-385-4400</p>	<p>Discount Pricing Wed, Feb 5</p>						
<p><u>HOTEL RESERVATIONS (Details on PageXXX)</u> We have arranged special rates at several area hotels.</p> <table data-bbox="94 1753 1055 1858"> <tr> <td>Seaport Hotel (Official Show Hotel), 877-732-7678</td> <td>\$219.00</td> </tr> <tr> <td>Doubletree Club Hotel Bayside, phone 617-822-3600</td> <td>\$205.00</td> </tr> <tr> <td>Hilton Garden Inn Logan Airport, 877-782-9444</td> <td>\$119.00</td> </tr> </table> <p>Other suggested nearby budget-friendly hotels: Ramada Inn Boston, phone 844-215-1915</p>	Seaport Hotel (Official Show Hotel), 877-732-7678	\$219.00	Doubletree Club Hotel Bayside , phone 617-822-3600	\$205.00	Hilton Garden Inn Logan Airport , 877-782-9444	\$119.00	<p>Mon, Jan 27 Friday, Feb 7 Tues, Feb 25</p>
Seaport Hotel (Official Show Hotel), 877-732-7678	\$219.00						
Doubletree Club Hotel Bayside , phone 617-822-3600	\$205.00						
Hilton Garden Inn Logan Airport , 877-782-9444	\$119.00						

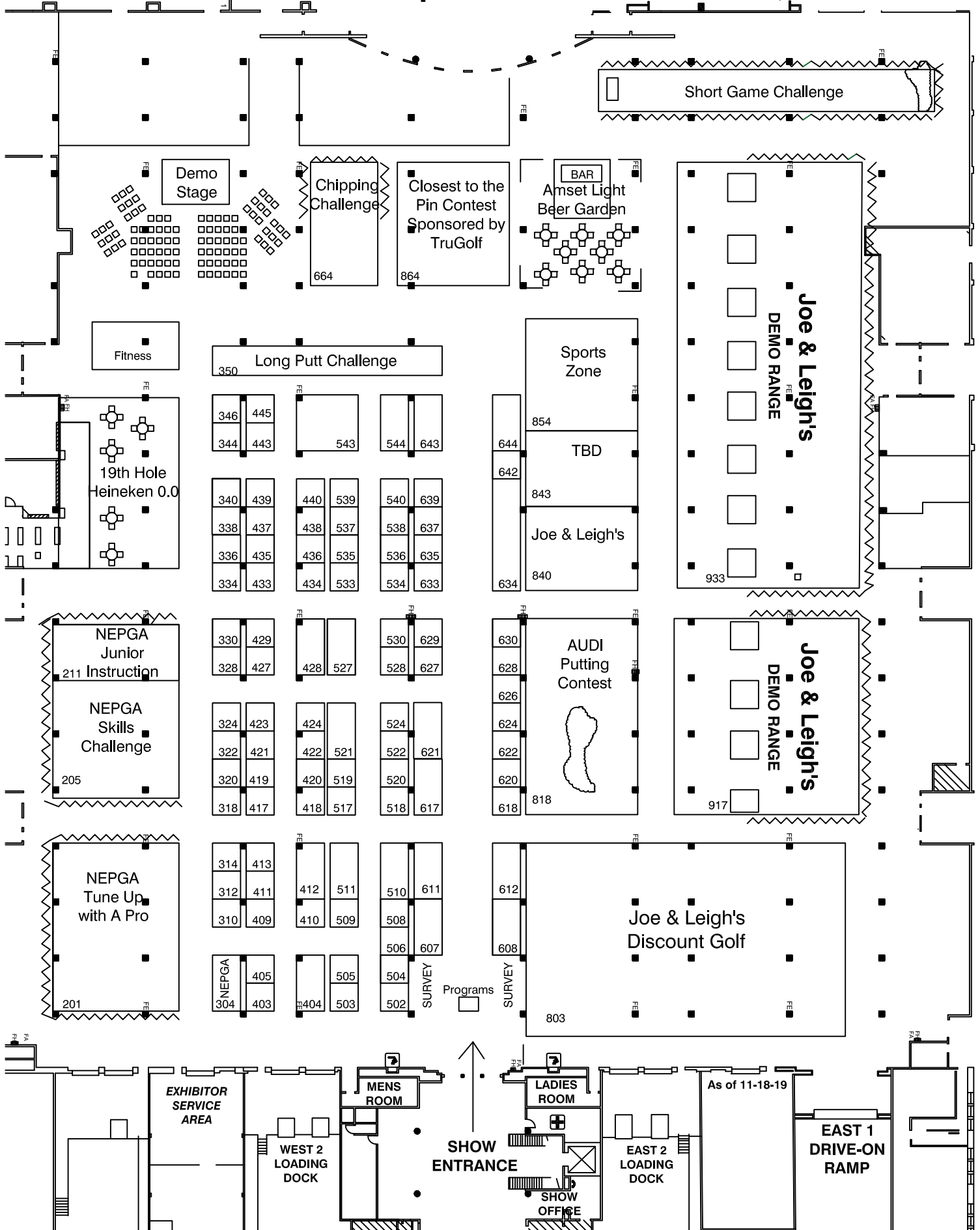
<p><u>EXHIBITOR BADGES</u> Five (5) badges will be distributed per company. Badges are only to be worn by employees of the company renting booth space and working in the booth. Badges are not to be given to non-working personnel. Guests and family members of exhibitors must use guest tickets. Badges must be picked up individually at the Exhibitor Registration Desk in the show lobby.</p> <p>NOTE: All exhibitors must provide us with a list of the staff who will be working in their booth during the Show. Please send your staff list by Wednesday, February 26 to Megan Berridge at mberridge@paragonexpo.com or by fax to 781-453-0407.</p>	Wed, Feb 26
<p><u>PARAGON GROUP CORPORATE OFFICE</u> Main Number: 781-237-5533 197 First Ave., Suite 150, Needham, MA 02494 800-258-8912/ Fax: 781-453-0407/ www.GolfExpoBoston.com</p> <p><u>KEY CONTACTS</u> Dave Gerth, Show Manager, 781-343-1783, dgerth@paragonexpo.com Megan Berridge, Sr. Sales Executive, 781-343-1492, mberridge@paragonexpo.com Carolyn Weston, Show Director, 781-343-1569, cweston@paragonexpo.com Peg Rose, Show Coordinator/Billing, 781-343-1809, prose@paragonexpo.com Garry Edgar, President & CEO, 781-343-1492, gedgar@paragonexpo.com Barbara Pudney, VP of Marketing, 781-343-1901, bpudney@paragonexpo.com</p>	
<p><u>PARKING</u> The Seaport Hotel Parking Garage across the street from the World Trade Center will be offering a \$22 event rate. Bring garage ticket to show lobby for validation on Friday. On Saturday and Sunday, the \$22 rate will be programmed into your ticket and you will not need to have it validated. There are also other lots, garages and some metered street parking around the area.</p>	
<p><u>DIRECTIONS</u> <u>From the West:</u> Follow the Massachusetts Turnpike/Interstate 90 East to Exit 25 – South Boston. At the top of the ramp, bear left towards Seaport Boulevard. At the first set of lights, proceed straight onto East Service Road. At the next set of lights, take a right onto Seaport Boulevard. The Seaport World Trade Center will be ahead on the left. You will need to make a u-turn at the rotary a few blocks further to access the loading dock doors. <u>From the South:</u> Heading northbound on I-93 towards Boston, take Exit 20, which will be immediately after Exit 18. Follow the signs to “I-90 East.” Take the first tunnel exit to “South Boston.” At the first set of lights at the top of the ramp, proceed straight onto East Service Road. At the next set of lights, take a right onto Seaport Boulevard. The Seaport World Trade Center will be ahead on the left. You will need to make a u-turn at the rotary a few blocks further to access the loading dock doors. <u>From the North:</u> Heading southbound on Interstate 93 Boston, take Exit 23, Purchase Street and move into the left lane. At the top of the ramp, take a left turn onto the Evelyn Moakley Bridge/Seaport Boulevard. Follow Seaport Boulevard for approximately .8 miles, The Seaport World Trade Center will be ahead on the left. You will need to make a u-turn at the rotary a few blocks further to access the loading dock doors.</p>	



2020 National Golf Expo, Boston

Feb 28-March 1, 2020

Seaport World Trade Center, Boston



MOVE IN & MOVE OUT

In an effort to provide a smooth move in, the following schedule has been established. The Seaport World Trade Center has two available (2) loading docks and one (1) drive in ramp, therefore trucks and trailers will be limited to a 30-minute load in/out time limit. You will be issued a move-in pass that will allow you to drive onto the show floor or onto a loading dock. Please keep the pass on your vehicle dash or window.

***NOTE: As the Show will be fully carpeted, access to your booth by vehicle will be limited. You are advised to bring your own handcarts, dollies etc. as none are available onsite.**

MARSHALING: Due to ongoing construction projects on Seaport Boulevard, we may be asked to marshal vehicles onto World Trade Center Blvd. If this becomes necessary, directions and a map will be provided to you onsite.

Unloading vehicles will be limited to immediately inside the hall, just beyond the loading dock.

MOVE IN

Thursday, February 27 - 8:00 AM - 5:00 PM

Locate your booth on the floor plan on the next page to determine your zone.

ZONE ONE 8:00 AM - 11:00 AM

ZONE TWO 11:00 AM - 2:00 PM

ZONE THREE 2:00 PM - 5:00 PM
(INCLUDES TESTING & FITTING RANGE)



LOADING DOCK/DRIVE-IN DOOR ON FRONT OF BLDG

Any exhibitor using large trucks or trailers may have early access by contacting Show Management. Access will be limited. All delivery vehicles must be removed from the building by 4:00 PM, Thursday, March 1.

