

**EASY IS NICE, ON ANY DEVICE.**

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

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

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

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth.

**Please refer to the electrical outlet order form for applicable rates and information on extended power and 24-hour power.**

**EXHIBIT HALL CARPET**

Exhibit floor covering is Mandatory. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo.

**DISCOUNT PRICE DEADLINE DATE**

**Order early to take advantage of advance order discount rates, place your order by THURSDAY, OCTOBER 25, 2018.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

**NOTE: PLEASE REFERENCE TARGET FLOOR PLAN WHICH WILL BE AVAILABLE ON WEDNESDAY, JULY 18, 2018.**

Thursday	November 15	8:00 a.m. - 4:30 p.m. - <b>Targeted Move-In</b>
Friday	November 16	8:00 a.m. - 4:30 p.m. - <b>Targeted Move-In</b>
Saturday	November 17	8:00 a.m. - 4:30 p.m. - <b>NO FREIGHT DELIVERIES</b>
Sunday	November 18	<b>HALL IS DARK</b>
Monday	November 19	8:00 a.m. - 4:30 p.m. - <b>Targeted Move-In</b>
Tuesday	November 20	8:00 a.m. - 4:30 p.m. - <b>Targeted Move-In</b>
Wednesday	November 21	8:00 a.m. - 4:30 p.m. - <b>Targeted Move-In</b>
Thursday	November 22	<b>HALL IS DARK</b>
Friday	November 23	8:00 a.m. - 4:30 p.m.
Saturday	November 24	8:00 a.m. - 4:30 p.m.

**All exhibits must be fully installed by 4:30 p.m., Saturday, November 24, 2018.**

**EXHIBIT HOURS**

Sunday	November 25	10:00 a.m. - 5:00 p.m.
Monday	November 26	10:00 a.m. - 5:00 p.m.
Tuesday	November 27	10:00 a.m. - 5:00 p.m.
Wednesday	November 28	10:00 a.m. - 5:00 p.m.
Thursday	November 29	10:00 a.m. - 2:00 p.m.

**EXHIBITOR MOVE-OUT**

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

Thursday	November 29	2:00 p.m. - 10:00 p.m.*
Friday	November 30	8:00 a.m. - 4:30 p.m.
Saturday	December 01	8:00 a.m. - 4:30 p.m.
Sunday	December 02	<b>HALL IS DARK</b>
Monday	December 03	8:00 a.m. - 4:30 p.m.
Tuesday	December 04	8:00 a.m. - 12:00 p.m.

**\* Labor will start at 2:00 p.m., all scooters, forklifts or any other equipment will not be allowed on the show floor until 2:30 p.m. after all the aisle carpet has been removed**

**SERVICE CENTER HOURS**

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

Thursday	November 15	8:00 a.m. - 4:30 p.m.
Friday	November 16	8:00 a.m. - 4:30 p.m.
Saturday	November 17	8:00 a.m. - 4:30 p.m.
Sunday	November 18	<b>HALL IS DARK</b>
Monday	November 19	8:00 a.m. - 4:30 p.m.
Tuesday	November 20	8:00 a.m. - 4:30 p.m.
Wednesday	November 21	8:00 a.m. - 4:30 p.m.
Thursday	November 22	<b>HALL IS DARK</b>
Friday	November 23	8:00 a.m. - 4:30 p.m.
Saturday	November 24	8:00 a.m. - 4:30 p.m.
Sunday	November 25	8:00 a.m. - 5:00 p.m.
Monday	November 26	8:00 a.m. - 5:00 p.m.
Tuesday	November 27	8:00 a.m. - 5:00 p.m.
Wednesday	November 28	8:00 a.m. - 5:00 p.m.
Thursday	November 29	8:00 a.m. - 10:00 p.m.
Friday	November 30	8:00 a.m. - 4:30 p.m.
Saturday	December 01	8:00 a.m. - 4:30 p.m.
Sunday	December 02	<b>HALL IS DARK</b>
Monday	December 03	8:00 a.m. - 4:30 p.m.
Tuesday	December 04	8:00 a.m. - 12:00 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates starting **as soon as the aisle carpet has been removed. This process will take approximately 6 hours.**
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m., Tuesday, December 04, 2018.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m., Tuesday, December 04, 2018.**

**POST SHOW PAPERWORK AND LABELS**

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

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

**FREEMAN EXHIBIT TRANSPORTATION**  
 (800) 995-3579 US & Canada  
 +1(512) 982-4187 Outside the US  
 +1(817) 607-5183 International Shipping Services  
 Fax (469) 621-5810 or  
 Email: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by THURSDAY, OCTOBER 25, 2018.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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

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

SHIPPING INFORMATION

**Warehouse shipping address:**

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**2500 West 35th Street**  
**Chicago, IL 60632**

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

Freeman will accept crated, boxed or skidded materials beginning **THURSDAY, OCTOBER 18, 2018** at the above address. Materials arriving after **WEDNESDAY, NOVEMBER 07, 2018** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**Show site shipping address:**

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**McCormick Place**  
**2301 S. Lake Shore Drive**  
**Chicago, IL 60616**

**NOTE: All trucks should check-in at the McCormick Place Marshalling Yard on 31st Street (See enclosed map.)**

Freeman will receive shipments at the above address beginning **THURSDAY, NOVEMBER 15, 2018 at 8:00 a.m. per the target move-in schedule.** Shipments arriving before this date will be refused by the facility.

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

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

MARSHALLING YARD

McCormick Place requires payment of a fee of \$23.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 808-3023 with any questions or for directions.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

## CLEANING SERVICE

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service. Only full time employee's of the exhibiting company are allowed to perform cleaning services.

Exhibitors are responsible for removing visqueen for their carpets. Please refer to the Cleaning form.

## ASSISTANCE

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

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

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

### HELPFUL HINTS

#### SAVE MONEY

**Order early to take advantage of advance order discount rates, place your order by THURSDAY, OCTOBER 25, 2018.**

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

No children are allowed in the exhibit hall during installation and dismantle. Children under the age of 16 are not allowed on the exhibit floor at any time.

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

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

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



# REDUCING YOUR FOOTPRINT

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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

### Personnel and Best Practices

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

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



# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THIS FORM  
 WITH YOUR ORDER  
 PLEASE USE BLACK INK

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
 Please make check payable to: Freeman  
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (430809) on your remittance.**

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

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

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

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

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

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

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

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

## ENTER TOTALS HERE

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

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

**FREEMAN method of payment**

# FREEMAN

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

## RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# RSNA<sup>®</sup> 2018

## 10 X 10 PACKAGE A



**Package A:** Discount \$535.00  
Standard \$695.00

*Discount Price Deadline Date October 26, 2018*

- (1) ID Sign
- (1) 72" l x 24" w x 30" h draped table\*
- 10' x 10' carpet, installed (10 color choices)\*
- (2) Black diamond side chairs
- (1) Wastebasket
- (1) Booth vacuuming prior to open (one time only)
- (1) 500 watt 120 Volt electrical outlet (located at back of booth)

**\*Indicate color selection for this item.**

**A color will be selected for you if not indicated.**

***Please circle color for CARPET:***

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

***\*Please circle color for TABLE DRAPE:***

Black Blue Brown Dark Green Flax  
Gold Gray Plum Red White

For more information please contact our  
exhibitor services team at 1-773-473-7080  
or via email at [FreemanChicagoES@freemanco.com](mailto:FreemanChicagoES@freemanco.com)

# RSNA® 2018

## 10 X 10 PACKAGE B



**Package B:** Discount \$1,043.00  
Standard \$1,356.10  
*Discount Price Deadline Date October 26, 2018*

- (1) ID Sign
- Lockable reception counter with front graphic panel, and built-in storage w/sliding & locking rear doors
- 10' x 10' carpet, installed (10 color choices)\*
- Booth installation and dismantle
- (2) Black diamond barstools and
- (1) Bar table (30" Diameter) with black base and white top
- (1) Wastebasket
- (1) Booth vacuuming prior to opening (one time only)
- (1) 500 watt 120 Volt electrical outlet (located in front counter)
- Dedicated, on-site customer support service

**\*Indicate color selection for this item.**

**A color will be selected for you if not indicated.**

**\*Please circle color for CARPET:**

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

For more information please contact our  
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or via email at [FreemanChicagoES@freemanco.com](mailto:FreemanChicagoES@freemanco.com)

# RSNA® 2018

## 10 X 10 PACKAGE C



**Package C:** Discount \$3,760.00  
Standard \$4,888.00

*Discount Price Deadline Date October 26, 2018*

- 8' h x 10' w Freeman Smartpanel backwall system with fabric graphic panel
- Lockable reception counter with front graphic panel, and built-in storage w/sliding & locking rear doors
- 10' x 10' carpet, installed (10 color choices)
- Booth installation and dismantle
- (2) Black diamond barstools and
- (1) Bar table (30" Diameter) with black base and white top
- (1) Wastebasket
- (3) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (1) 500 watt 120 Volt electrical outlet (power for lighting)
- Dedicated, on-site customer support service

For more information please contact:

Tina Lyons 1-773-473-8338 • [tina.lyons@freemanco.com](mailto:tina.lyons@freemanco.com),  
Alison Goetz 1-773-473-7427 • [alison.goetz@freemanco.com](mailto:alison.goetz@freemanco.com)

# RSNA<sup>®</sup> 2018

## 10 X 10 PACKAGE D

ECO-FRIENDLY,  
SUSTAINABLE CARDBOARD  
MATERIAL!



**Package D:** Discount \$2,900.00  
Standard \$3,770.00

*Discount Price Deadline Date October 26, 2018*

- 8' h x 9' w Freeman Smartboard backwall system with logo header and bump-out graphic panel
- Lockable counter with built-in storage & hinged doors
- 10' x 10' carpet, installed (10 color choices)
- Booth installation and dismantle
- (1) wastebasket
- (2) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (1) 500 watt 120 Volt electrical outlet (power for lighting and monitor)
- Dedicated, on-site customer support service

(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

For more information please contact:

Tina Lyons 1-773-473-8338 • [tina.lyons@freemanco.com](mailto:tina.lyons@freemanco.com),  
Alison Goetz 1-773-473-7427 • [alison.goetz@freemanco.com](mailto:alison.goetz@freemanco.com)

# RSNA<sup>®</sup> 2018

## 10 X 20 PACKAGE E



**Package E:** Discount \$9,100.00  
Standard \$11,830.00

*Discount Price Deadline Date October 26, 2018*

- 8' h x 20' w backwall structure with solid inset wall panels in 10 color choices, brushed aluminum metal, one (1) graphic wall panel, four (4) shelves, and two (2) built-in display counters
- Lockable curved reception counter with front graphic panel, and built-in storage w/sliding & locking rear doors
- 10' x 20' carpet, installed (10 color choices)
- Booth installation and dismantle
- (1) wastebasket
- (1) Black diamond barstool
- (2) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (2) 500 watt 120 Volt electrical outlets (power for lighting and monitors)
- Dedicated, on-site customer support service

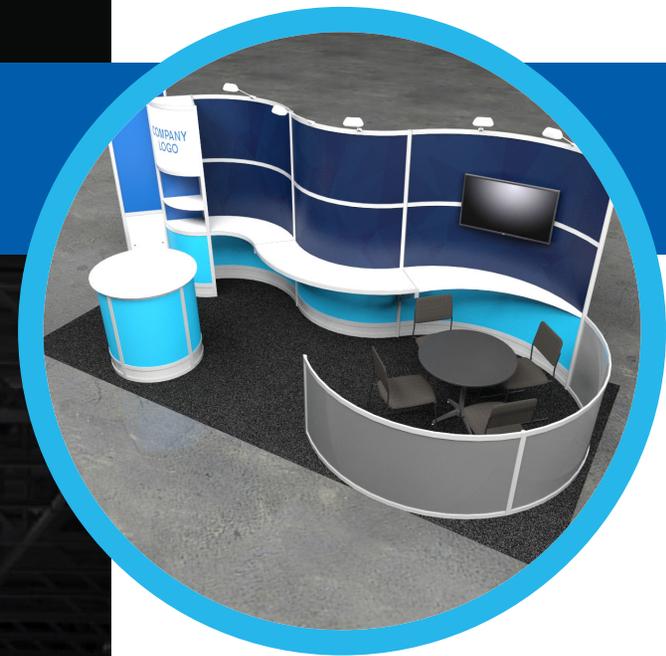
(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

For more information please contact:

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# RSNA<sup>®</sup> 2018

## 10 X 20 PACKAGE F



**Package F:** Discount \$10,500.00  
Standard \$13,650.00

*Discount Price Deadline Date October 26, 2018*

- 8' h x 20' w backwall structure with solid inset wall panels in 10 color choices, brushed aluminum metal, three (3) graphic wall sections, one (1) shelf, and a curved, laminated display counter. Also includes semi-private meeting area with curved, frosted plex panels
- Round display pedestal
- 10' x 20' carpet, installed (10 color choices)
- Booth installation and dismantle
- (4) Black diamond side chairs
- (1) SoHo black café table 30" h x 36" d
- (1) wastebasket
- (5) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (2) 500 watt 120 Volt electrical outlets (power for lighting and monitors)
- Dedicated, on-site customer support service

(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

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# RSNA<sup>®</sup> 2018

## 10 X 20 PACKAGE G

ECO-FRIENDLY,  
SUSTAINABLE CARDBOARD  
MATERIAL!