Friday, February 28 – Late Move In - 8:00 AM-11:00 AM (Show opens at 12:00 PM)

No vehicles on show floor (hand carried only)

- Exhibitor move-in to be completed by 11:00 AM

MOVE OUT

Sunday, March 1 - 5:15 PM-10:00 PM

- All exhibit material must be removed from the hall by 10:00 PM
- **No merchandise or display materials may leave the show floor before 5:00 PM.**

For Sunday move out you will not be permitted to drive your vehicle into the building or into the loading dock until your booth has been completely packed up and is ready to load onto your vehicle. Vehicles on the show floor will be limited. Massport officers will be working to make sure there is no parking in front of the building and anyone leaving a vehicle unattended runs the risk of being ticketed.

IMPORTANT :

MOVE-OUT DOES NOT BEGIN UNTIL 5:15 PM ON SUNDAY. *It is unfair to attendees who have paid to visit to find that some of the exhibits have already packed up and are ready to leave. Exhibitors breaking down early will be penalized (i.e. loss of exhibit space location for the following year's show).*



2020 National Golf Expo, Boston

Feb 28-March 1, 2020

Seaport World Trade Center, Boston



FACILITY INFORMATION

PUBLIC TRANSPORTATION

The MBTA Silver Line Waterfront (SL1) stops one block from show site at World Trade Center Station. From South Station, which has access to the MBTA's Red, Silver, and Commuter Rail Lines; Greyhound and Peter Pan Bus Services; and Amtrak, take the Silver Line SL1, located one level above the Red Line/one level below the Food Court) to World Trade Center Station. Take the stairs/escalators/elevators to the upper level, Level 2, and exit onto World Trade Center Ave. Turn right onto WTC Ave., walk for about 0.1 miles and The Seaport World Trade Center will be directly in front of you.

FOOD

Food is available at concession stands throughout the building and at nearby restaurants within walking distance. Many new restaurants have opened recently within a short walk from the World Trade Center. See show office for additional information.

HOTEL INFORMATION

PLEASE NOTE: We are not working with any outside housing companies for our room blocks. Any calls from Expo Housing Services, Global Housing Services or any such company are not legitimate. Please be aware of, and report any unauthorized solicitation to Show Management

Seaport Boston Hotel

One Seaport Lane, Boston, MA 02210
For reservations call 1-877-732-7678 or
617-385-4514

Room Rate: \$219.00 single/double

Reservations by January 27, 2020

Mention "Boston Golf Expo" for the special rate
*Luxury hotel across the street from the Seaport
World Trade Center*

Doubletree Club Hotel at Bayside

240 Mount Vernon Street, Boston
For reservations:, 1-800-222-8733

Room Rate: \$205.00 single/double

Reservations by Friday, February 7, 2020

Mention "Boston Golf Expo" for the special rate
<https://doubletree.hilton.com/en/dt/groups/personalized/B/BOSCHDT-NGE-20200228/index.jhtml>

Hotel is located 4 miles south of the Seaport World Trade Center, off Exit 15 of Route 93/Southeast Expressway. Complimentary shuttle to Seaport WTC is available.

Hilton Garden Inn Boston Logan Airport

100 Boardman Street, Boston, MA 02128
For reservations call 1-877-782-9444 or
617-567-6789

Reserve online:

https://hiltongardeninn.hilton.com/en/gi/groups/personalized/B/BOSLOGI-GOLF-20190301/index.jhtml?WT.mc_id=POG

Room Rate: \$119.00 single/double

Reservations by Tues, February 25, 2020

Mention "National Golf Expo" for the special rate
Hotel is located 5 miles from the Seaport World Trade Center. There is a \$3.50 toll going one way only.

OTHER SUGGESTIONS:

Ramada Inn

800 Morrissey Blvd, Boston, 617-287-9100, 4 miles from facility

Best Western Adams Inn

29 Hancock Street, Quincy, MA, 617-328-1500, 6 miles from facility

GENERAL EXHIBITOR INFORMATION

ADVANCE ORDERS FOR SHOW SERVICES (DUE THURSDAY, FEBRUARY 6, 2020 TO RECEIVE DISCOUNTS)

Plan ahead. It is always best to order services and/or furnishings in advance of the Show. Orders placed on-site are generally 30% higher in costs and processed after the advance orders. Therefore, to save time and money, order early. See the enclosed checklist to assist you with the ordering of services. The exhibitor manual and order forms will be available on-line at www.freemanco.com and at www.GolfExpoBoston.com

ELECTRICITY ORDERS (DUE FRIDAY, FEBRUARY 14, 2020 TO RECEIVE DISCOUNTED RATE)

Electrical service ordered after early deadline will be charged a higher rate. **Use Seaport Energy form at the end of this manual.**

TELEPHONE & INTERNET (DUE WEDNESDAY, FEBRUARY 5 TO RECEIVE DISCOUNTED RATES)

Phone lines are available from Seaport World Trade Center and cost \$220-\$255 each. Internet cost \$450-\$485. **See order forms included.** The building provides free WiFi. We highly recommend cell phone use.

SHOW OFFICE / EXHIBITOR REGISTRATION

Open Thursday, February 28 - Sunday, March 1, 2020

617-385-4900

The show office as well as exhibitor registration and will call tickets pick-up/drop off will be located on the right side of the lobby. Show management personnel will be available to help you in any way.

GUEST TICKETS

Each exhibiting company will receive four (4) complimentary general admission tickets to the Show. Tickets can be picked-up at the exhibitor registration desk in the lobby. Please let Megan Berridge know if you would like the tickets mailed to you in advance. mberridge@paragonexpo.com or 781-343-1562.

EXHIBITOR BADGES

Five (5) badges will be distributed per company. Badges are only to be worn by employees of the company renting booth space and working in the booth. Badges are not to be given to non-working personnel. Guests and family members of exhibitors must use guest tickets.

All exhibitors must provide us with a list of the staff who will be working in their booth during the Show. Please send your staff list by Wednesday, February 26 to Megan Berridge at mberridge@paragonexpo.com or by fax to 781-453-0407.

Badges must be picked up individually at the Exhibitor Registration Desk located at the Main Entrance in the lobby. Your staff members will be asked to show a company ID or business card. Please advise workers to return badges to exhibitor registration when their shift is over so they can be redistributed to your next crew. Once these badges are gone, anyone requesting a badge will be treated as an attendee and charged an admission fee.

INSURANCE

You are responsible for the space contracted to you. Consequently, be sure to have all insurance certificates in force and updated during the Show. It is very easy for most insurance companies to add a binder to your policy for the run of the Show. If there are damages to the building or its property attributable to you, it is your responsibility to reimburse the World Trade Center. Paragon Group requires no special insurance if the agreement for space rental is completed, signed and received by Paragon Group.

SALES TAX IDENTIFICATION NUMBER REQUIRED

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number or MA Tax Identification Number (TIN) if a business, or a Social Security number, if an individual, to Show Management prior to setting up at the show. The Massachusetts Department of Revenue (DOR) **requires** Show Producers to provide them with a complete file of this information. The number required is simply the

number you or your company uses to file Massachusetts or Federal Income tax. A representative of Mass State Department of Revenue will be on site sometime during the Show.

Thank you if you have already provided this information on your application for booth space.

If you have not already provided this information, please call Megan Berridge at 781-343-1562 or email it to her at mberridge@paragonexpo.com by Thursday, February 27.

Exhibitors can apply for a Massachusetts State Tax Identification Number on line. The following link will provide information regarding registration.

How to apply:

- Go to www.mass.gov/dor
- Go to "Business"
- Go to "Filing & Reporting"

Proceed with instructions provided. **The responsibility is yours to comply with state codes.**

MATERIAL HANDLING

Work rules require that the official material handling contractor, Freeman, off-load all equipment and display materials from commercial carriers/common carriers or van lines. **The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor.** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.

They must be off-loading from a company-owned truck or rental vehicle, of from a car, van or truck owned or rented by personnel of the exhibiting company. All trucks, including company-owned or rental vehicles over 24' in length will be off-loaded or loaded by the official material handling contractor.

You may use only hand-operated equipment; two-wheeled hand trucks and four-wheeled hand trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

TRASH DISPOSAL

Exhibitors are required to remove all of their own trash, including pallets, from the building and grounds. Use of the Seaport World Trade Center's dumpsters is prohibited. Any exhibitor who leaves behind excessive amounts of trash will be ineligible to return to the show in future years.

DISPLAY POLICY AND REGULATIONS

DISPLAY GUIDELINES

Paragon Group enforces display regulations that we believe provide each exhibitor an equal opportunity to make the most effective use of their space without infringing on the rights of your neighbors. The foundation upon which all show management display rules are based is the following:

"All exhibitors, regardless of size or location, will be given an equal opportunity, within the bounds of common sense and professional courtesy, to exhibit their product(s) or service(s) in the most effective manner to the attendees"

Remember, that you are our customers, and we want you to be successful. But with rights come responsibilities. The exhibitor's responsibility can best be summed up as:

“Be a Good Neighbor”

Please review the rules and regulations outlined in the following pages. Each section begins with the actual rule and guideline and is followed by the intent that is of major importance.

DEMONSTRATIONS

Regulation

Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd.

Should spectators interfere with the normal flow in the aisle, show management will insist that you limit or eliminate the presentation.

Sound

Police your own booth to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember that the use of sound systems or equipment producing sound is the exception to the rule, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Intent

The aisles are the property of all the exhibitors and therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, this is an infringement on other exhibitor' rights. Aisles must not be obstructed at any time.

Booth Standards

- Handwritten signage is not permitted
- All product(s) should be professionally displayed, (i.e., no corrugated boxes or displaying of product(s) in the aisles outside the exhibit
- No distribution of literature outside of exhibit – aisles, hallways, entrance areas, etc.

BOOTH GUIDELINES

One or more 10'x10' booth with aisle on one side:

1. *Booth construction may be 8' high for the first 5' from the back wall of booth. The front 5' (to aisle) may be no higher than 4'. This results in clear linear visibility for all exhibits.*
2. *Nothing may be erected or hung across or over any aisles, even if that aisle is flanked on both sides by booths assigned to the same exhibitor, unless approved by Show Management.*
3. *All exposed areas of the exhibit must have finished surfaces including the back and sides. Graphics, logos or print facing into another booth will not be allowed. All such material must face into the aisle or into the exhibitor's own booth. Any part of any booth needing a finished surface at 6:00 PM, the day prior to the Show opening, will be draped at the cash expense of the exhibitor. Show Management will decide whether such drape is needed.*
4. *Plastic table skirting is prohibited.*

DON'T BLOCK AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisles, passageways, lobby or exits leading to any fire extinguishing appliances.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed or screwed to columns, walls, floor or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

HANDOUTS

You cannot distribute literature, samples or other material outside your contracted exhibit space. You cannot work the aisles outside your booth.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in his exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors.

EXHIBITORS WITH SPECIAL NEEDS

Exhibitors who have special needs which require variance from these guidelines must get prior written approval from Show Management. Exhibitors should send detailed plans of their proposed display for this approval.

BOOTH SET UP DEADLINE

Any booth not occupied by 11:00 AM on Friday, March 1, 2019 will be presumed to be abandoned. If there is display material in the booth and we believe the exhibitor will be late, but will arrive, the General Contractor, Freeman, will set up the booth as best they can with the information/product available. If we do not believe the exhibitor will arrive or there is no material in the booth, it will be carpeted and made into a food concession or lounge or reassigned by Show Management. Any exhibitor who arrives late will be charged for the cost incurred and penalized on the following year's space assignment. No refund will be made for payment received without prior approval.

EXHIBITOR SECURITY ADVISORY

ARRIVAL OF EXHIBIT MATERIAL AT SHOW

Merchandise shipped in advance to official drayage contractor will generally arrive in your booth on the first day of installation. There will be charges to deliver these materials.

UPS AND FEDEX DELIVERIES

We strongly discourage sending freight via overnight delivery services (FedEx, UPS) due to the logistical challenges inherent within the Seaport World Trade Center. Shipping via this method also incurs material handling charges! Once the Show has opened, there will be no one at the loading dock to accept any UPS or FedEx deliveries. If you are expecting a delivery please make arrangements for your shipment to be delivered elsewhere, such as to your hotel.

DURING INSTALLATION

While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made, i.e., chaining of items, show cases, covering with tarps and locking containers. **DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNATED FOR "EMPTY STORAGE"**.

DURING SHOW HOURS

Booth personnel should be in attendance at least 30 minutes prior to official Show opening and should remain during all Show hours. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening. Special safeguards should be exercised with regard to personal items such as handbags, wallets & coats.

DURING DISMANTLING PERIOD

Dismantling and/or merchandise removal cannot begin prior to the official closing of the Show on Sunday at 5:00 PM.

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment. If you are expecting a pick up on Monday by common carrier or express delivery, see the Freeman Service Desk for details.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.

Show Management assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide for their own product security and insurance coverage.

PERFORMANCE OF MUSIC

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner as shown below.

The licensing requirements include the playing of live as well as recorded music, whether it is the essence of the presentation or is used only as background, on a videotape or other presentation.

ASCAP
3350 Cumberland Circle
Suite 1890
Atlanta, GA 30339
800/505-4052

BMI
10 Music Square East
Nashville, TN 37203
800/326-4264

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for the National Golf Expo-Boston.

Please take a few minutes to ensure a hassle-free event by acquiring proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately. Thank You. - Show Management

FIRE PREVENTION INFORMATION

- 1. Smoking is prohibited in the Seaport World Trade Center.**
2. All exits, emergency exits and fire alarms pull stations must be kept clear. No partial blocking will be permitted.
3. Fire extinguishers may not be covered over by any drapes or hidden by any type of displays.
4. No motorized vehicles may contain more than one quarter (1/4) tank of fuel while on display.
5. All pressurized fuel tanks or gas cylinders must be drained.
6. All fuel fills must be locked, and all fuel caps must be locked or taped closed with duct tape.
7. Any live trees or shrubbery are acceptable as long as the shrubbery is potted or root balls are covered with burlap or suitable material or potted.
8. Artificial trees and shrubbery must be treated with a flame proofing material. Certification of flame proofing may be requested by the fire official.
10. Any type of mulch material must be treated with a flame proofing material, or watered daily. If treated with a flame proofing material, certification may be requested by the fire official.
11. No open flames, fires, burning of any kind will be permitted within the complex.
12. The Fire Prevention Code of the City of Boston will be strictly enforced.

Seaport Energy Co., Inc.

200 Seaport Boulevard, Suite 602

Boston, MA 02210

phone (617) 439-5425 fax (617) 439-5433

info@seaportenergyboston.com

www.SeaportEnergyBoston.com



Show Name: _____ Show Dates: _____

Company Name: _____ Booth #: _____

Address: _____
Street City State

Contact: _____ Email: _____

Phone: _____ Fax: _____

1. Electrical power for all booths will be turned on 1/2 hour before show opening and turned off at the close of the show.
2. Orders for 24 hour service are an additional 100%. Please circle outlets that require 24 hour service.
3. Orders received after 14 days before show opening will be charged the floor rate.
4. All outlets are installed on the floor at the rear of in-line & penninsula booths, overhead drops are additional.
5. No refunds for outlets not utilized.

120 VOLT SERVICE	QTY	Advance Rate	Floor Rate	Total Price
Outlet to 500 watts	_____	\$120	\$150.00	\$ _____
Outlet to 1000 watts	_____	\$140	\$175.00	\$ _____
Outlet to 2000 watts	_____	\$168	\$210.00	\$ _____
24 Hour Power add 100%	_____	\$ _____	\$ _____	\$ _____
Overhead Drop	_____	\$50	\$62.50	\$ _____
208 VOLT SERVICE				
20 AMP minimum each Please enclose sketch or NEMA # _____ ***Equipment without cord caps will be charged one hour labor.***				
Single Phase \$10.00 per amp	_____ X amps	\$10 per amp	\$12.50 per amp	\$ _____
Three Phase \$12.00 per amp	_____ X amps	\$12 per amp	\$15.00 per amp	\$ _____
24 Hour Power add 100%	_____	\$ _____	\$ _____	\$ _____
Overhead Drop	_____	\$50	\$62.50	\$ _____
480 VOLT SERVICE				
20 AMP minimum each				
Single Phase \$20.00 per amp	_____ X amps	\$20 per amp	\$25.00 per amp	\$ _____
24 Hour Power add 100%	_____	\$ _____	\$ _____	\$ _____
Overhead Drop	_____	\$50	\$62.50	\$ _____
LIGHTING SERVICE				
Prices include electricity for lighting only				
1000 Watt Flood Light	_____	\$200	\$250.00	\$ _____
575 Watt Par	_____	\$250	\$312.50	\$ _____
575 Watt Leko Theatrical Fixture	_____	\$250	\$312.50	\$ _____

MAIL CHECKS TO:
Seaport Energy Boston
200 Seaport Blvd, Ste 602
Boston, MA 02210
 Check # _____

TO PLACE YOUR ORDER WITH A CREDIT CARD PLEASE VISIT:
SeaportEnergyBoston.com/
Electrical-Service/

Secure Payments By

ADVANCE RATE COUPON CODE:
GOLF
 EXPIRES:
2/14/20

Request for Telecommunications Services



SEAPORT

PLEASE RETURN TO:
 WORLD TRADE CENTER BOSTON
 TELECOMMUNICATIONS DEPARTMENT
 200 SEAPORT BLVD
 BOSTON, MA 02210
 FAX: (617) 385 4400 (fax orders accepted)

**FOR INFORMATION
 CALL
 617-385-5006**

PLEASE TYPE OR PRINT

NAME OF SHOW			BOOTH NUMBER (S) OR ROOM
EXHIBITING FIRM NAME			DATE(S) OF SHOW
ADDRESS	CITY	STATE	ZIP
CONTACT NAME / AUTHORIZING SIGNATURE			TELEPHONE
EMAIL ADDRESS			

PAYMENT MUST ACCOMPANY ORDER COMPANY CHECK MASTERCARD AMERICAN EXPRESS

We regret that we cannot accept checks drawn on foreign banks or personal checks. MONEY ORDER VISA DISCOVER

CUSTOMERS WHO CHOOSE TO PAY BY CHECK OR MONEY ORDER MUST ALSO SUPPLY A VALID CREDIT CARD NUMBER BELOW. ANY AND ALL CHARGES NOT PREPAID, INCLUDING THOSE FOR CALLS AND UNRETURNED OR DAMAGED EQUIPMENT, WILL BE BILLED TO THE CREDIT CARD NUMBER PROVIDED.

****CHARGES TO YOUR CARD WILL APPEAR UNDER THE NAME SEAPORT HOTEL.****

CREDIT CARD NUMBER	EXP. DATE	NAME AS IT APPEARS ON CARD
AUTHORIZING SIGNATURE		DATE AUTHORIZED

TYPE OF SERVICE	QUANTITY	DISCOUNT PRICE*	STANDARD PRICE	TOTAL
Analog Line with/without Single-line phone.		\$220	\$255	
LAN with Internet Access.		\$450	\$485	
Hub Rental**				

Other (please describe) :

*****PLEASE CONTACT THE TELECOMMUNICATIONS DEPARTMENT AT (617) 385-5006 FOR PRICING AND COMPLETE SERVICE OFFERINGS.**

While we do offer Complimentary wireless services throughout the Seaport Complex, including the Commonwealth Exhibition Hall, We do not recommend using the wireless connection as the primary internet solution for your exhibitor displays. Reliable and efficient internet connectivity will be best handled through a wired connection.

**To qualify for discount pricing, request and payment must be received 15 business days prior to the first move-in date.*

***8-port hub rental = \$100; 16-port hub rental = \$200; each additional connection from hub = \$40.*

SUBTOTAL

6.25% TAX

TOTAL DUE

CALLING SERVICE: (if not indicated, all lines will have long distance) LOCAL LONG DISTANCE INTERNATIONAL

IMPORTANT INFORMATION

- Analog service – Standard Phone service which accommodates such applications as a single phone line, modem, or fax. If ordered, WTCB will provide a phone with a single line.
- LAN – 10base-T Local Area Network connection with direct internet access via DHCP. PC or laptop must come equipped with the following: Network Interface Card with an RJ45 adapter, TCP/IP and web browser.
- Local and long distance charges apply.
- To obtain an outside line, please dial 9 first.
- No credit will be given for equipment or service cancelled after installation.
- FINAL INVOICES OR ANY APPLICABLE REFUNDS WILL BE PROCESSED APPROXIMATELY 4 WEEKS AFTER THE CLOSE OF THE SHOW.