**Package G:** Discount \$4,500.00  
Standard \$5,850.00

*Discount Price Deadline Date October 26, 2018*

- 8' h x 20' w Freeman Smartboard backwall system with logo header and graphic panel
- (2) Lockable counters with built-in storage & hinged doors
- 10' x 20' carpet, installed (10 color choices)
- Booth installation and dismantle
- (1) wastebasket
- (4) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (2) 500 watt 120 Volt electrical outlets (power for lighting and monitors)
- Dedicated, on-site customer support service

(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

For more information please contact:

Tina Lyons 1-773-473-8338 • [tina.lyons@freemanco.com](mailto:tina.lyons@freemanco.com),  
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# RSNA® 2018

## 20 X 20 PACKAGE H



**Package H:** Discount \$14,850.00  
Standard \$19,305.00

*Discount Price Deadline Date October 26, 2018*

- 16' Exhibit structure including reception counter with locking storage, (3) three demo station with counters, and locking storage room
- Multiple graphic and display walls, including (4) four header graphics
- 20' x 20' carpet (10 color choices)
- Booth installation and dismantle
- (1) wastebasket
- (4) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (2) 500 watt 120 Volt electrical outlets (power for lighting and center monitors only)
- Dedicated, on-site customer support service

(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

For more information please contact:

Tina Lyons 1-773-473-8338 • [tina.lyons@freemanco.com](mailto:tina.lyons@freemanco.com),  
Alison Goetz 1-773-473-7427 • [alison.goetz@freemanco.com](mailto:alison.goetz@freemanco.com)

# RSNA® 2018

## 20 X 20 PACKAGE I



**Package I:** Discount \$12,750.00  
Standard \$16,575.00

*Discount Price Deadline Date October 26, 2018*

- 14' Exhibit structure including ID tower, reception counter with locking storage, and demo station counter
- Multiple graphic and display walls, including (2) tower top header graphics
- 20' x 20' carpet (10 color choices)
- Booth installation and dismantle
- (1) wastebasket
- (3) white razor chairs, (1) black soho table 36" x 30", (2) white roma chairs, (1) white sydney end table and (3) white zoei bar stools
- (3) LED arm lights
- (1) Booth vacuuming prior to opening (one time only)
- (2) 500 watt 120 Volt electrical outlets (power for lighting and monitor)
- Dedicated, on-site customer support service

(Monitor & Labor Not Included - must be ordered separately from Freeman AV)

For more information please contact:

Tina Lyons 1-773-473-8338 • [tina.lyons@freemanco.com](mailto:tina.lyons@freemanco.com),  
Alison Goetz 1-773-473-7427 • [alison.goetz@freemanco.com](mailto:alison.goetz@freemanco.com)

# FURNISH FORWARD

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

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



# SUPERIOR SEATING

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

## ITEMS PICTURED BELOW

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

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

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



SEATING

Naples



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

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



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

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



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

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

Munich



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

26"L 27"D 28.5"H



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

22.5"L 27"D 28.5"H



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

45"L 27"D 28.5"H



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

93.5"L 27"D 28.5"H

Baja

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

36"L 30.5"D 28"H

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

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

## SEATING

### South Beach

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

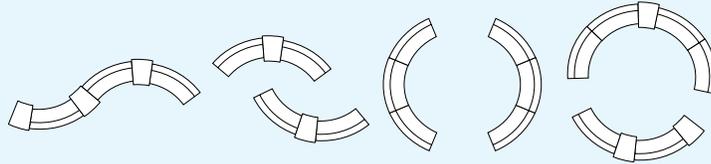
69"L 29"D 33"H

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

25"L 31"D 18"H



possible configurations



### Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

### Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



SEATING

Fairfax

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



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



Hopi

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



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



Tangiers

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



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



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



## CASUAL SEATING

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

### OTTOMANS

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

white vinyl **815122**  
black vinyl **815123**

34"L 34"D 15"H



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

white vinyl **815953**  
black vinyl **815952**

60.5"L 37.5"D 15"H



### ITEMS PICTURED BELOW

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

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

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

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



OTTOMANS

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

39"L 23"D 18"H



**VIBE CUBE  
OTTOMAN** *SELECT*

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

18"L 18"D 18"H



**MARCHE SWIVEL  
OTTOMAN** *SELECT*

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

17" Round 18"H



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

20"L 20"D 20"H

## BANQUETTES

### CENTER CONE **SELECT** 8506

38" Round 51"H

⚡ Powered

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



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

53"L 22"D 18"H

*possible configurations*



(4) quarter curve ottoman

72" Round 18"H



(1) center cone  
(4) quarter curve ottomans

72" Round 51"H

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

OTTOMANS



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H



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

60"L 20"D 18"H

## OCCASIONAL CHAIRS

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

21"W | 23"L | 32"H

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

20"W | 21"L | 33"H

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

18"L | 19"D | 34"H



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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

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

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

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

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

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

20"L 20"D 32"H



# FREEMAN

## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

### ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

### RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

### SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

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

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

26"W 20"L 38"H Adjustable

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

charcoal gray fabric **810874**

35"L 27"D 40"H

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

black fabric/black steel **81063**

25"L 20"D 34"H



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

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

25"L 24"D 48"H Adjustable



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

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

24"L 22"D 40"H Adjustable

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

black vinyl **810947**

24"L 22"D 36"H

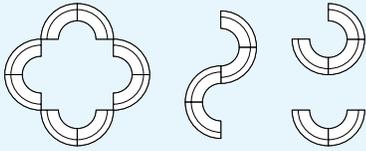


## BARS & BARSTOOLS

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

67"L 22"D 45"H

possible configurations



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

22"W 18"L 46"H

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

24"W 20"L 46"H Adjustable

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

18"L 20"D 47"H



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

18"W 17.75"L 44"H

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

15" Round 23-33.5"H Adjustable



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

21"L 21"D 33"H



BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

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

21"L 22"D 41"H

**ZENITH BARSTOOL** **SELECT**

white/chrome **810850**

19"L 20"D 44"H

**ZOEY BARSTOOL** **SELECT**

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

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



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**SHARK BARSTOOL** **SELECT**

white plastic/chrome **810202**

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



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**OSLO BARSTOOL** **SELECT**

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

17"L 20"D 45"H



# TURN THE TABLES IN YOUR FAVOR

---

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

## ITEMS PICTURED BELOW

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

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



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

#### TABLES

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

#### COUNTERS

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

#### TABLES\*

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

#### COUNTERS\*

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

\*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



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

24" Round 30"H

72067

36" Round 30"H

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

18" Round 18"H



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

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



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

30" Round 30"H

72064

36" Round 30"H



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

30" Round 42"H

720164

36" Round 42"H



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

30" Round 29"H



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

30" Round 45"H



actual color

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

30" Round 29"H



actual color

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

30" Round 42"H

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

PEDESTAL TABLES



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



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



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



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



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



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



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



Atomic

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

36" Round 30"H

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

42" Round 30"H



# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H



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

26"L 26"D 20"H



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

50"L 22"D 16"H

### Sydney

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

27"L 23"D 22"H



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

48"L 26"D 18"H

⚡ Powered options available

⚡ See pages 30 and 31 for all Powered options.

\*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15" Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



## OCCASIONAL, END & COCKTAIL TABLES

### Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



### Rustique

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

23.75"L 23.75"D 41.25"H



### ITEMS PICTURED BELOW

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

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



CONFERENCE TABLES

**GEO CONFERENCE TABLE** *SELECT*

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

60"L 36"D 29"H



**MADISON CONFERENCE TABLE** *SELECT*

*gray acajou* **820260**

42" Round 29"H



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

*white laminate* **820708**

42" Round 29"H

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

*granite nebula* **820203**

72"L 42"D 29"H



## CONFERENCE TABLES

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

gray acajou **820261**

60"L 48"D 29"H



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

gray acajou **820262**

96"L 60"D 29"H



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

gray acajou **820263**

120"L 48"D 29"H

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

laminated/metal

**82058**

72"L 26"D 30"H



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

laminated/metal

**82067**

72"L 26"D 30"H



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

laminated/metal

**82063**

72"L 26"D 30"H

CONFERENCE TABLES



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



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



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



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



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

# FREEMAN

## OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

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

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

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

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



## POWERED

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

### POWERED SEATING

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

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



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

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail

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

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail



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

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



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

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

\*Electrical power must be ordered separately

## POWERED TABLES

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

72.25"L | 26.25"D | 42"H



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

72"L | 26"D | 30"H



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

72"L | 26"D | 30"H

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

60"L | 30"D | 30"H



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

48"L | 26"D | 18"H

## POWERED PRODUCT PEDESTALS

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

24"L | 24"D | 36"H



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

24"L | 24"D | 42"H



Power Panel Detail

## BANQUETTE

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

38" Round | 51"H

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



POWERED

\*Electrical power must be ordered separately

## STORAGE

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

16"L 20"D 28"H



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

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

15"W 29"L 28"H

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

15"W 29"L 50"H



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

36"W 18"L 72"H



## REFRIGERATOR



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

19"W 19"L 34"H



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

28"L 28"D 64"H

## LIGHTING



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

16" Round 26"H



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

18" Round 55"H

\*Electrical power must be ordered separately

# DISPLAY

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

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



## ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

28"L 28"D 40.5"H

Computer not included.



## DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H

24"W 49"L 42"H



# ACCESSORIES

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

## TABLET STAND

### MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

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



## TABLET STAND ACCESSORIES

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

black **850711**

8.625"L 1.1"D 11.325"H

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

black **850712**

3.3"L 1.9"D 5.28"H

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

black **850713**

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand

ACCESSORIES

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

42"H

**CHROME SIGN HOLDER** *ESSENTIALS*  
220118

Holds 22" x 66" sign

**ROUND LITERATURE RACK** *ESSENTIALS*  
750135

17"W 17"L 57"H

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



**FLAT LITERATURE RACK** *ESSENTIALS*  
750136

10"W 55"H

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

**CHROME COAT TREE** *ESSENTIALS*  
220109

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

**BRUSHED ALUMINUM EASEL** *ESSENTIALS*  
220134

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

**CHROME BAG RACK** *ESSENTIALS*  
220110

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



**SPECIAL DRAPING** (not pictured)

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



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

48"W 96"L 78"H



**CORRUGATED WASTEBASKET** *ESSENTIALS*  
220106



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

# FREEMAN

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

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE

OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING</b>					
<b>Naples Group - Black Vinyl</b>					
_____	810119*	Chair.....	370.80	482.05	_____
_____	830120*	Loveseat.....	433.95	564.15	_____
_____	830119*	Sofa.....	483.00	627.90	_____
<b>Munich Group - Gray Fabric</b>					
_____	810150*	Corner Chair.....	448.30	582.80	_____
_____	810151*	Armless Chair.....	391.90	509.45	_____
_____	830200*	Armless Loveseat.....	657.30	854.50	_____
_____	830201*	Sectional - 3 Piece.....	1,197.50	1,556.75	_____
<b>Baja Group - White Vinyl</b>					
_____	81050*	Chair.....	446.50	580.45	_____
_____	83020*	Loveseat.....	475.00	617.50	_____
<b>South Beach Group - Platinum Suede</b>					
_____	8301*	Sofa.....	627.50	815.75	_____
_____	8151*	Ottoman.....	273.75	355.90	_____
<b>Key Largo Group - Black Fabric</b>					
_____	830950*	Loveseat.....	313.80	407.95	_____
_____	830951*	Sofa.....	348.50	453.05	_____
_____	810950*	Chair.....	239.85	311.80	_____
<b>Allegro Group - Blue Fabric</b>					
_____	81019*	Chair.....	236.10	306.95	_____
_____	83015*	Sofa.....	376.65	489.65	_____
<b>Fairfax Group - White Vinyl</b>					
_____	810949*	Chair.....	202.15	262.80	_____
_____	830949*	Sofa.....	322.85	419.70	_____
<b>Hopi Group - Gray Linen</b>					
_____	810140*	Chair.....	171.85	223.40	_____
_____	830150*	Loveseat.....	219.55	285.40	_____
<b>Tangiers Group - Beige Fabric</b>					
_____	810118*	Chair.....	285.60	371.30	_____
_____	830220*	Loveseat.....	342.00	444.60	_____
_____	830118*	Sofa.....	403.05	523.95	_____
<b>CASUAL SEATING</b>					
<b>Ottomans</b>					
_____	815122*	Endless Square - White Vinyl.....	200.55	260.70	_____
_____	815123*	Endless Square - Black Vinyl.....	200.55	260.70	_____
_____	815953*	Endless Curve - White Vinyl.....	262.50	341.25	_____
_____	815952*	Endless Curve - Black Vinyl.....	262.50	341.25	_____
_____	815119*	Half-Bench - White Vinyl.....	249.65	324.55	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	66.25	86.15	_____
_____	81519*	Vibe Cube - Red Vinyl.....	66.25	86.15	_____