FREEMAN

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608

NATIONAL GOLF EXPO 2020
FEBRUARY 28 - MARCH 01, 2020
SEAPORT WORLD TRADE CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue, green and white back drape and 3' high green side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Thursday, February 06, 2020](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Thursday	February 27, 2020	8:00 a.m. - 4:30 p.m.
----------	-------------------	-----------------------

EXHIBIT HOURS

Friday	February 28, 2020	12:00 p.m. - 7:00 p.m.
Saturday	February 29, 2020	10:00 a.m. - 7:00 p.m.
Sunday	March 01, 2020	10:00 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

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

Sunday	March 01, 2020	5:15 p.m. - 10:00 p.m.
--------	----------------	------------------------

All labor and outbound material handling services performed will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the event.
- All exhibitor materials must be removed from the exhibit facility by [10:00 p.m. on Sunday, March 01, 2020](#).
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by [8:00 p.m. on Sunday, March 01, 2020](#).

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 (508) 894-5100 for a quote.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1 (512) 982-4187 Outside the US or +1 (817) 607-5183
 International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Thursday, February 06, 2020**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, 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:

Exhibiting Company Name / Booth #
NATIONAL GOLF EXPO 2020
 C/O Freeman
 25 Doherty Ave
 Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 a.m. - 4:00 p.m. Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded material beginning **Friday, January 31, 2020** at the above address. Material arriving after **Thursday, February 20, 2020** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

Please Note: The warehouse will be closed on Monday, February 17, 2020 in observance of Presidents' Day. Shipments will not be accepted on this date.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NATIONAL GOLF EXPO 2020
 C/O Freeman
 Seaport World Trade Center
 200 Seaport Blvd., Commonwealth Pier
 Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning at **8:00 a.m. on Thursday, February 27, 2020**. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (508) 894-5100.

Please Note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (508) 894-5100.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at (508) 894-5100 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1 (512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Thursday, February 06, 2020.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (508) 894-5100 with any questions or needs you may have.

Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



1 BEFORE THE SHOW

booth structure

Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2 carpet

Option 1 Rent

Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 shipping



Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.



Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4 graphics

Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5 printing



Reduce printing and **go digital** with your booth literature.



Print locally. Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

ON SITE

save energy



Use Energy Star-rated equipment for audio-visual equipment and monitors.



Power down. Turn off equipment at the end of each day.



Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

8

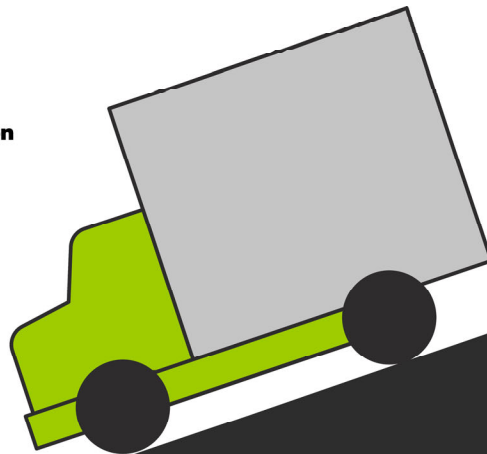
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

If you're shipping directly to another show, ask **Freeman Transportation about joining a caravan** to your next show.



7

MOVE OUT

train your team

Educate your installation and dismantling teams about **recycling and donation processes.**



9

leftover materials

Remember to label.

Clearly **label recyclable leftover material** for disposal.

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials

Unused raw materials: Plywood, subflooring, non-laminate wood

Flooring: 100 square feet of flooring. Excludes carpet.

Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

Metal: Aluminum cans/ steel banding

Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard

Wood: Non-laminate wood

FREEMAN

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**

COMPANY NAME:	BOOTH#:
ADDRESS:	BOOTH SIZE X
CITY/STATE/ZIP:	
CONTACT NAME:	PHONE #:
CONTACT EMAIL:	

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.
Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information
<https://www.freemanpay.com/496558>

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used 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 email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No claim for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

before event

during the event

after event

from your location
or previous event

to your location
or next event

event venue

venue
dock

your exhibit

venue
dock

**advance
warehouse**

storage for empty containers



advance warehouse

where exhibit materials are stored before an event



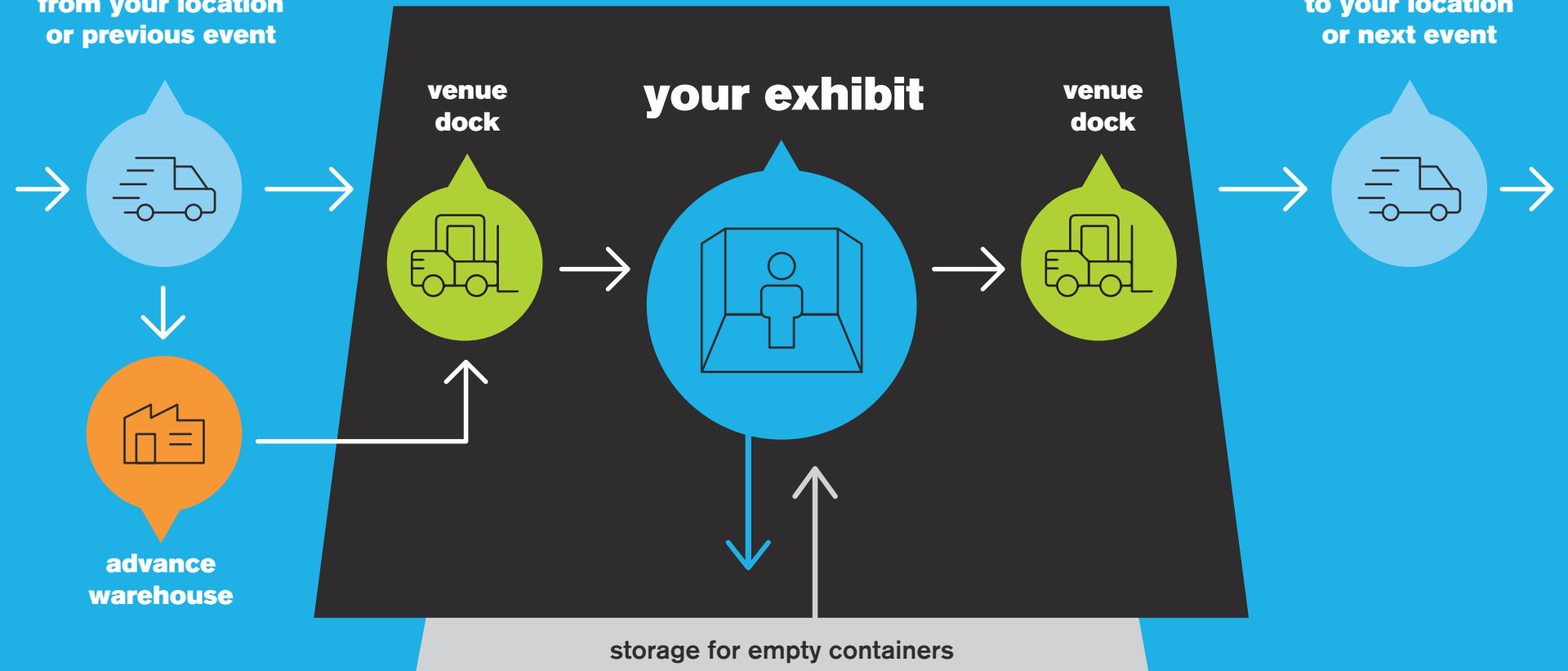
shipping

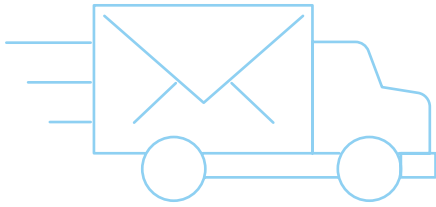
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