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>					
_____	81525*	Vibe Cube - Orange Vinyl.....	66.25	86.15	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	66.25	86.15	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	66.25	86.15	_____
_____	81530*	Vibe Cube - Black Vinyl.....	66.25	86.15	_____
_____	81531*	Vibe Cube - White Vinyl.....	66.25	86.15	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	66.25	86.15	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	66.25	86.15	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	66.25	86.15	_____
_____	815151*	Marche Swivel - Gray Fabric.....	169.45	220.30	_____
_____	815154*	Marche Swivel - Red Fabric.....	169.45	220.30	_____
_____	815159*	Marche Swivel - Blue Fabric.....	169.45	220.30	_____
_____	815152*	Marche Swivel - Linen Fabric.....	169.45	220.30	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	169.45	220.30	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	169.45	220.30	_____
_____	815156*	Marche Swivel - Plum Fabric.....	169.45	220.30	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	169.45	220.30	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	169.45	220.30	_____
_____	815150*	Marche Swivel - White Vinyl.....	169.45	220.30	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	228.10	296.55	_____
<b>Banquettes</b>					
_____	8506*	Center Cone w/Electrical Charging Outlet.....	485.35	630.95	_____
_____	8507*	Quarter Curve Ottoman.....	320.85	417.10	_____
<b>Beverly Bench Ottomans</b>					
_____	81550*	Black Vinyl.....	333.35	433.35	_____
_____	81551*	Brown Fabric.....	333.35	433.35	_____
_____	81552*	Gray Fabric.....	333.35	433.35	_____
_____	81553*	Linen Fabric.....	333.35	433.35	_____
_____	81554*	Ocean Blue Fabric.....	333.35	433.35	_____
_____	81555*	Red Fabric.....	333.35	433.35	_____
_____	81556*	White Vinyl.....	333.35	433.35	_____
<b>Occasional Chairs</b>					
_____	71089	Black Diamond Side Chair.....	127.65	165.95	_____
_____	71090	Black Diamond Arm Chair.....	155.25	201.85	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	197.40	256.60	_____
_____	210108	Limerick® Chair by Herman Miller.....	85.50	111.15	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	785.00	1,020.50	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	785.00	1,020.50	_____
_____	810948*	Meeting Chair - White Vinyl.....	175.00	227.50	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	242.05	314.65	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	317.15	412.30	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	285.60	371.30	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	285.60	371.30	_____

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>					
	810131*	Malba Chair - Gray Molded Plastic.....	76.20	99.05	
	810130*	Malba Chair - Green Molded Plastic.....	73.20	95.15	
	810846*	Christopher Chair - White Vinyl/Chrome.....	140.70	182.90	
	810851*	Zenith Chair - White/Chrome.....	118.60	154.20	
	810841*	Rustique Chair - Gunmetal.....	140.70	182.90	
	810837*	Razor Armless Chair - White High Density Plastic....	64.00	83.20	
	810875*	Swanson Swivel Chair - White Vinyl.....	156.45	203.40	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	107.85	140.20	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	107.85	140.20	
	810847*	Wendy Chair - Clear Acrylic.....	80.00	104.00	
<b>Conference Chairs</b>					
	71046	Gray Gaslift Chair With Arms.....	239.55	311.40	
	71045	Gray Gaslift Chair Without Arms.....	225.55	293.20	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	208.60	271.20	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	443.55	576.60	
	810844*	Pro Executive High Back Chair - White Vinyl.....	216.95	282.05	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	216.95	282.05	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	206.65	268.65	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	206.65	268.65	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	214.20	278.45	
<b>Bars &amp; Barstools</b>					
	8501*	Martini Bar.....	1,360.95	1,769.25	
	71088	Black Diamond Stool.....	195.90	254.65	
	71048	Gray Gaslift Stool with Arms.....	329.30	428.10	
	71047	Gray Gaslift Stool without Arms.....	289.85	376.80	
	810860*	Laguna Barstool - Maple/Chrome.....	224.10	291.35	
	210109	Limerick® Stool by Herman Miller.....	113.70	147.80	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	109.40	142.20	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	109.40	142.20	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	109.40	142.20	
	810870*	Lift Barstool - White Vinyl/Chrome.....	109.40	142.20	
	810951*	Apex Barstool - Black Vinyl.....	135.75	176.45	
	810952*	Apex Barstool - Blue Ultra Suede.....	135.75	176.45	
	810953*	Apex Barstool - Red Vinyl.....	135.75	176.45	
	810954*	Apex Barstool - White Vinyl.....	135.75	176.45	
	810103*	Banana Barstool - White Vinyl/Chrome.....	187.85	244.20	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	187.85	244.20	
	810850*	Zenith Barstool - White/Chrome.....	118.60	154.20	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	348.85	453.50	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	348.85	453.50	
	810848*	Christopher Barstool - White.....	123.70	160.80	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	158.15	205.60	
	810839*	Rustique Barstool - Gunmetal.....	140.70	182.90	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	236.10	306.95	
	810201*	Oslo Barstool - White Plastic/Chrome.....	236.10	306.95	

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Qty	Part #	Description	Discount Price	Standard Price	Total
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**Draped Tables & Counters**

<b>Draped Tables</b> - 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.....	88.45	115.00	_____
_____	124430	Draped Table 4'L x 30"H.....	113.70	147.80	_____
_____	124630	Draped Table 6'L x 30"H.....	145.90	189.65	_____
_____	124830	Draped Table 8'L x 30"H.....	176.40	229.30	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	36.10	46.95	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	36.10	46.95	_____
_____	124342	Draped Counter 3'L x 42"H.....	120.10	156.15	_____
_____	124442	Draped Counter 4'L x 42"H.....	142.20	184.85	_____
_____	124642	Draped Counter 6'L x 42"H.....	175.60	228.30	_____
_____	124842	Draped Counter 8'L x 42"H.....	203.45	264.50	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	48.00	62.40	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	48.00	62.40	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	32.90	42.75	_____
_____	125430	Undraped Table 4'L x 30"H.....	38.40	49.90	_____
_____	125630	Undraped Table 6'L x 30"H.....	50.60	65.80	_____
_____	125830	Undraped Table 8'L x 30"H.....	60.20	78.25	_____
_____	125342	Undraped Counter 3'L x 42"H.....	60.20	78.25	_____
_____	125442	Undraped Counter 4'L x 42"H.....	64.85	84.30	_____
_____	125642	Undraped Counter 6'L x 42"H.....	76.75	99.80	_____
_____	125842	Undraped Counter 8'L x 42"H.....	86.95	113.05	_____

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

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.35	40.75	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.35	40.75	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	36.80	47.85	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	36.80	47.85	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	42.35	55.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	42.35	55.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.95	62.35	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.95	62.35	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	58.65	76.25	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	58.65	76.25	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	69.40	90.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	69.40	90.20	_____

**Pedestal Tables - Soho Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	180.55	234.70	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	185.70	241.40	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	98.85	128.50	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	197.15	256.30	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	202.65	263.45	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	185.70	241.40	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	185.70	241.40	_____

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>					
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	202.65	263.45	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	202.65	263.45	_____
<b>Pedestal Tables</b>					
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	259.05	336.75	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	269.75	350.70	_____
_____	8201203**	Standard Base Cafe Table - Blue Steel.....	182.95	237.85	_____
_____	8201204**	Standard Base Bar Table - Blue Steel.....	232.10	301.75	_____
_____	8201209*	Hydraulic Base Cafe Table - Graphite.....	288.85	375.50	_____
_____	8201211*	Hydraulic Base Bar Table - Graphite.....	296.60	385.60	_____
_____	8201206*	Hydraulic Base Cafe Table - Maple.....	294.70	383.10	_____
_____	8201205*	Hydraulic Base Bar Table - Maple.....	290.85	378.10	_____
_____	820126*	Hydraulic Base Cafe Table - White Laminate.....	300.60	390.80	_____
_____	820125*	Hydraulic Base Bar Table - White Laminate.....	314.40	408.70	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	247.10	321.25	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	247.10	321.25	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	185.50	241.15	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	203.10	264.05	_____
_____	8201220*	30" Cafe Table Black Base - White Laminate.....	193.30	251.30	_____
_____	8201221*	30" Bar Table Black Base - White Laminate.....	207.95	270.35	_____
_____	8201222*	30" Bar Table Chrome Base - White Laminate.....	297.80	387.15	_____
_____	8201223*	30" Cafe Table Chrome Base - White Laminate.....	297.80	387.15	_____
_____	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	230.60	299.80	_____
_____	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	230.60	299.80	_____
_____	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	230.60	299.80	_____
_____	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	230.60	299.80	_____
_____	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	281.60	366.10	_____
_____	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	281.60	366.10	_____
<b>Occasional, End &amp; Cocktail Tables</b>					
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	286.05	371.85	_____
_____	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	303.45	394.50	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	171.85	223.40	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	238.50	310.05	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	171.85	223.40	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	238.50	310.05	_____
_____	8201224*	Atomic 36" Round Table - Glass/Chrome.....	260.20	338.25	_____
_____	8201225*	Atomic 42" Round Table - Glass/Chrome.....	260.20	338.25	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	269.40	350.20	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	286.05	371.85	_____
_____	82035*	Geo End Table - Glass/Chrome.....	269.40	350.20	_____
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	286.05	371.85	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	201.45	261.90	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	201.45	261.90	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	240.00	312.00	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	240.00	312.00	_____

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<b>Occasional, End &amp; Cocktail Tables (continued)</b>					
_____	82075*	Regis End Table - Brushed Metal.....	140.30	182.40	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	197.65	256.95	_____
_____	820844*	Aura Round Table - White Metal.....	149.95	194.95	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	228.10	296.55	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	194.60	253.00	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	194.60	253.00	_____
_____	82088*	Oliver End Table - Walnut Finish.....	175.75	228.50	_____
_____	82087*	Oliver Table - Walnut Finish.....	195.00	253.50	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	228.85	297.50	_____
<b>Conference Tables</b>					
_____	82041*	Geo Conference Table - Glass/Black Steel.....	210.05	273.05	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	210.05	273.05	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	317.65	412.95	_____
_____	820708*	42" Round Conference Table - White Laminate.....	259.30	337.10	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	370.80	482.05	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	384.80	500.25	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	768.50	999.05	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	768.50	999.05	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	570.25	741.35	_____
_____	82067*	G30 Cafe Table - Maple.....	570.25	741.35	_____
_____	82063*	G30 Cafe Table - White.....	570.25	741.35	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	564.55	733.90	_____
_____	820952*	Ventura Communal Bar Table - Black.....	552.90	718.75	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	564.55	733.90	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	564.55	733.90	_____
_____	820956*	Ventura Communal Bar Table - White.....	564.55	733.90	_____
<b>Office</b>					
_____	84075*	Madison Desk - Gray Acajou.....	371.15	482.50	_____
_____	84077*	Madison Credenza - Gray Acajou.....	309.25	402.05	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	264.00	343.20	_____
<b>Computer Desks/Tables</b>					
_____	820706*	Work Desk - White Laminate.....	223.35	290.35	_____
_____	820707*	Merlin Table - Gray Laminate.....	231.90	301.45	_____
<b>POWERED</b>					
<b>Powered Seating</b>					
_____	810120*	Naples Chair, Powered - Black Vinyl.....	463.50	602.55	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	715.40	930.00	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	858.35	1,115.85	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	371.15	482.50	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	574.75	747.20	_____
<b>Powered Tables</b>					
_____	820950*	Ventura Communal Bar Table, Powered - Black.....	684.00	889.20	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	621.80	808.35	_____
_____	82071*	G30 Cafe Table, Powered - White.....	244.40	317.70	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	375.70	488.40	_____

**FREEMAN furnishings**

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com) before  
OCTOBER 25, 2018

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>POWERED</b>					

**Powered Tables (continued)**

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	331.90	431.45	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	291.15	378.50	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	224.75	292.20	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	224.75	292.20	_____

**Powered Product Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	271.50	352.95	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	271.50	352.95	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	271.50	352.95	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	271.50	352.95	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	111.65	145.15	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	136.30	177.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	212.80	276.65	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	416.10	540.95	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	386.90	502.95	_____
_____	8503001*	Refrigerator - White.....	777.70	1,011.00	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	74.45	96.80	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	109.35	142.15	_____

**Display**

_____	75020	Display Cylinder - Black - Low.....	230.85	300.10	_____
_____	75021	Display Cylinder - Black - Medium.....	230.85	300.10	_____
_____	75022	Display Cylinder - Black - High.....	230.85	300.10	_____
_____	75030	Display Cube - Black - 12" Small.....	226.70	294.70	_____
_____	75031	Display Cube - Black - 18" Medium.....	243.00	315.90	_____
_____	75032	Display Cube - Black - 24" Large.....	275.55	358.20	_____
_____	75079	Orion Computer Kiosk - Black.....	446.75	580.80	_____
_____	72056	Display Counter - Black.....	224.10	291.35	_____

**Tablet Stand**

_____	850714*	Mobile Tablet Stand - White.....	343.25	446.25	_____
_____	850715*	Mobile Tablet Stand - Black.....	343.25	446.25	_____

**Tablet Stand Accessories**

_____	850711*	Brochure Holder - Black.....	33.75	43.90	_____
_____	850712*	Wireless Printer Holder - Black.....	33.75	43.90	_____
_____	850713*	Charging Shelf - Black.....	33.75	43.90	_____

**Accessories**

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	78.50	102.05	_____
_____	220118	Chrome Sign Holder.....	100.35	130.45	_____
_____	750135	Round Literature Rack.....	210.75	274.00	_____
_____	750136	Flat Literature Rack.....	186.60	242.60	_____

**FREEMAN furnishings**

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before **OCTOBER 25, 2018**

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

Accessories (continued)

_____	220109	Chrome Coat Tree.....	37.50	48.75	_____
_____	220134	Aluminum Easel.....	40.75	53.00	_____
_____	220110	Chrome Bag Rack.....	100.35	130.45	_____
_____	10201484	Floor Standing Bulletin Board.....	219.15	284.90	_____
_____	220106	Corrugated Wastebasket.....	12.00	15.60	_____