move items from the dock, to the exhibit, back to the dock after the show





TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

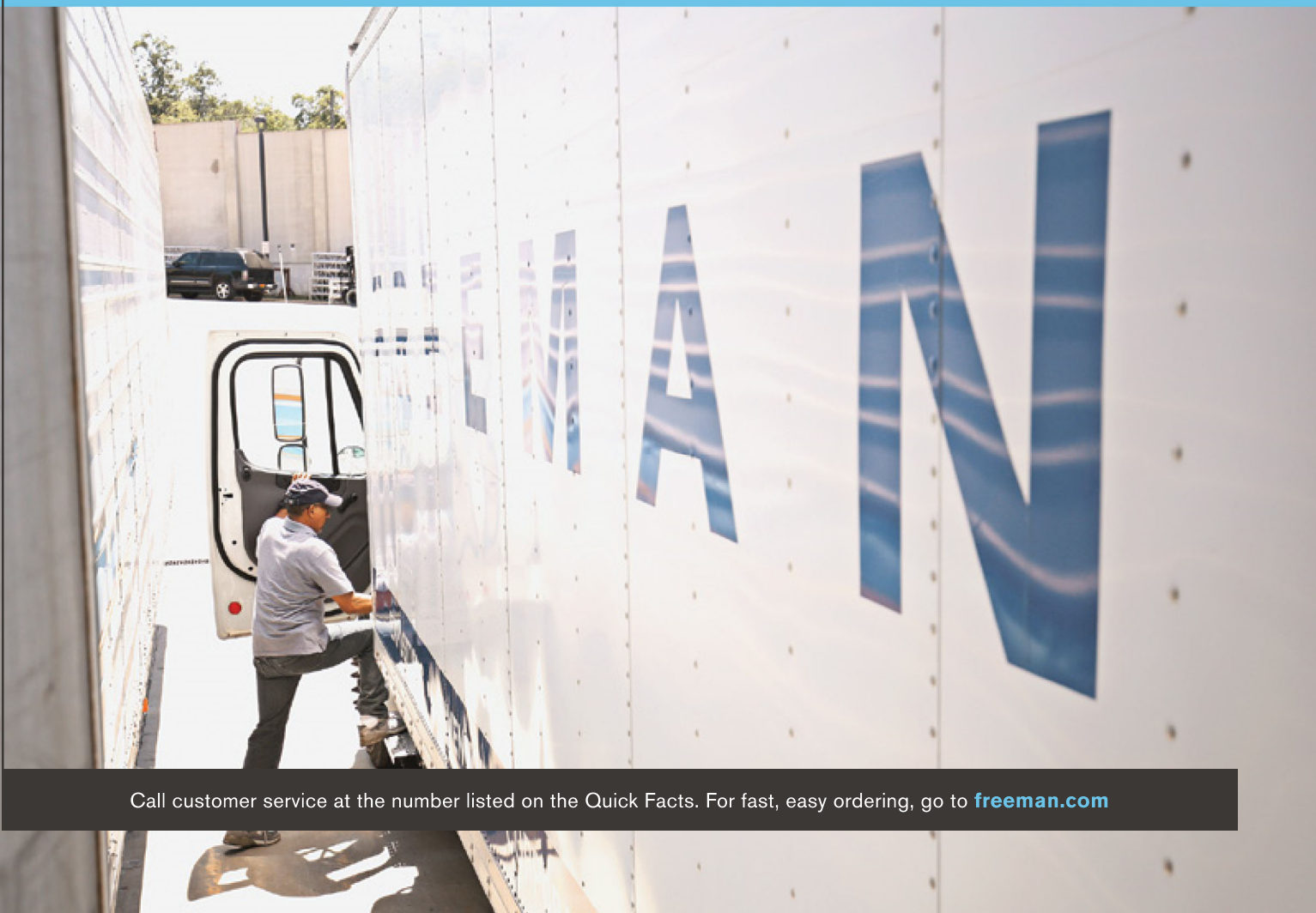


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

With more than 90 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

EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

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

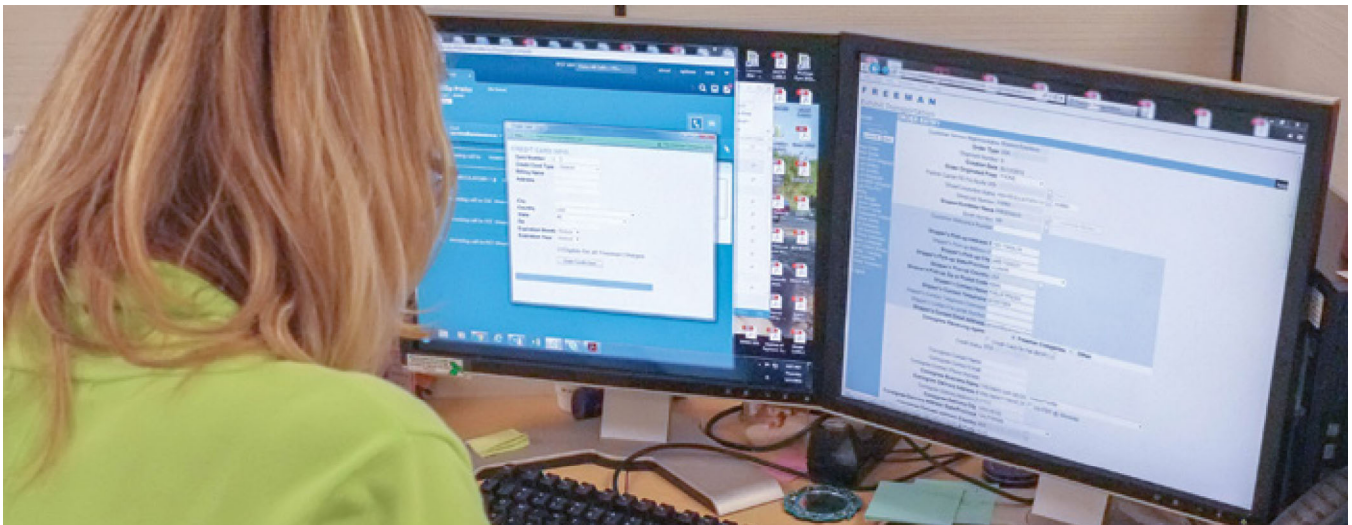
Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM



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

FREEMAN exhibit transportation

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NATIONAL GOLF EXPO 2020

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY FEBRUARY 20, 2020

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

FREEMAN / Exhibiting Company Name / Booth #

NATIONAL GOLF EXPO 2020

C/O: FREEMAN
SEAPORT WORLD TRADE CENTER BOSTON
200 SEAPORT BLVD
BOSTON, MA 02210

CANNOT BE DELIVERED BEFORE FEBRUARY 27, 2020

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (496558) _____

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.

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

275 Bodwell Street
 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & 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

- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
- NOTE: SOME INBOUND AND ALL OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) - Includes overtime outbound charges		
Crated or Skidded Shipment.....	\$ 212.75	425.50
Special Handling Shipment.....	\$ 276.75	553.50
Carpet and/or Pad Only Shipment.....	\$ 319.25	638.50
Show Site Shipment (200 lb. minimum) - Includes overtime outbound charges		
Crated or Skidded Shipment.....	\$ 194.25	388.50
Special Handling Shipment.....	\$ 252.75	505.50
Uncrated or Pad Wrapped Shipment.....	\$ 291.50	583.00
Carpet and/or Pad Only Shipment.....	\$ 291.50	583.00
Small Package - Maximum weight is 30 lbs per shipment		
Per Shipment	\$ 45.00	

*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 February 20	\$ 37.00	74.00
Show site Shipment after Show Opening	\$ 32.50	65.00

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)		
Crated or Skidded Shipment	\$ 74.00	148.00
Special Handling Shipment	\$ 96.25	192.50
Carpet and/or Pad Only Shipment	\$ 111.00	222.00
Overtime Charge - Show Site (in addition to above rates)		
Crated or Skidded Shipment	\$ 64.75	129.50
Special Handling Shipment	\$ 84.25	168.50
Uncrated or Pad Wrapped Shipment	\$ 97.00	194.00
Carpet and/or Pad Only Shipment	\$ 97.00	194.00
Off-target Charge (in addition to above rates)	25% additional	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			6.25% Tax	N/A
			Total	

(496558)

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

SHOW SPECIAL

(Maximum Weight 250 lbs.)

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit materials during move-in, Freeman is pleased to provide a cartload for one (1) trip, **one way** from the dock to your booth or your booth to the dock for a charge of \$80.25 (straight time) or \$102.00 (overtime) **each way**. This service will be available during move-in and move-out.

This service is for those who have **small hand carry items** all of which must fit in a 3' x 4' push cart, in one trip only. **If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service.**

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Freight that is too large or heavy must be handled by Freeman at their freight handling rates.

No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, a Method of Payment form must be on file.

Exhibitors are allowed to perform their own material handling in Boston provided they meet the criteria below:

- Must be full time company employees of the exhibiting company
- Must be off loading from a company owned vehicle
- Must use only hand operated equipment which they provide, (No pallet jacks, lift gates, or electronic equipment.)

Please refer to the Labor Jurisdictions form in your exhibitor manual for further detail.

Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday

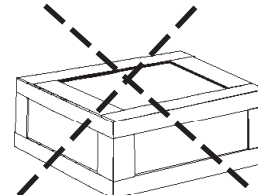
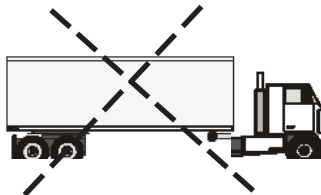
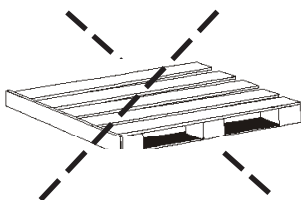
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

Inbound: _____ @ \$80.25 (ST) or \$102.00 (OT) per cartload = _____

Outbound : _____ @ \$80.25 (ST) or \$102.00 (OT) per cartload = _____

Total = _____

NOT ACCEPTABLE



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

FREEMAN exhibit transportation

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NATIONAL GOLF EXPO 2020

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY FEBRUARY 20, 2020

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

FREEMAN / Exhibiting Company Name / Booth #

NATIONAL GOLF EXPO 2020

C/O: FREEMAN
SEAPORT WORLD TRADE CENTER BOSTON
200 SEAPORT BLVD
BOSTON, MA 02210

CANNOT BE DELIVERED BEFORE FEBRUARY 27, 2020

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (496558) _____

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: JANUARY 31, 2020

RECEIVING DATE BEGINS: JANUARY 31, 2020

DEADLINE DATE IS: FEBRUARY 20, 2020

DEADLINE DATE IS: FEBRUARY 20, 2020

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322**

**C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322**

WAREHOUSE

WAREHOUSE

EVENT: NATIONAL GOLF EXPO 2020

EVENT: NATIONAL GOLF EXPO 2020

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

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 27, 2020

CANNOT DELIVER BEFORE FEBRUARY 27, 2020

TO:

EXHIBITOR NAME

TO:

EXHIBITOR NAME

C/O: FREEMAN

**SEAPORT WORLD TRADE CENTER BOSTON
200 SEAPORT BLVD**

BOSTON, MA 02210

SHOW SITE

EVENT: *NATIONAL GOLF EXPO 2020*

C/O: FREEMAN

**SEAPORT WORLD TRADE CENTER BOSTON
200 SEAPORT BLVD**

BOSTON, MA 02210

SHOW SITE

EVENT: *NATIONAL GOLF EXPO 2020*

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.

FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you're looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

**BLACK DIAMOND
ARMCHAIR** ESSENTIALS
71090

20"W | 21"L | 33"H

**BLACK DIAMOND
SIDE CHAIR** ESSENTIALS
71089

21"W | 23"L | 32"H

**BLACK DIAMOND
STOOL** ESSENTIALS
71088

22"W | 18"L | 46"H



**LIMERICK® CHAIR
BY HERMAN MILLER**
ESSENTIALS

gray 210108

18"W | 17.75"L | 33"H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

**LIMERICK® STOOL
BY HERMAN MILLER**
ESSENTIALS

gray 210109

18"W | 17.75"L | 44"H



FREEMAN

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.



ORION COMPUTER KIOSK **ESSENTIALS** black 75079

28"L 28"D 40.5"H

Computer not included.



Soho Series



BLACK-TOP CAFÉ **ESSENTIALS** 72069

24" Round 30"H

72067

36" Round 30"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

BLACK-TOP MINI **ESSENTIALS** 72066

18" Round 18"H

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

26" W 62"H

when open



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

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

COUNTERS

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

TABLES*

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

COUNTERS*

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



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

*Table and counter widths available in select cities

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

FEBRUARY 06, 2020

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
___	71090	Black Diamond Arm Chair	183.05	201.35	256.25	_____
___	71089	Black Diamond Side Chair	128.15	140.95	179.40	_____
___	71088	Black Diamond Stool	223.60	245.95	313.05	_____
___	210108	Limerick® Chair.....	91.15	100.25	127.60	_____
		by Herman Miller				
___	210109	Limerick® Stool.....	137.20	150.90	192.10	_____
		by Herman Miller				

ACCESSORIES & TABLES						
___	75020	Black Display Cylinder/Low.....	208.00	228.80	291.20	_____
___	75021	Black Display Cylinder/Med.....	208.00	228.80	291.20	_____
___	75022	Black Display Cylinder/High.....	208.00	228.80	291.20	_____
___	75079	Orion Computer Kiosk	374.75	412.25	524.65	_____

Pedestal Tables - Soho Series - Black Top

___	72069	Cafe Table 24"W x 30"H.....	200.40	220.45	280.55	_____
___	72067	Café Table 36"x30".....	200.40	220.45	280.55	_____
___	72066	Mini Table 18"W x 18"H.....	200.40	220.45	280.55	_____
___	72070	Bistro Table 24"x42".....	200.40	220.45	280.55	_____
___	72068	Bistro Table 36"x42".....	200.40	220.45	280.55	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

___	72063	Café Table 30"W x 30"H	200.40	220.45	280.55	_____
___	72064	Café Table 36"W x 30"H	160.55	176.60	224.75	_____
___	720163	Bistro Table 30"W x 42"H	200.40	220.45	280.55	_____
___	720164	Bistro Table 36"W x 42"H	200.40	220.45	280.55	_____

Miscellaneous

___	220134	Aluminum Easel	49.50	54.45	69.30	_____
___	220106	Corrugated Wastebasket	19.30	21.25	27.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DRAPED TABLES & COUNTERS						
Draped Tables & Counters - Tables are 24" wide						
		<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	N/A	N/A	N/A	_____
___	124430	Draped Table 4'L x 30"H	169.50	186.45	237.30	_____
___	124630	Draped Table 6'L x 30"H	211.95	233.15	296.75	_____
___	124830	Draped Table 8'L x 30"H	236.30	259.95	330.80	_____
___	12404630	4th Side Drape 6'L x 30"H ..	42.05	46.25	58.85	_____
___	12404830	4th Side Drape 8'L x 30"H ..	42.05	46.25	58.85	_____
___	124342	Draped Counter 3'L x 42"H ..	N/A	N/A	N/A	_____
___	124442	Draped Counter 4'L x 42"H ..	214.50	235.95	300.30	_____
___	124642	Draped Counter 6'L x 42"H ..	255.10	280.60	357.15	_____
___	124842	Draped Counter 8'L x 42"H ..	280.75	308.85	393.05	_____
___	12404642	4th Side Drape 6'L x 42"H ..	58.70	64.55	82.20	_____
___	12404842	4th Side Drape 8'L x 42"H ..	58.70	64.55	82.20	_____

Undraped Tables & Counters - Tables are 24" wide

___	125330	Undraped Table 3'L x 30"H ..	N/A	N/A	N/A	_____
___	125430	Undraped Table 4'L x 30"H ..	71.50	78.65	100.10	_____
___	125630	Undraped Table 6'L x 30"H ..	87.55	96.30	122.55	_____
___	125830	Undraped Table 8'L x 30"H ..	110.45	121.50	154.65	_____
___	125342	Undraped Counter 3'Lx42"H ..	N/A	N/A	N/A	_____
___	125442	Undraped Counter 4'Lx42"H ..	97.05	106.75	135.85	_____
___	125642	Undraped Counter 6'Lx42"H ..	113.35	124.70	158.70	_____
___	125842	Undraped Counter 8'Lx42"H ..	137.10	150.80	191.95	_____

Special Drape

		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax				
		<input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White				
___	12103	Special Drape 3'H (per ft.) ..	16.75	18.45	23.45	_____
___	12108	Special Drape 8'H (per ft.) ...	22.95	25.25	32.15	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6.25% Tax		Total Cost

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

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com
before FEBRUARY 06, 2020

FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with 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. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:

 DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- 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
- Renting carpet from Freeman minimizes your shipping footprint.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to 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. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. 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.

 **Sustainability Tip:** Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

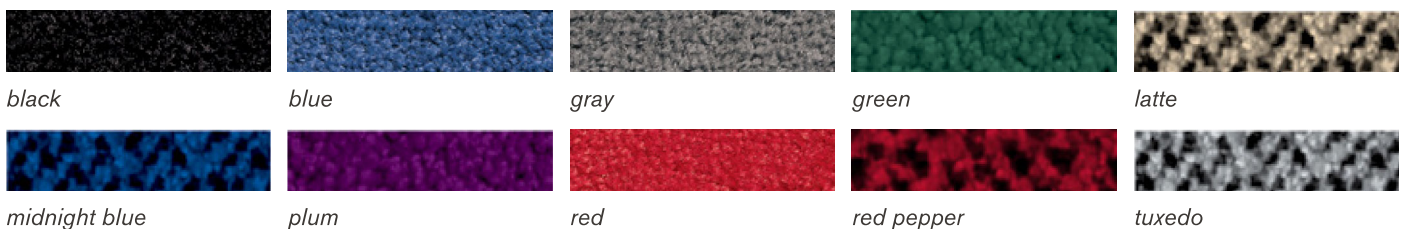
CLASSIC CARPET

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

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020**

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 355.00	\$ 390.50	\$ 497.00	_____
_____	10' x 20' Classic Carpet	\$ 710.00	\$ 781.00	\$ 994.00	_____
_____	10' x 30' Classic Carpet	\$ 1,065.00	\$ 1,171.50	\$ 1,491.00	_____
_____	10' x 40' Classic Carpet	\$ 1,560.00	\$ 1,716.00	\$ 2,184.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 185.00	\$ 203.50	\$ 259.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 555.00	\$ 610.50	\$ 777.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 370.00	\$ 407.00	\$ 518.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 740.00	\$ 814.00	\$ 1,036.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,110.00	\$ 1,221.00	\$ 1,554.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,480.00	\$ 1,628.00	\$ 2,072.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.45	\$ 1.60	\$ 2.05	_____

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	\$ 258.10	\$ 283.90	\$ 361.35	_____
_____	9' x 20' Classic Carpet	\$ 516.20	\$ 567.80	\$ 722.70	_____
_____	9' x 30' Classic Carpet	\$ 774.30	\$ 851.75	\$ 1,084.00	_____
_____	9' x 40' Classic Carpet	\$ 1,032.40	\$ 1,135.65	\$ 1,445.35	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 166.50	\$ 183.15	\$ 233.10	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 499.50	\$ 549.45	\$ 699.30	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 999.00	\$ 1,098.90	\$ 1,398.60	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,332.00	\$ 1,465.20	\$ 1,864.80	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.45	\$ 1.60	\$ 2.05	_____

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	+	6.25% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 06, 2020

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020**

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.75

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.75	\$ 4.15	\$ 5.25	_____

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.		\$ 4.75	\$ 5.25	\$ 6.65	_____
Over 700 sq. ft.		\$ 4.10	\$ 4.50	\$ 5.75	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.65	\$ 6.20	\$ 7.90	_____
Over 700 sq. ft.		\$ 5.05	\$ 5.55	\$ 7.05	_____

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. @ \$ 1.95

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.95	\$ 2.15	\$ 2.75	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.50	\$ 1.65	\$ 2.10	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.90	\$ 4.30	\$ 5.45	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.00	\$ 3.30	\$ 4.20	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		6.25% Tax		Total Cost

FREEMAN

275 Bodwell St
 Avon, MA 02322
 (508) 894-5100 Fax: (469) 621-5608

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time40	.55	_____
_____	610200	Booth Vacuuming - 2 Days	N/A	N/A	_____
_____	610300	Booth Vacuuming - 3 Days	1.00	1.40	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time65	.90	_____
_____	630200	Shampoo Carpet - 2 Days	1.30	1.80	_____
_____	630300	Shampoo Carpet - 3 Days	1.95	2.75	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	83.50	116.90	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	106.10	148.55	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	128.85	180.40	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