Special Drape

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	18.30	23.80	_____
_____	12108	Special Drape 8'H (per ft.).....	25.10	32.65	_____

<b>TOTAL COST</b>			
_____	+	_____	= _____
Sub-Total		9% Tax	Total Cost

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

\*Asterisk indicates item is a Freeman Select furnishing

# FROM THE GROUND UP

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

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



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

# PRESTIGE CARPET

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

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

## Custom Options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

# CLASSIC CARPET

## Custom Cut

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

## Standard Cut

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



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly*

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Classic Carpet .....	\$ 252.75	\$ 328.60	_____
_____	10' x 20' Classic Carpet .....	\$ 505.55	\$ 657.20	_____
_____	10' x 30' Classic Carpet .....	\$ 758.30	\$ 985.80	_____
_____	10' x 40' Classic Carpet .....	\$ 1,011.00	\$ 1,314.30	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 90.55	\$ 117.70	_____
_____	10' x 20' Carpet Padding - Single Layer .....	\$ 181.05	\$ 235.35	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 271.50	\$ 352.95	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 362.05	\$ 470.65	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 181.05	\$ 235.35	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 362.05	\$ 470.65	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 543.10	\$ 706.05	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 724.10	\$ 941.35	_____
_____	Plastic Covering (price per sq. ft. ).....	\$ .54	\$ .70	_____

## 9' CLASSIC CARPET, PADDING & PLASTIC COVERING\*\*

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 194.45	\$ 252.80	_____
_____	9' x 20' Classic Carpet .....	\$ 388.90	\$ 505.55	_____
_____	9' x 30' Classic Carpet .....	\$ 583.35	\$ 758.35	_____
_____	9' x 40' Classic Carpet .....	\$ 777.70	\$ 1,011.00	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 81.45	\$ 105.90	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 162.95	\$ 211.85	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 244.40	\$ 317.70	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 325.85	\$ 423.60	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 162.95	\$ 211.85	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 325.85	\$ 423.60	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 488.80	\$ 635.45	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 651.70	\$ 847.20	_____
_____	Plastic Covering (price per sq. ft. ).....	\$ .54	\$ .70	_____

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

TOTAL COST			
_____	+	_____	= _____
Sub- Total		9% Tax	Total Cost

FREEMAN standard size carpet

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.00**

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

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

<b>16 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @ \$	<b>3.00</b>	<b>\$ 3.90</b>	_____

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

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

Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

<b>28 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
<b>1 - 700 sq. ft.</b> Booth Size: _____ x _____ = _____ sq. ft. @ \$	<b>4.20</b>	<b>\$ 5.45</b>	_____
<b>Over 700 sq. ft.</b> Booth Size: _____ x _____ = _____ sq. ft. @ \$	<b>3.50</b>	<b>\$ 4.55</b>	_____

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

Black  Charcoal  Gray Pearl  Navy  White

<b>40 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
<b>1 - 700 sq. ft.</b> Booth Size: _____ x _____ = _____ sq. ft. @ \$	<b>4.95</b>	<b>\$ 6.45</b>	_____
<b>Over 700 sq. ft.</b> Booth Size: _____ x _____ = _____ sq. ft. @ \$	<b>4.40</b>	<b>\$ 5.70</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **.90**

Qty	Description (Price per sq. ft. (90 sq. ft. minimum))	Discount	Standard	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)	\$ <b>.90</b>	\$ <b>1.15</b>	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)	\$ <b>.70</b>	\$ <b>.90</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)	\$ <b>1.80</b>	\$ <b>2.35</b>	_____
_____	Double Carpet Padding - 1/2" (Over 700 sq. ft.)	\$ <b>1.40</b>	\$ <b>1.80</b>	_____

TOTAL COST			
_____	+	_____	= _____
Sub- Total		9% Tax	Total Cost

FREEMAN cut to size carpet

# F R E E M A N

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

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018**

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

FREEMAN cleaning

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum
- **Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.**
- **Show Site Prices will apply to all cleaning orders placed at show site.**
- **Exhibitors are responsible for removing visqueen that has not been ordered through Freeman for their carpets. All visqueen must be removed by 4:00 pm Saturday, November 24, 2018. If not removed, show management reserves the right to authorize Freeman to remove visqueen at the exhibitor's expense.**

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total Price
_____	610100	Booth Vacuuming-One Time .....	.35	.45	_____
_____	610200	Booth Vacuuming-2 Days .....	.70	.90	_____
_____	610300	Booth Vacuuming-3 Days .....	1.05	1.35	_____
_____	610400	Booth Vacuuming-4 Days .....	1.40	1.80	_____
_____	610500	Booth Vacuuming-5 Days (Duration of Show).....	1.58	2.05	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total Price
_____	630100	Shampoo Carpet-One Time.....	0.73	.95	_____

### PORTER SERVICE (per day)

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

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

_____	620500	Exhibit Area / Under 500 sq. ft. ....	60.50	78.65	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.....	87.00	113.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.....	103.95	135.15	_____
_____	6203504	Exhibit Area / Over 2,500 sq. ft. ....			Call For Quote

### MISCELLANEOUS SERVICES

Qty	Part #	Description	Discount Price	Show Site Price	Total
_____	690100	Tile Cleaning--One Night Only .....	0.36	0.45	_____
_____	680600	Anti-Static-per sq ft.....	0.22	0.30	_____
_____	6201000	Full Time Porter Service per hour .....	33.75	43.90	_____
_____	680701	Visqueen Removal - Not Installed by Freeman.....	100.00	100.00	_____

## TOTAL COST

_____	+	_____	= \$	_____
<b>Subtotal</b>		<b>N/A %Tax</b>		<b>Total Cost</b>

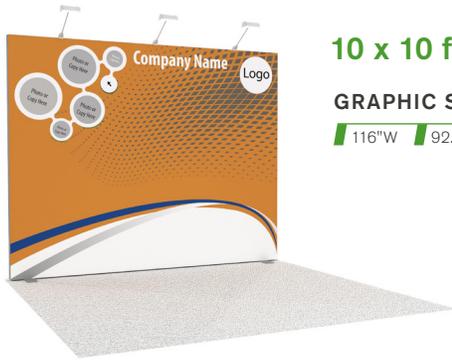
# FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



\* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

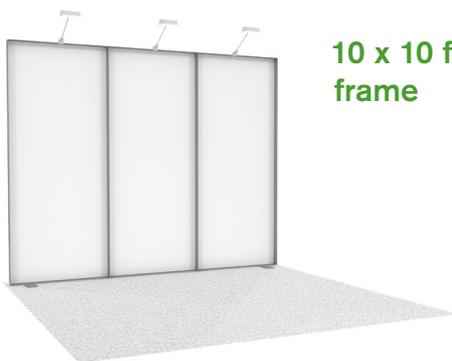
233.5"W 92.5"H

### RENTAL EXHIBITS INCLUDE:

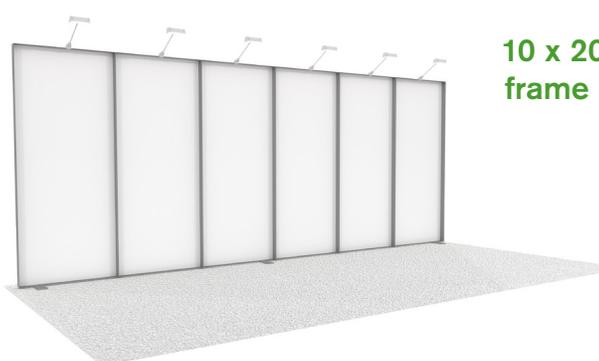
- Custom Fabric Graphic\* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

## FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.\*\*



**10 x 10 ft. frame**



**10 x 20 ft. frame**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

\*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. \*\*Only Freeman SmartFabric will be installed on the frame.

## CLASSIC CARPET

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

**9' x 10' or 9' x 20' (16 oz.)** – Color Options Included with Rental Package Options

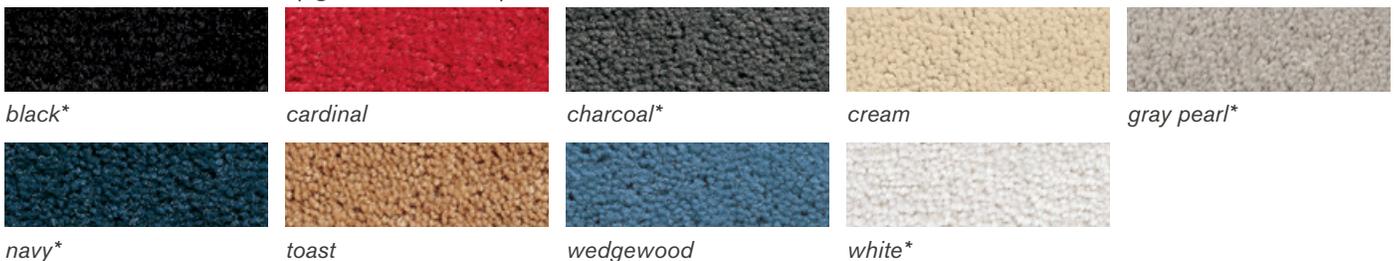


*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.*

## PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

**(28 oz.)** – Available Upgrade Color Options



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

## OPTIONAL ACCESSORIES

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



### CLEAR ACRYLIC SHELF

36"W | .25"H | 12"D

(holds up to 15 lbs each)



## CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

## FREEMAN SUSTAINABILITY FOCUS

 This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

**F R E E M A N**

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



### SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,935.00	\$ 2,515.50	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,770.00	\$ 4,901.00	_____

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,220.00	\$ 1,586.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,035.00	\$ 2,645.50	_____

## ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light .....	\$ 65.00	\$ 84.50	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 195.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 26.00	_____

## QUICK TIPS

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		9 % Tax Total Cost

# RENTAL EXHIBITS THAT IMPRESS

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

**PACKAGE 1**



10 X 20



10 X 10

**PACKAGE 1 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

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



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

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



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



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

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



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

### Rental Exhibits Include:

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

### questions?

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



### “CLEAN FOOTPRINT” BOOTH PACKAGE

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

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,348.20	3,052.65	<input type="checkbox"/> 10' x 20'	4,582.35	5,957.05
Package 2	<input type="checkbox"/> 10' x 10'	1,307.80	1,700.15	<input type="checkbox"/> 10' x 20'	2,502.70	3,253.50
Package 3	<input type="checkbox"/> 10' x 10'	1,953.00	2,538.90	<input type="checkbox"/> 10' x 20'	3,792.95	4,930.85
Package 4	<input type="checkbox"/> 10' x 10'	1,755.35	2,281.95	<input type="checkbox"/> 10' x 20'	3,397.80	4,417.15
Package 5	<input type="checkbox"/> 10' x 10'	2,063.40	2,682.40	<input type="checkbox"/> 10' x 20'	4,144.15	5,387.40
Package 6	<input type="checkbox"/> 10' x 10'	2,162.20	2,810.85	<input type="checkbox"/> 10' x 20'	4,376.70	5,689.70

## CHOOSE YOUR PANEL

- Black Fabric   
  Blue Fabric   
  Gray Fabric   
  White Hardwall   
  White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	9 % Tax
	=	Total Cost

# FREEMAN

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 Mc Cook, IL 60525  
 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

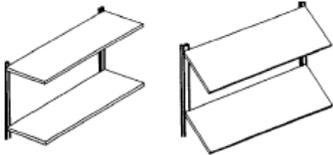
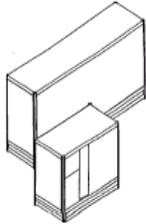
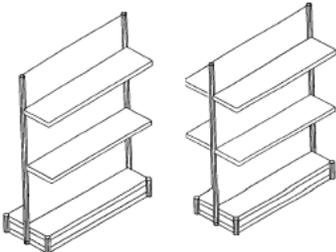
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

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

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172514	4' Tracklight (3 lights)	295.05	383.55	___

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	509.50	662.35	___
___	17306	1M x ½M x 42" High.....	570.85	742.10	___
___	17308	2M x ½M x 36" High.....	641.75	834.30	___
___	17309	2M x ½M x 42" High.....	672.00	873.60	___
___	173010	1M Radius x ½M x 36" High.	477.20	620.35	___
___	173011	1M Radius x ½M x 42" High..	558.35	725.85	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	24.70	32.10	___
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	327.25	425.45	___
___	174542	Double Sided 1M x 4' High..	435.65	566.35	___
___	174581	Single Sided 1M x 8' High...	479.25	623.05	___
___	174582	Double Sided 1M x 8' High..	609.20	791.95	___

<b>SHELVES</b>					
___	17201	1M Straight (37" x12") .....	76.15	99.00	___
___	17206	1M Angled (37" x 12") .....	88.45	115.00	___