FLEXING TO FIT YOUR NEEDS

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

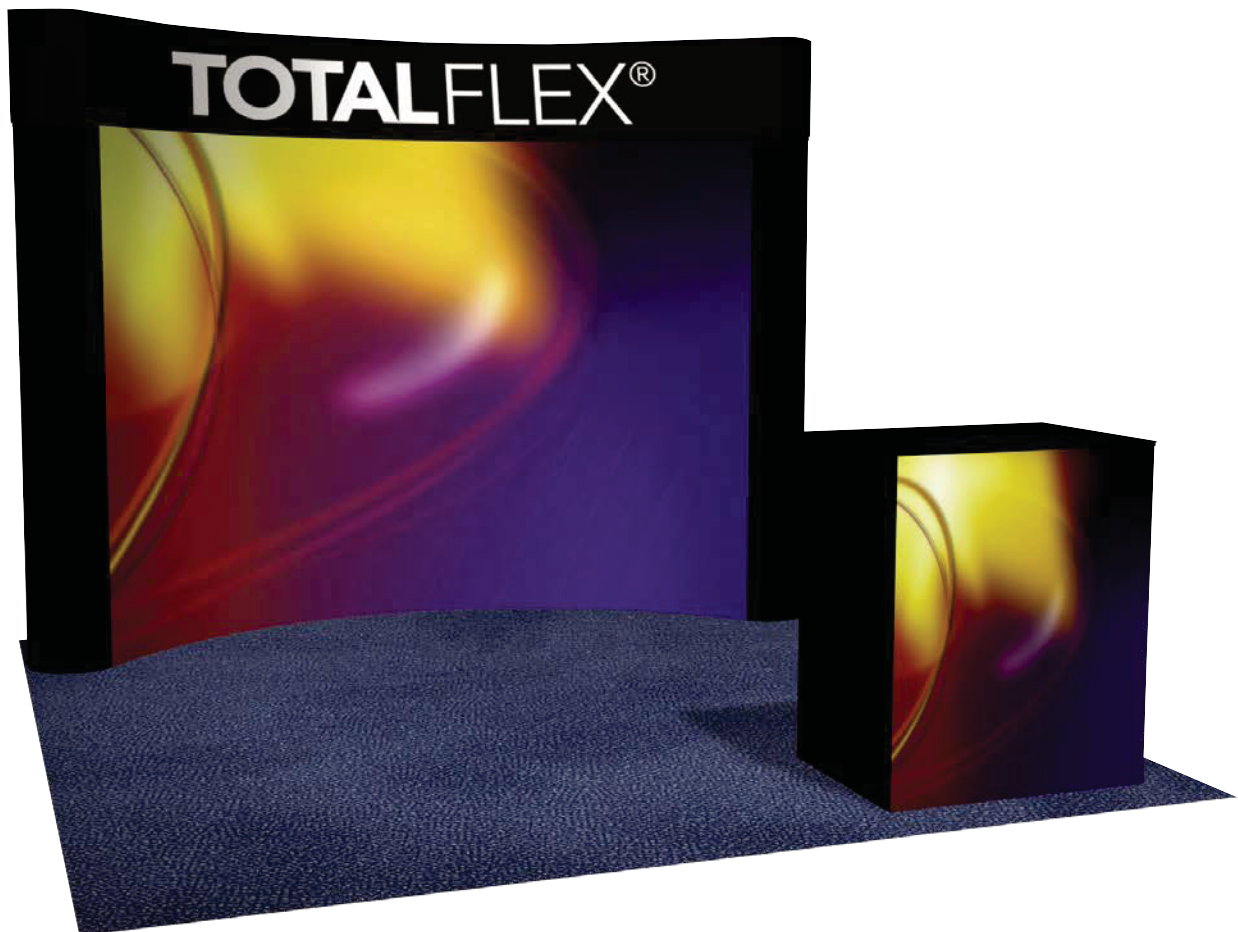


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

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

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



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020**

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

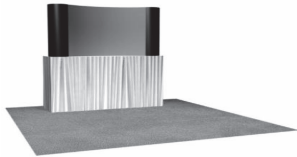
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,088.90	1,524.45	_____	_____
40"H x 8'W	1,265.85	1,772.20	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,135.35	1,589.50	_____	_____
40"H x 8'W	1,286.90	1,801.65	_____	_____

*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

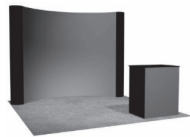
***Other Colors Also Available for Purchase Units**

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	1,789.25	2,504.95	_____	_____
8'H x 10'W	2,131.30	2,983.80	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,573.70	3,603.20	_____	_____
8'H x 10'W	3,022.15	4,231.00	_____	_____

*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	_____	220.45	308.65	_____	_____	283.45	396.85	_____
1715801	1-200 Watt Halogen Light Kit	_____	115.55	161.75	_____	_____	208.55	291.95	_____
1715802	Straight Shelf	_____	88.55	123.95	_____	_____	144.00	201.60	_____
1715803	Angled Shelf	_____	88.55	123.95	_____	_____	144.00	201.60	_____

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 + 6.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- 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

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



FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020**

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 1, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 20.65 per sq. ft. discount price
x or = \$ _____
\$ 31.00 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 checked="" 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" @ _____	49.95	74.95 =	_____
7" x 22" @ _____	51.55	77.35 =	_____
7" x 44" @ _____	63.70	95.55 =	_____
9" x 44" @ _____	82.60	123.90 =	_____
11" x 14" @ _____	49.95	74.95 =	_____
14" x 22" @ _____	62.00	93.00 =	_____
14" x 44" @ _____	129.05	193.60 =	_____
22" x 28" @ _____	129.05	193.60 =	_____
28" x 44" @ _____	189.20	283.80 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(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	+	6.25 % Tax
		= Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide 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 (508) 894-5100 for assistance.

UNION JURISDICTIONS FOR THE SEAPORT WORLD TRADE CENTER

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including company-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their own booths may have supervision sent in from their supplier, who will obtain labor from the official contractor. Supervisors of this type cannot physically erect the booth, but may supervise only.

TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

NON-OFFICIAL CONTRACTOR RULES

- I. Exhibitors must use their own bonafide personnel or personnel hired from Freeman for installing and dismantling exhibits.
- II. Non-Official Installation and Dismantling Contractors must use labor supplied by Freeman. Supervision of Freeman personnel by the Non-Official is allowed.

The following is required:

- A. Non-Official must furnish Show Management the names, addresses, and telephone numbers of key executives for emergency contact.
- B. All personnel must be properly badged at show site.

All Non-Official Installation and Dismantling Contractor (supervisors) will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

LET US DO THE HEAVY LIFTING

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



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

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

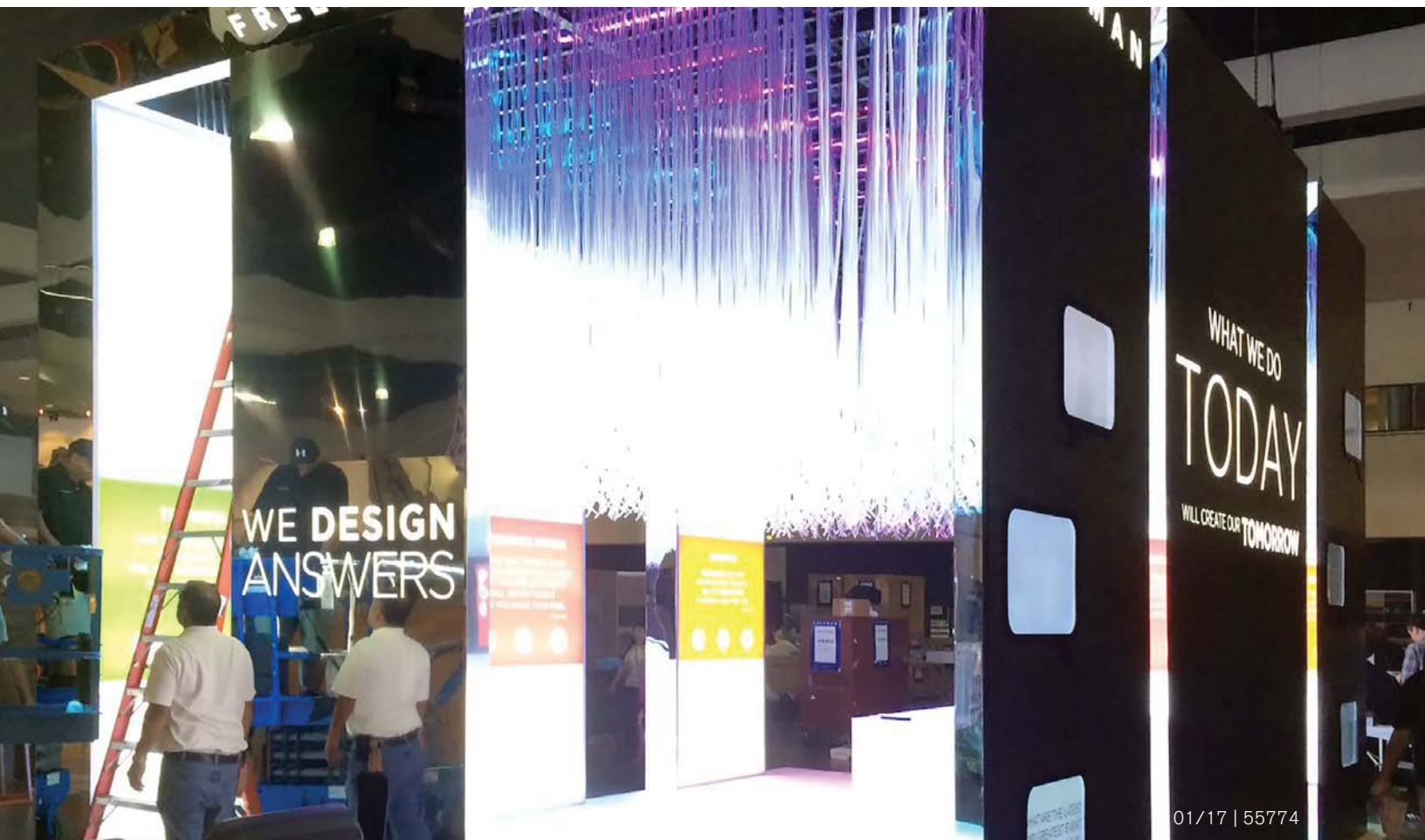
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



01/17 | 55774

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 06, 2020

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

NAME OF SHOW: NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$157.00	\$220.00
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays	\$255.25	\$357.50

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

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle labor

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached Drawing With Exhibit Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

Other Carrier:

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

Carrier Name: _____
Carrier Phone: _____

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

Select Level of Service:

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

Freight Charges:

Same as ship to
Bill To: _____

Select Shipment Options: (if applicable)

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle labor

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 06, 2020

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday, Sunday and Holidays

- **Show site prices will apply to all labor orders placed at show site**
 - Start time guaranteed only at start of working day
 - One hour minimum - labor thereafter is charged in half (1/2) hour increments
 - Supervisor must check in at Service Desk to pick up labor
 - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 398.50	\$ 558.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 592.75	\$ 829.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 482.75	\$ 676.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 676.75	\$ 947.50
304040	Forklift w/operator - 4-Stage - ST.....	\$ 566.50	\$ 793.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 760.50	\$ 1,064.75
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 157.00	\$ 220.00
3020101	Rigger - OT.....	\$ 255.25	\$ 357.50

Please check here if you need a Scissorlift for booth work.

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	
_____							6.25% Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
							Total	

(496558)

FREEMAN forklift / rigging labor

FREEMAN

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 06, 2020

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

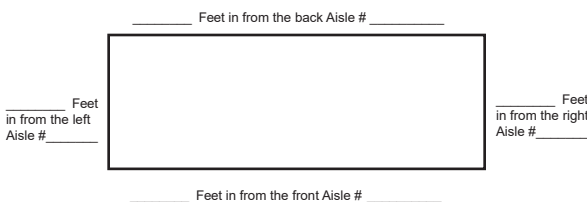
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

(496558)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

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

Overtime

4:30 P.M. to 8:00 A.M., Monday through Friday, and all day Saturday, Sunday and Holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

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

	Advance Price	Show Site Price
--	---------------	-----------------

Assembly Labor (Per person / Per hour)

Straight Time	\$157.00	\$220.00
Overtime	\$255.25	\$357.50

For Display Work Only (Not to hang sign)

20' Scissorlift Scissorlift with crew (up to 350 lbs lift capacity)

Straight Time	\$459.50	\$643.25
Overtime	\$653.25	\$914.50

Chain Hoist (1/2 Ton Chain Hoist Motor Rental)

Rental Price	\$492.05	\$688.90
6.25% sales tax*	\$30.75	\$43.05

Installation Estimate

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

Dismantle Estimate

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

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

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

- Freeman
 Exhibitor Personnel
 Display House

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

FREEMAN hanging sign labor

FREEMAN

275 Bodwell Street
Avon, MA 02322
(508) 894-5100 • Fax: (469) 621-5608

**DEADLINE DATE
FEBRUARY 06, 2020**

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the NATIONAL GOLF EXPO and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement

FREEMAN

275 Bodwell Street
 Avon, MA 02322
 (508) 894-5100 • Fax: (469) 621-5608

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 06, 2020**

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

NAME OF SHOW: **NATIONAL GOLF EXPO 2020 / FEBRUARY 28 - MARCH 01, 2020**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

CORD INSTALLATION LABOR

	Advance	Show Site
Straight Time- 8:00 a.m. to 4:30 p.m. Monday through Friday	\$157.00	\$220.00
Overtime- 4:30 p.m. to 8:00 a.m. Monday through Friday, All day Saturday, Sunday and recognized Holidays	\$255.25	\$357.50

•Price is per person/per hour
 •Supervisor must check in at Service Desk to pick up labor
 •Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

***High voltage (208V and over), please contact the facility's electrical department.**

Freeman Supervised Labor

- Freeman must receive detailed blueprints/floor plan's for power distributed under carpet.
- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- A detailed floor plan must accompany this order.

Emergency Contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Name of supervisor _____ Phone Number: _____

***Start times cannot always be guaranteed.**

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors supervising the labor themselves should visit the Freeman service center to pick up labor.
- Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)
- Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ =	_____ @ \$ _____ =	\$ _____

CORD RENTAL

Description	Price	Quantity
15' Flat Cord	\$25.00*	_____
25' Flat Cord	\$35.00*	_____
50' Flat Cord	\$45.00*	_____
Tape to cover cords	\$25.00/roll*	_____

There will be a minimum charge of \$25.00 to cover cords with tape.
 Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____
***+6.25% Mass Tax** _____
Total Cost _____

FREEMAN electrical/internet cord labor

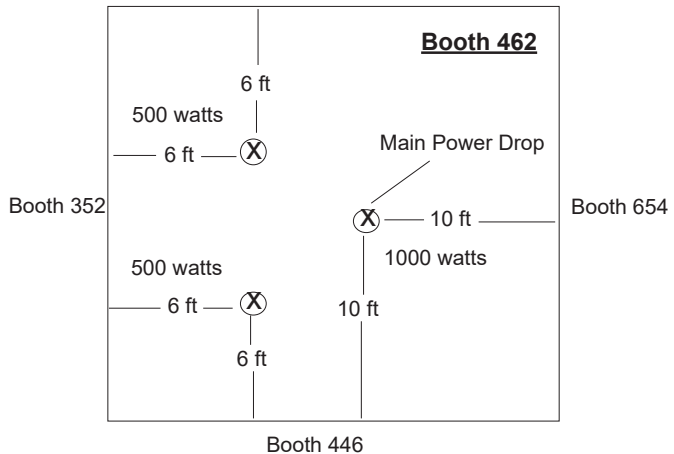
TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Overtime rates apply to labor calls before 8:00 a.m. and after 4:30 p.m., Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
2. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
4. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 a.m. calls will be filled on a first come first served basis as orders are received.
7. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
8. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

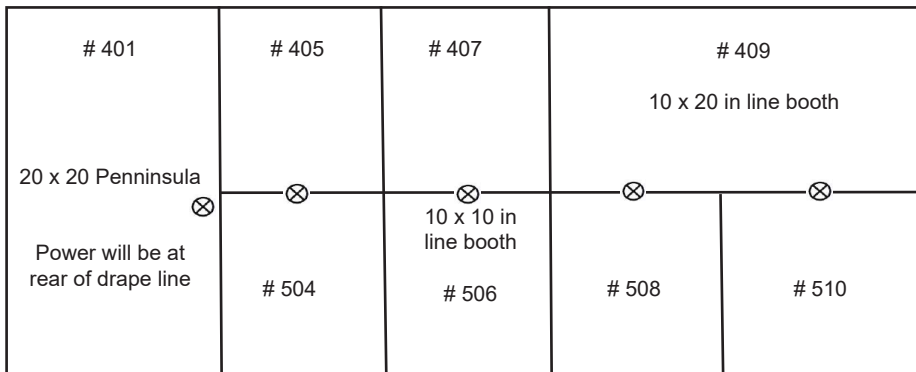
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back of in line and penninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗

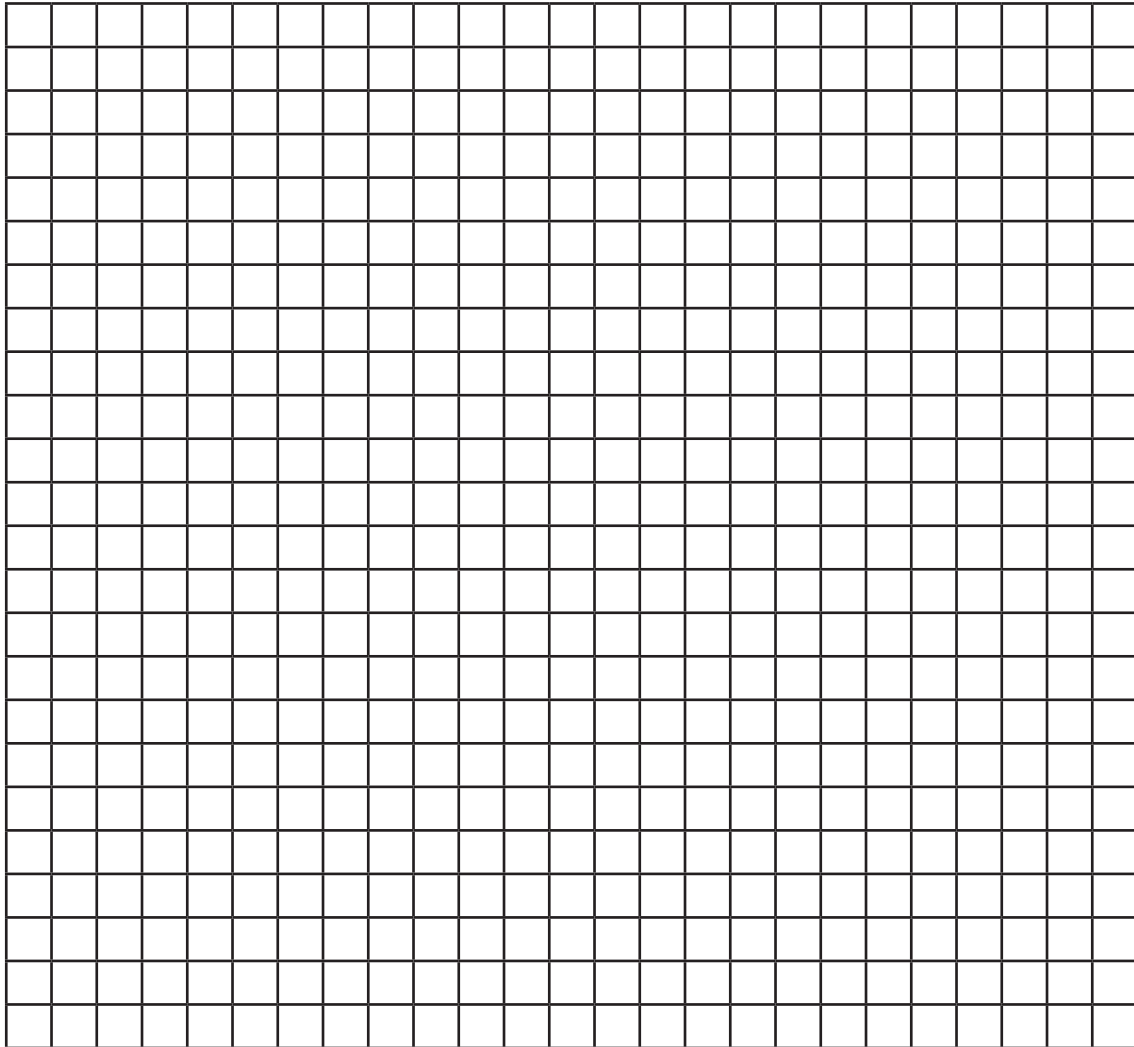


ELECTRICAL/INTERNET CORD LABOR GRID

SHOW NAME: _____ DATES: _____

COMPANY NAME: _____ BOOTH #: _____

ADJACENT AISLE OR BOOTH # _____



ADJACENT AISLE OR BOOTH # _____

A measurement scale can be applied to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

(496558)