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	30.60	39.80	___

<b>TOTAL COST</b>							
___	Sub-Total	+	___	9% Tax	=	___	Total Cost

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

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

# FLEXING TO FIT YOUR NEEDS

---

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

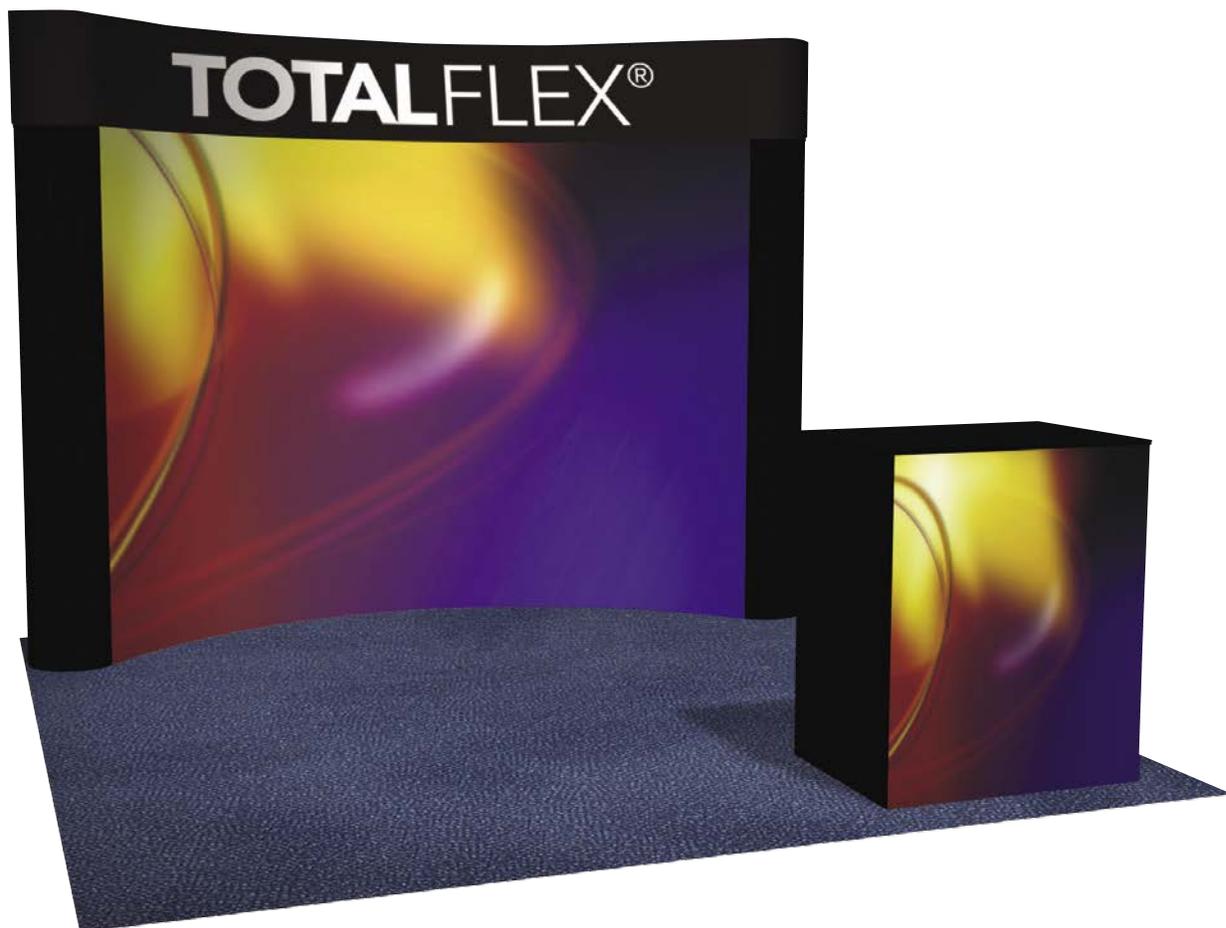


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

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



**FLOOR UNITS**

- ▬ 10'w x 8'h Floor Standing Unit
- ▬ 20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

- ▬ 6'w x 40"h Table Top Unit
- ▬ 8'w x 40"h Table Top Unit

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,040.45	1,352.60	_____	_____
40"H x 8'W	1,209.00	1,571.70	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,296.15	1,685.00	_____	_____
40"H x 8'W	1,470.55	1,911.70	_____	_____

\*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	1,732.10	2,251.75	_____	_____
8'H x 10'W	2,069.15	2,689.90	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,941.05	3,823.35	_____	_____
8'H x 10'W	3,452.55	4,488.30	_____	_____

\*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	_____	197.70	257.00	_____	_____	279.00	362.70	_____
1715801	1-200 Watt Halogen Light Kit	_____	104.65	136.05	_____	_____	203.45	264.50	_____
1715802	Straight Shelf	_____	75.65	98.35	_____	_____	139.60	181.50	_____
1715803	Angled Shelf	_____	75.65	98.35	_____	_____	139.60	181.50	_____

## 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 + 10.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9% Tax = Total Cost

# MATERIAL MATTERS

---

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

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



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

## COMPREHENSIVE CAPABILITIES

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

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

## ONE-STOP SOLUTIONS

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

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

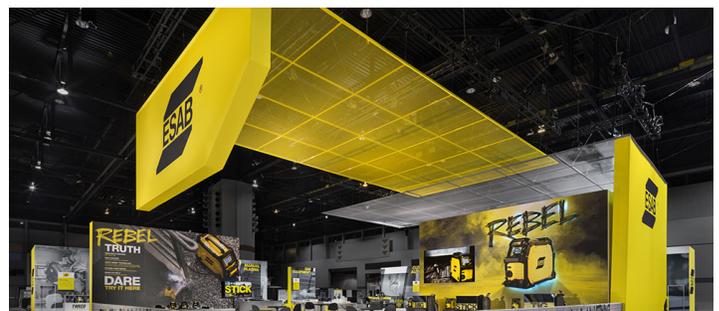
## GEOMETRIC STRUCTURES

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

## GREEN

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

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



# FREEMAN

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

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 18, 2018**

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

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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

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

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

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

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

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

**An Exhibitor Sales Solutionist will contact you for details.**



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,633.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____



### Rectangle Signs

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



### Circle Signs

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



### Triangle Signs

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



### Serpentine Signs

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

**Total:** \_\_\_\_\_ x 10.25 %(Tax) \_\_\_\_\_ = \_\_\_\_\_

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

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

FREEMAN fabric graphics

# F R E E M A N

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

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018**

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## SHOWCASES



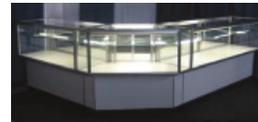
**FULL VISION CASE**



**TOWER CASE**



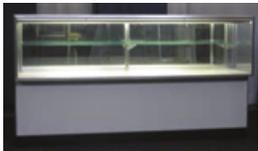
**QUARTER VISION CASE**



**CORNER VISION CASE**



**WALLCASE**



**HALF VISION CASE**

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

**FULL VISION CASE**

1-8" & 1-10" Glass Shelf with Adjustable Brackets  
 26" High Front Glass Display Section  
 Case is 20" Deep  
 Available in 4', 5' and 6' lengths

_____	101043	4'.....	.....\$634.50	\$824.85	\$ _____
_____	101051	5'.....	.....\$634.50	\$824.85	\$ _____
_____	101061	6'.....	.....\$634.50	\$824.85	\$ _____

**HALF VISION CASE**

1-10" Glass Shelf with Adjustable Brackets  
 18" High Front Glass Display Section  
 Case is 20" Deep  
 Available in 4', 5' and 6' lengths

_____	101042	4'.....	.....\$634.50	\$824.85	\$ _____
_____	101050	5'.....	.....\$634.50	\$824.85	\$ _____
_____	101060	6'.....	.....\$634.50	\$824.85	\$ _____

**TOWER CASE**

Dimensions are 20"L x 20"D x 80"H  
 3 Glass Shelves  
 Lights  
 Locks  
 Available in 20 x 20 Square Only

_____	1010200	20 x 20.....	.....\$831.90	\$1081.45	\$ _____
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Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

**QUARTER VISION CASE**

12" High Front Glass Display Section  
 Case is 20" Deep  
 Available in 4', 5' and 6' lengths

_____	101044	4'.....	.....\$634.50	\$824.85	\$ _____
_____	101052	5'.....	.....\$634.50	\$824.85	\$ _____
_____	101062	6'.....	.....\$634.50	\$824.85	\$ _____

**CORNER VISION CASE**

Includes Rear Access and Glass Shelves  
 Case is 20" Deep  
 Available in Full, Half, and Quarter Sizes  
 \*Cases on the sides in picture above are not included

_____	101091	Full.....	.....\$775.45	\$1008.10	\$ _____
_____	101090	Half.....	.....\$775.45	\$1008.10	\$ _____
_____	101092	Quarter.....	.....\$775.45	\$1008.10	\$ _____

**WALLCASE**

Dimensions are 48"L x 20"D x 72" H  
 (4) 12" Glass Shelves  
 Adjustable Brackets  
 Lights  
 Locks  
 60" High Sliding Glass Doors  
 Available in See-Thru (pictured above) and Solid

_____	1010203	Solid.....	.....\$803.65	\$1044.75	\$ _____
_____	1010204	See-Thru.....	.....\$803.65	\$1044.75	\$ _____

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

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (9%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# SEEING IS BELIEVING

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

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



# FREEMAN

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INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

### DIGITAL GRAPHICS

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

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

sq. ft. \_\_\_\_\_ \$ 14.00 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 21.00 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 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"	@ 37.95	56.95 =	_____
7" x 22"	@ 26.25	39.40 =	_____
7" x 44"	@ 48.15	72.25 =	_____
9" x 44"	@ 49.90	74.85 =	_____
11" x 14"	@ 48.15	72.25 =	_____
14" x 22"	@ 69.90	104.85 =	_____
14" x 44"	@ 75.30	112.95 =	_____
22" x 28"	@ 82.90	124.35 =	_____
28" x 44"	@ 113.75	170.65 =	_____
20" x 60"	@ 113.75	170.65 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical      Horizontal      Use Your Judgment For Sign Layout

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

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

TOTAL COST		
Sub-Total	+	10.25 % Tax
		=
		Total Cost

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# LET US DO THE HEAVY LIFTING

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



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

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

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

## ON-SITE SUPERVISION

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

### 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

# EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees (“Exhibitor employee” means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date) are permitted in a booth of any size with the use of the exhibitor’s ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor’s own drapery, including the skirting of exhibitor tables, on the Authority’s premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor’s electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

**Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

## UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established. Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

### DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

### CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

### ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

**SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:**

<b>Morning Breaks (approximately):</b>	<b>9:30 a.m.</b>	<b>to</b>	<b>9:45 a.m.</b>
<b>Lunch Schedules (approximately):</b>	<b>12:00 Noon</b>	<b>to</b>	<b>12:30 p.m.</b>
<b>Afternoon Breaks (approximately):</b>	<b>2:30 p.m.</b>	<b>to</b>	<b>2:45 p.m.</b>

**LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL**

**STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11**

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

<b>Teamsters</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Riggers</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

<b>Decorators</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		

<b>Carpenters</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		
<ul style="list-style-type: none"> <li>• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.</li> <li>• <b>Example:</b> Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.</li> </ul>			

<b>Carpenters (Break of Show)</b>	
<b>Monday - Friday</b>	<b>Saturday</b>
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

<b>Electricians</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
Double Time until Monday 6:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	6:00 am start shall be Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours or 4:30 pm whichever comes first	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

# FREEMAN

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FREEMAN installation & dismantle labor

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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

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

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

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

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

## DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 AM to 4:30 PM Monday through Friday.....	\$ 117.80	\$ 153.15
<b>Overtime</b> - 4:30 PM to 8:30 PM Monday through Friday; 6:00 AM - 6:30 PM Saturday.....	\$ 176.70	\$ 229.75
**If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 AM and 4:30 PM, Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.**		
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ....	\$ 235.50	\$ 306.15

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

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

**Please include setup plan/photo, special instructions and inbound shipping information with this order.**

## INSTALLATION LABOR

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

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

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

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

## DISMANTLE LABOR

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

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

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

# F R E E M A N

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## FREEMAN SUPERVISED LABOR

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

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

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

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

#### METHOD OF SHIPMENT

**FREEMAN EXHIBIT TRANSPORTATION**

- Common Carrier  
 Air Freight       Next Day       2nd Day       Deferred       Expedited

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

- Other Common Carrier: \_\_\_\_\_  
 Other Air Freight: \_\_\_\_\_  
 Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

- Prepaid       Collect  
Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- Reroute via Freeman's choice**  
 **Delivery back to warehouse at Exhibitor's Expense.**

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

**FREEMAN installation & dismantle labor**

# F R E E M A N

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

DISCOUNT PRICE  
 DEADLINE DATE  
**OCTOBER 25, 2018**

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

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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

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

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

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

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- 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.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local 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.
- To Insure Freeman Installs, Hangs & Dismantle's your sign to your specification please fill out the next 2 pages and submit to Freeman.
- In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 2 pages as soon as possible.
- Scheduling is done on a first come, first served basis.
- If you have any questions or require further assistance, you may reach us at the email address below: [ChicagoHangingSigns@Freeman.com](mailto:ChicagoHangingSigns@Freeman.com)
- **All requests for hanging items must be reviewed and approved by Show Management.**

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

#### Double Time

Midnight to 6:00 A.M. Monday through Friday  
 4:30 P.M. to Midnight Saturday

ALL DAY SUNDAY AND HOLIDAYS

**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation**

#### Crew Size

MINIMUM of two (2) people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

#### Materials

Cable, clamps, etc. are additional and charged accordingly

#### Equipment With Crew

- **Standard prices will apply to all orders placed after the deadline date.**
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
<b>Condor</b> Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	\$451.30	\$571.10	\$690.70
<b>Standard Price</b>	\$522.00	\$677.20	\$832.00
<b>Additional Crew</b> Assembly Labor (Per person / Per hour)			
Advance Price	\$117.80	\$176.70	\$235.50
<b>Standard Price</b>	\$153.15	\$229.75	\$306.15
<b>Electrical Assembly</b> Assembly Labor (Per person/Per hour)			
Advance Price	\$107.90	\$160.65	\$214.50

### FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

FREEMAN hanging sign labor

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

**HANGING SIGN LABOR AND EQUIPMENT**

**SUPERVISION**

Supervision for assembly/dismantle 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/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information below  
 • Installation of your Hanging Sign will be completed at our discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

<p><b>Installation Condor/Crew Estimate</b>  <i>Preferred</i> Installation Date(s): _____          Approx Hours      Hourly Rate      Total Estimated Cost          _____ @ _____ = _____</p>	<p><b>Dismantle Condor/Crew Estimate</b>  <i>Preferred</i> Dismantle Date(s): _____          Approx Hours      Hourly Rate      Total Estimated Cost          _____ @ _____ = _____</p>
<p><b>Installation Assembly Estimate</b>  <i>Preferred</i> Installation Date(s): _____          Approx Hours      Hourly Rate      Total Estimated Cost          _____ @ _____ = _____</p>	<p><b>Dismantle Assembly Estimate</b>  <i>Preferred</i> Dismantle Date(s): _____          Approx Hours      Hourly Rate      Total Estimated Cost          _____ @ _____ = _____</p>

**SIGN DESCRIPTION, SIZE & WEIGHT**

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. **Please complete the diagram on the following page.**

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

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

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

Does Your Sign Require Electricity \_\_\_\_\_ Assembly Crew Size: \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_

Does your sign require a Chain Fall? **(A Chain Fall is a manual Hoist)** \_\_\_\_\_

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

Location of sign within booth: \_\_\_\_\_

Tie off structure/wall? \_\_\_\_\_

# F R E E M A N

## HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

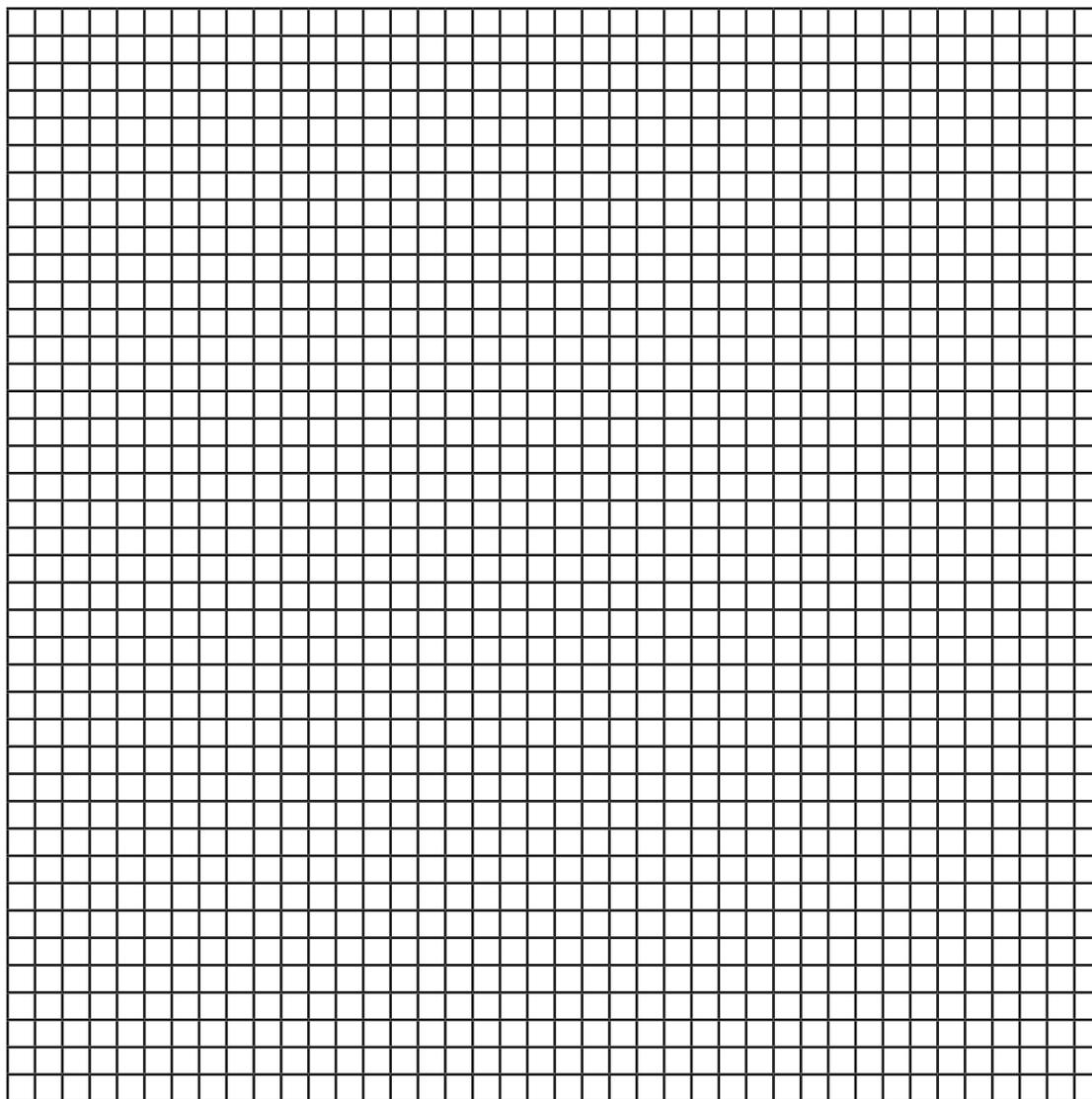
1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
4. Number of feet from the floor to top of sign: \_\_\_\_\_

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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



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

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

10 x 10 use 1 square = 1/4 foot      20 x 20 use 1 square = 1/2 foot      40 x 40 use 1 square = 1 foot

**F R E E M A N**

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

**DEADLINE DATE  
OCTOBER 25, 2018**

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

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

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\_\_\_\_\_, the contracted exhibitor at the **RADIOLOGICAL SOCIETY OF NORTH AMERICA** 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, McCORMICK PLACE, 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 250 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**

# F R E E M A N

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

## HANGING SIGNS *Hanging of Signs in McCormick Place Procedures and Rules*

RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. Hanging Signs are only permitted in Island and Mobile booths. Per the RSNA 2018 Rules and Regulations for Technical Exhibits, 9. A. in the Signage section, *"Inline and Peninsula exhibits are not permitted to hang signs or banners."*
2. **All requests for hanging items must be reviewed and approved by Show Management.**
3. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.
4. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by THURSDAY, OCTOBER 25, 2018.
5. The weight of signs or materials is not to exceed 250 lbs. per hanging point. Any sign weighing in excess of 500 lbs. will require a "structural integrity" form.
6. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
7. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
8. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
9. All electrical and neon signs must conform to electrical codes of the City of Chicago.
10. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.
11. Set-up instructions must be included with the Order Form and with sign crates.
12. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
13. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
14. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.

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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

**F R E E M A N**

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

## IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at +1(773) 379-5040 or faxed to +1(773) 379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF  
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female  
Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

**We appreciate your business.**

# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to lay out your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

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

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

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

10 x 10 use 1 square = 1/4 foot

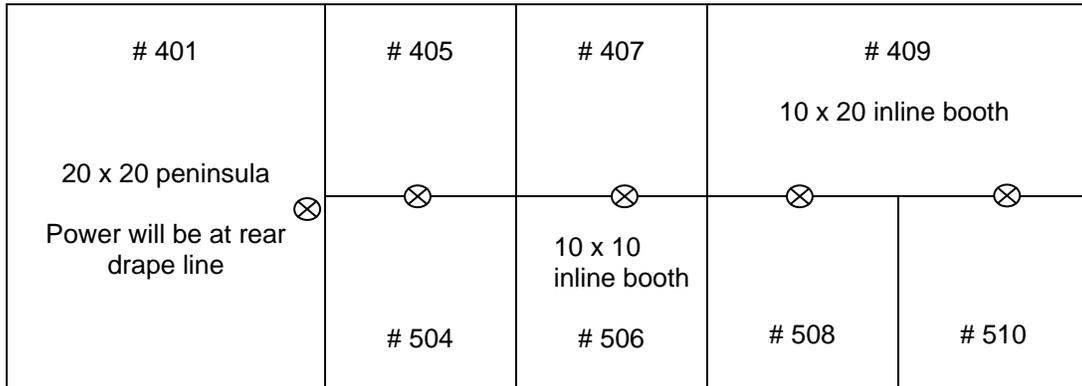
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

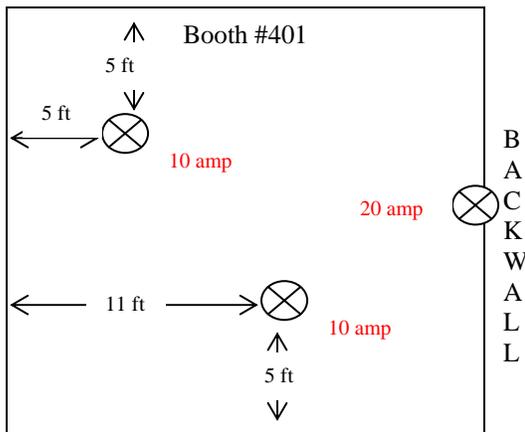
## INLINE BOOTHS

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

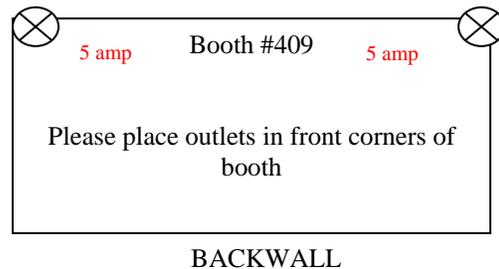


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

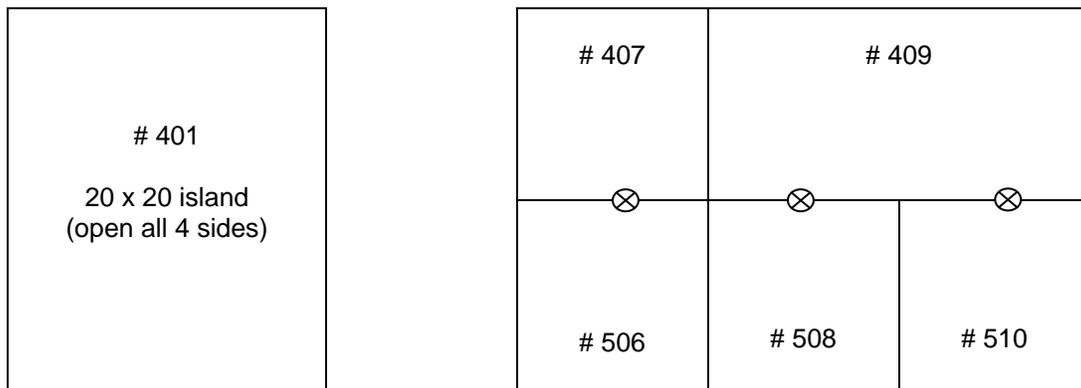
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

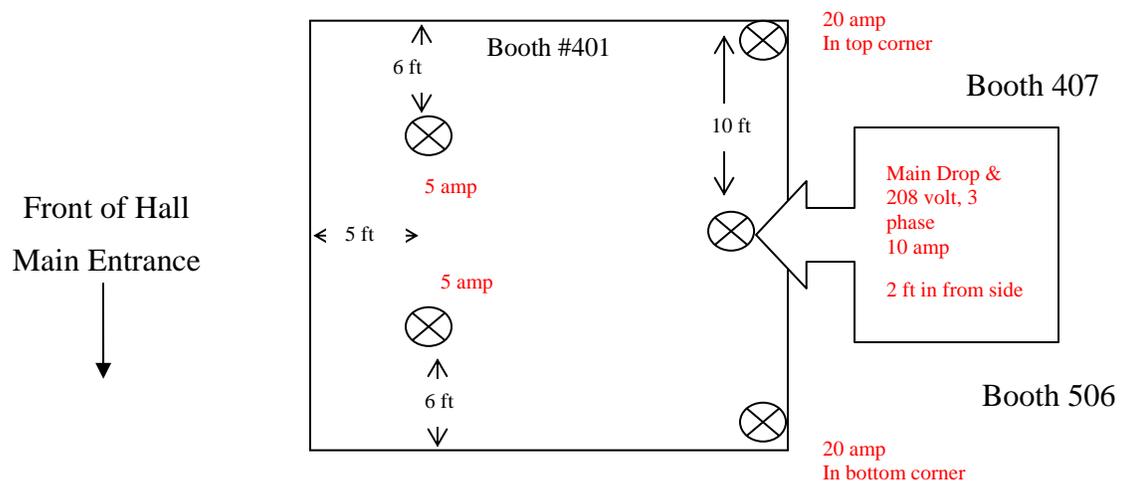
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

**100 WATTS = 1 AMP**

WATTAGE		WATTAGE	
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental booths	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 – 2000
Lap Top	150 - 300	Mixer	500 – 1000
Monitor (independent)	50 - 200	Photocopier	dependent upon size – may require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special Connection
Dot Matrix	100 - 500	Plasma TV – 32” to 50”	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Refrigerator	
Electric Frying Pan	1200 - 2000	Small	100
Fax Machine	1000	Regular	700
Food Processor	500 – 2000	Meat Slicer	500 - 1000
Glue Gun	300	Steamer	2000
Griddle	1500	Stereo (amplifier)	100 - 500
Hair Dryer	1000 - 1900	Television	100 - 500
Heat Lamps (per lamp)	250	Toaster	1000
Heater (portable)	1500 - 2000	Toaster Oven	1500
Hot Plate		Typewriter	100
Single	1000	Vacuum Cleaner	1500
Double	1500 – 2000	Water Cooler	100
Hot Water Heater	30 amp/208 volt/Single Phase		

# F R E E M A N

RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

## FREEMAN ELECTRICAL MATERIALS PRICE LIST

The following materials will be available for Rental onsite. If there is a specific item you will require that is not shown on this list, please contact one of our Electrical experts at: 773-473-7080.

**NOTE:**

Exhibitors may use their own plug strips provided they are UL listed and incorporate overload protection.

Extension Cords

15' .....	\$ 24.55
25' .....	\$ 31.55
50' .....	\$ 51.30
75' .....	\$ 68.40
100' .....	\$ 85.55

Plug Strips/Quad Boxes

Power Strip .....	\$ 23.25
Euro Power Strip .....	\$ 62.75
Quad Box .....	\$ 39.90
6-Way Box .....	\$181.00

Cord Caps

3 Wire, 15a.....	\$ 17.50
5 Wire, 20a.....	\$ 43.40
5 Wire, 30a .....	\$ 55.10
5 Wire, 60a .....	\$144.85
5 wire, 100a Mini-Cam .....	\$ 86.95
5 wire, 200/400 Cam .....	\$145.95

Machine Tails

10/5, 20a or 30a .....	\$ 57.95
6/5, 60a .....	\$130.35
4/5, 100a .....	\$180.05
2/0, 200a .....	\$181.00
4/0, 400a .....	\$217.35

Feeder Cable

10/5, 20a or 30a Round.....	\$ 3.40/ft
10/5, 20a or 30a Flat.....	\$ 7.40/ft
6/5, 60a Round .....	\$ 4.65/ft
6/5, 60a Flat .....	\$ 8.60/ft
4/5, 100a .....	\$ 4.65/ft
2/0, 200a .....	\$ 2.95/ft
4/0, 400a .....	\$ 3.70/ft

Transformers/Switches

Buck/Boost .....	\$ 7.15/amp
Disconnects .....	\$ 4.40/amp
Transformer .....	\$ 87.10

For additional information please contact Freeman Electrical Inc. at 773-473-7080.

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 25, 2018

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)  
Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.  
Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.  
ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday  
**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

#### Description

Electrician - ST .....	\$107.90
Electrician - OT .....	\$160.65
Electrician - DT .....	\$214.50

#### Rates are per lift and crew, per hour

Condor crew consists of 1 Operator and 1 Ground Man

Condor Crew - ST .....	\$378.15
Condor Crew - OT .....	\$483.65
Condor Crew - DT .....	\$591.35

#### Scissor Lift with Operator

Scissor Lift Operator - ST .....	\$189.00
Scissor Lift Operator - OT .....	\$241.75
Scissor Lift Operator - DT .....	\$295.60

**Dismantle labor will be charged at 40% of the total install time rounded to the next half hour.**

• Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

#### Labor Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FREEMAN electrical labor

**ELECTRICAL INSTRUCTIONS**

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one half (1/2) hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of one half (1/2) hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one half (1/2) hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

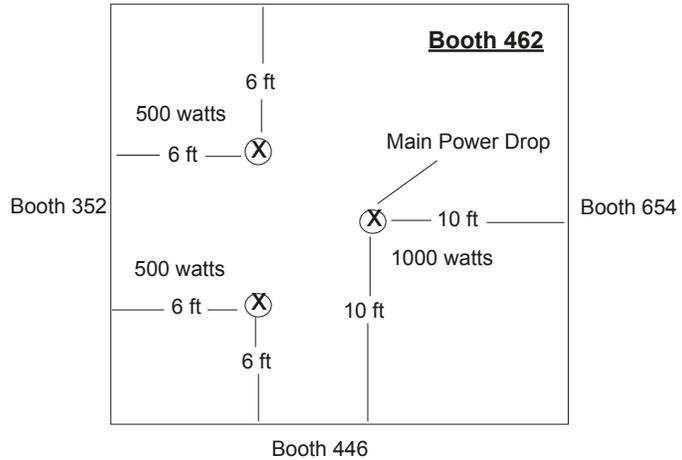
**CANCELLATION POLICY**

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

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

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



# FREEMAN

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 Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018**

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

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

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	112.75	169.15	= \$ _____
1000 Watts (10 amps)	_____	_____	225.50	338.25	= \$ _____
1500 Watts (15 amps)	_____	_____	244.45	366.70	= \$ _____
2000 Watts (20 amps)	_____	_____	264.65	397.00	= \$ _____
3000 Watts (30 amps)	_____	_____	502.75	754.15	= \$ _____

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

30 Amps	_____	_____	525.90	788.85	= \$ _____
60 Amps	_____	_____	574.95	862.45	= \$ _____
100 Amps*	_____	_____	1,151.15	1,726.75	= \$ _____
200 Amps*	_____	_____	2,204.70	3,307.05	= \$ _____

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

30 Amps	_____	_____	687.70	1,031.55	= \$ _____
60 Amps	_____	_____	744.65	1,117.00	= \$ _____
100 Amps*	_____	_____	1,214.45	1,821.70	= \$ _____
200 Amps*	_____	_____	2,428.85	3,643.30	= \$ _____
400 Amps*	_____	_____	4,556.30	6,834.45	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$7.15 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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

30 Amps	_____	_____	794.05	1,119.10	= \$ _____
60 Amps	_____	_____	1,077.70	1,616.55	= \$ _____
100 Amps*	_____	_____	1,248.65	1,873.00	= \$ _____
200 Amps*	_____	_____	2,495.95	3,743.95	= \$ _____
400 Amps*	_____	_____	4,955.55	7,433.30	= \$ _____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	_____	152.60	228.90	= \$ _____
Double Light Stand (400w)	_____	_____	234.45	351.70	= \$ _____
Arm Light**	_____	_____	147.10	220.65	= \$ _____
Overhead Light	_____	_____	445.60	668.40	= \$ _____

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

\*May require labor and/or lift at additional charge. Please contact ChicagoElectrical@Freeman.com for estimated charges.

\*\*Requires a hard wall surface for installation.

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:  
 OCTOBER 25, 2018**

### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### CANCELLATION

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

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact ChicagoElectrical@Freeman.com.

### EXTENSION CORDS AND POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Desk. Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

## TOTAL COST

Outlet(s) | \$ \_\_\_\_\_

Lighting | \$ \_\_\_\_\_

Tax 9% Rental | \$ \_\_\_\_\_

**GRAND TOTAL** | \$ \_\_\_\_\_

FREEMAN electrical

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

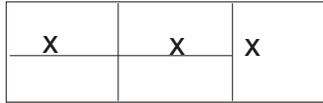
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

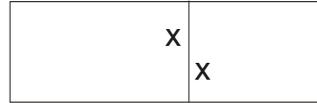
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

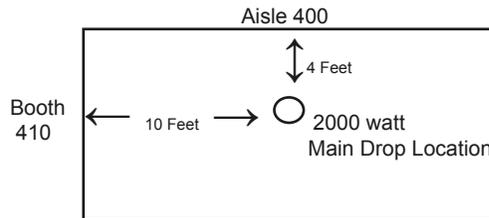


BACK TO BACK PENINSULA

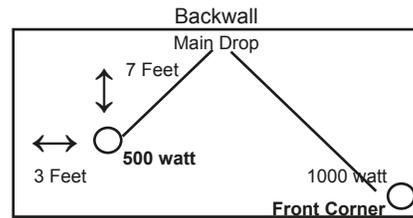
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# FREEMAN

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McCook, Illinois 60525  
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Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
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Freeman extended power

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

## 24 HOUR POWER

Please note that 24 hour power orders are for SHOW DAYS only. If 24 hour power is ordered it will begin 30 min prior to Show Day start time on Sunday, November 25, 2018 and runs through 30 min after show end on Thursday, November 29, 2018. Please refer to the Electrical Order Form to place your order for 24 hour power.

## EXTENDED POWER

Power is turned on each day per the schedule outlined below. If you require power outside any of the scheduled install days/times below, or during dismantle this is considered Extended Power. Extended Power can be ordered for a **flat fee per day in addition to the outlet price**, see pricing listed below. If you need Extended Power please place an order in advance or during the show.

## POWER SCHEDULE

Thursday	November 15	8:00 a.m. - 5:00 p.m.
Friday	November 16	8:00 a.m. - 5:00 p.m.
Saturday	November 17	8:00 a.m. - 5:00 p.m.
Sunday	November 18	<b>HALL IS DARK</b>
Monday	November 19	8:00 a.m. - 5:00 p.m.
Tuesday	November 20	8:00 a.m. - 5:00 p.m.
Wednesday	November 21	8:00 a.m. - 5:00 p.m.
Thursday	November 22	<b>HALL IS DARK</b>
Friday	November 23	8:00 a.m. - 5:00 p.m.
Saturday	November 24	8:00 a.m. - 5:00 p.m.
Sunday	November 25	8:00 a.m. - 5:30 p.m. (Show Day)
Monday	November 26	8:00 a.m. - 5:30 p.m. (Show Day)
Tuesday	November 27	8:00 a.m. - 5:30 p.m. (Show Day)
Wednesday	November 28	8:00 a.m. - 5:30 p.m. (Show Day)
Thursday	November 29	8:00 a.m. - 4:00 p.m. (Show Day)

**Any electrical needed after 4:00pm on Thursday, November 29 through the move out is considered Extended Power and must be ordered.**

## EXTENDED POWER

	Price (per day)	Dates Needed
110 Volt _____	\$150.00	_____
208 Volt _____	\$300.00	_____
480 Volt _____	\$500.00	_____
Any Combination _____	\$800.00	_____

<b>TOTAL COST</b>
Sub-Total _____ + Tax <u>N/A</u> TOTAL _____

# F R E E M A N

8201 West 47th Street

McCook, Illinois 60525

(708) 255-7100 • Fax (469) 621-5603

Email: [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com)

DISCOUNT PRICE

DEADLINE DATE

OCTOBER 25, 2018

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

For Assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2013 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

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

**Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**

**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**

**ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday**

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

### LIGHTING DESIGNER INFORMATION:

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

Company Name: \_\_\_\_\_

Description	Advance Price	Standard Price
<b>RIGGING EQUIPMENT</b>		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST .....	\$378.15	
Condor and Crew - OT .....	483.65	
Condor and Crew - DT .....	591.35	
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST .....	\$189.00	
Scissor Lift and Operator - OT .....	241.75	
Scissor Lift and Operator - DT .....	295.60	
<b>MISCELLANEOUS LABOR</b>		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST .....	\$107.90	
Turn-On / Turn-Off Charge - OT .....	160.65	
Turn-On / Turn-Off Charge - DT .....	214.50	
<b>MISCELLANEOUS EQUIPMENT</b>		
One Ton Hoist (power not included - complete Electrical Order Form) .....	\$ 574.00	\$ 746.20
Half Ton Hoist (power not included - complete Electrical Order Form) .....	\$ 403.80	\$ 524.95
12" x 12" Box Truss (per foot) - Silver or Black .....	\$ 22.95	\$ 29.85
12" x 18" Box Truss (per foot) - Black .....	\$ 26.25	\$ 34.15
20.5" Box Truss (per foot) - Black .....	\$ 29.40	\$ 38.20
Small Rotator .....	\$ 287.05	\$ 373.15
Large Rotator .....	\$ 574.00	\$ 746.20
Design Fee .....	\$ 229.45	\$ 229.45
Corner Block .....	\$ 110.40	\$ 143.50

- **Dismantle labor will be charged at 40% of the total install time rounded to the next half hour.**
- **Show site price applies to all labor orders placed at show site.**
- **If exhibitors are providing their own hanging hardware, it must be made in the United States and stamped with the Working Load Limit Capacity on the hardware for Freeman to use this equipment in the installation of your booth. If the hardware does not meet this criteria, Freeman will provide the appropriate hardware at an additional charge.**
- **Exhibitors will be allotted (1) one Condor Crew per 20 hoists.**
- **Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.**

**\* One Design Fee is required for all Hoist orders and any booth bringing in hoists from outside vendors.**

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

For assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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

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

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

Please complete the information on the reverse side

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **\$127.35 per hour charge**.

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

**REMINDER:** Please fill out the Hanigng Sign Labor Form if Truss/Motors have a hanging sign attached. For assistance please email [ChicagoHangingSigns@Freeman.com](mailto:ChicagoHangingSigns@Freeman.com).

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (\$127.35) = \$ _____
						Total Installation = \$ _____

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

Please complete the information on the reverse side

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **\$127.35 per hour charge**.

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (\$127.35) = \$ _____
						Total Dismantle = \$ _____

**PLEASE NOTE:**

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

**FREEMAN HARD HAT POLICY**

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

For assistance, please email our experts at [RiggingChicagoAV@Freeman.com](mailto:RiggingChicagoAV@Freeman.com) or call 708-255-7100.

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

**HANGING SIGN LABOR AND EQUIPMENT**

**If you have a sign hanging from the TRUSS/MOTORS please fill out the information below.**

**SUPERVISION**

Supervision for assembly/dismantle 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/dismantle below.

**SUPERVISION BY FREEMAN** Please complete the information below  
 • Installation of your Hanging Sign will be completed at our discretion prior to show opening.

**SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Installation Assembly Estimate**

*Preferred* Installation Date(s): \_\_\_\_\_

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

**Dismantle Assembly Estimate**

*Preferred* Dismantle Date(s): \_\_\_\_\_

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

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

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

Are You Shipping to the Adv. Warehouse? \_\_\_\_\_

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

Location of sign on TRUSS/MOTORS in booth: \_\_\_\_\_

FREEMAN hanging truss & chain hoist

# F R E E M A N

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

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

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

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

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 lbs
- Power for chain hoist must be included with your order for electrical services.

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

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

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

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

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

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

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

## IMPORTANT INFORMATION (continued)

### ELECTRICAL HANGING SIGNS

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.

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

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

### ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST IS REQUIRED)

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

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

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

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

## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

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

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

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

### NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN FALL IS REQUIRED.)

A CHAIN FALL IS A NON-ELECTRICAL HOIST. THEY COME IN 1/2 TON AND 1 TON OPTIONS.

NO ORDER FORM IS REQUIRED FOR A CHAIN FALL

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

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

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

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- **No order form is required for a Chain Fall**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 25, 2018**

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## COMPRESSED AIR: 90-100 lbs. PSI (Rental tax of 9% applies)

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet.....	_____	614.45	921.70 = \$	_____
Additional outlets within 15 feet.....	_____	304.95	457.45 = \$	_____
Air line footage per foot.....	_____	5.05	5.05 = \$	_____

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

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

## WATER (Rental tax of 9% applies)

Service Charge for water outlet.....	_____	545.40	818.10 = \$	_____
Water line footage per foot.....	_____	5.05	5.05 = \$	_____

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

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

## DRAINS (Rental tax of 9% applies)

Service Charge for first drain outlet at rear of booth.....	_____	545.40	818.10 = \$	_____
Drain Line Footage per foot.....	_____	5.05	5.05 = \$	_____

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

## FILL & DRAINS (Purchase tax of 10.25% applies)

0 - 200 Gallons.....	_____	250.90	376.35 = \$	_____
201 - 400 Gallons.....	_____	313.65	470.50 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	47.30	70.95 = \$	_____

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

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

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

## GASES & MISCELLANEOUS EQUIPMENT

(Rental tax of 9% applies to equipment and material - purchase tax of 10.25% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_

Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

## LABOR (Tax not applicable)

	Price
Straight Time.....	\$ 110.15 = \$ _____
Overtime.....	\$ 161.15 = \$ _____
Double Time.....	\$ 213.35 = \$ _____

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

Overtime: 4:30 P.M. to 8:00 A.M. Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.

Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.

ALL DAY Sunday and Holidays.

Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.

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

PURCHASE TOTAL COST		
Subtotal	+	10.25% Tax = \$ Total Cost

RENTAL TOTAL COST		
Subtotal	+	9% Tax = \$ Total Cost

FREEMAN air / water / drain / gas

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.
3. Credit will not be given for connections installed and not used.
4. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
5. All equipment must comply with state and local safety codes.
6. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
7. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
8. All equipment using water must have inlet and outlet properly tagged.
9. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
10. Rates listed are for services only. Additional labor and material charges may apply.
11. Service outlet size will be determined by the volume required.
12. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
13. All outlets will be installed on the floor at the backwall of booth if no floorplan is provided.
14. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
15. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

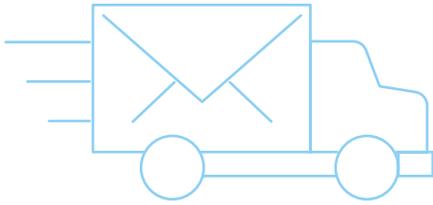
### ATTENTION:

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

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

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

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

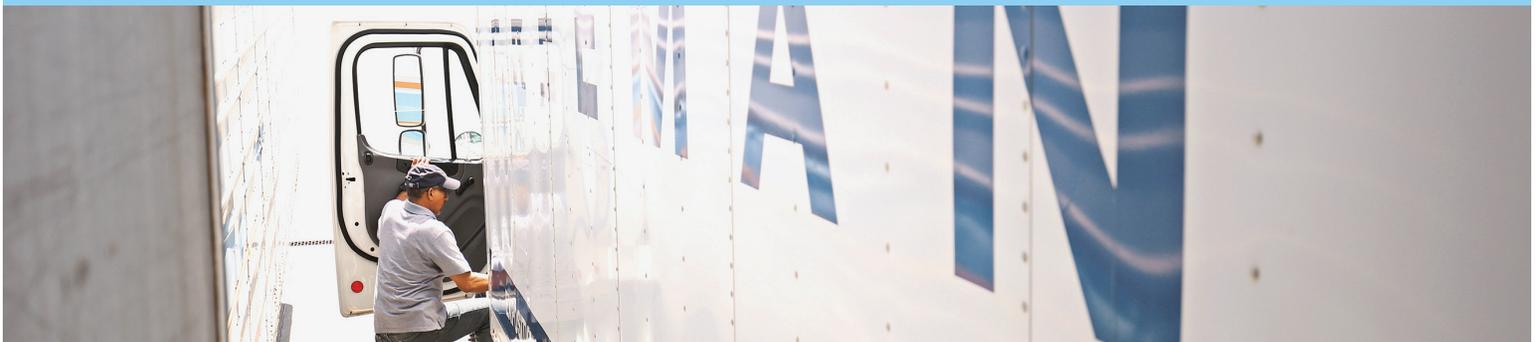
## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



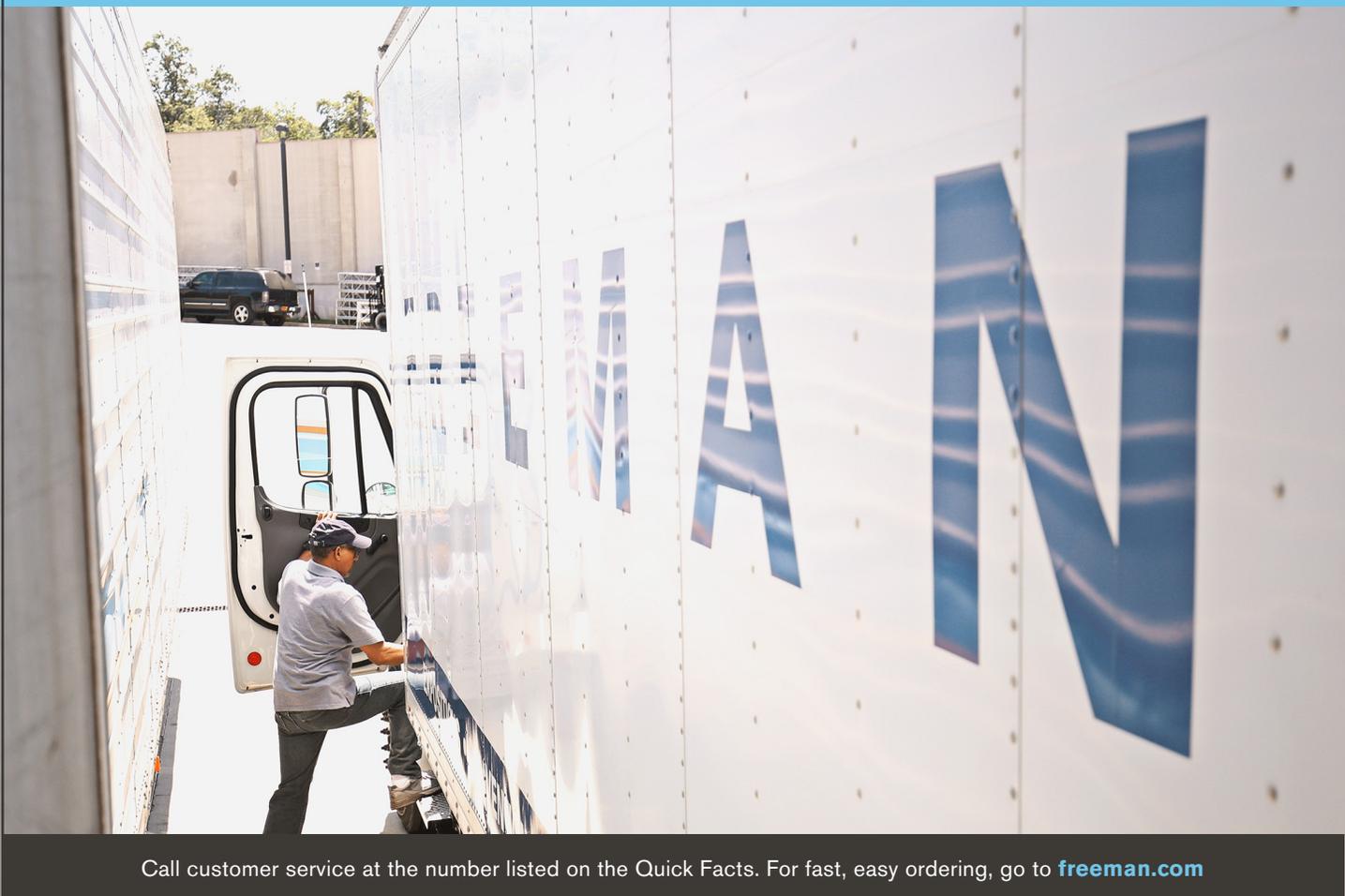
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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

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



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

## EXHIBIT TRANSPORTATION SERVICES

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

### The Freeman Exhibit Transportation promise:

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

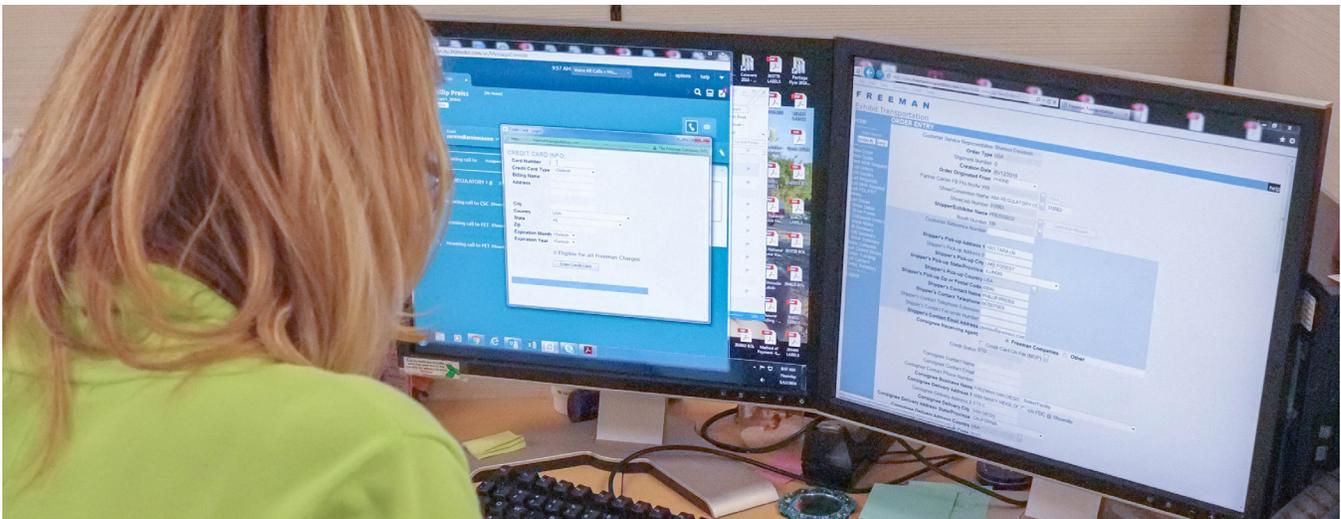
### questions?

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

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

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

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



# FREEMAN

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

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip Code)

### DESTINATION

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

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

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**

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

MUST BE DELIVERED BY NOVEMBER 07, 2018

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

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

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**

C/O: FREEMAN  
MCCORMICK PLACE  
2301 S LAKE SHORE DR  
CHICAGO, IL 606161497

CANNOT BE DELIVERED BEFORE NOVEMBER 15, 2018

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

FAX THIS COMPLETED FORM VIA:

E-mail:

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

or

Fax: (469) 621-5810

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

SHOW # (430809) \_\_\_\_\_

FREEMAN exhibit transportation

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 18, 2018**

**RECEIVING DATE BEGINS: OCTOBER 18, 2018**

**DEADLINE DATE IS: NOVEMBER 07, 2018**

**DEADLINE DATE IS: NOVEMBER 07, 2018**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**C/O: FREEMAN  
2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**RADIOLOGICAL SOCIETY OF NORTH  
AMERICA**

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

**WAREHOUSE**

**RADIOLOGICAL SOCIETY OF NORTH  
AMERICA**

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

**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 NOVEMBER 15, 2018**

**CANNOT DELIVER BEFORE NOVEMBER 15, 2018**

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

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

**C/O: FREEMAN**  
MCCORMICK PLACE  
2301 S LAKE SHORE DR  
  
CHICAGO, IL 606161497

**C/O: FREEMAN**  
MCCORMICK PLACE  
2301 S LAKE SHORE DR  
  
CHICAGO, IL 606161497

**SHOW SITE**

**SHOW SITE**

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**  
**EVENT:** \_\_\_\_\_

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**  
**EVENT:** \_\_\_\_\_

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

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DELIVER BY NOVEMBER 7, 2018**

\_\_\_\_\_

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

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

**HANGING SIGN**

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**

**BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_**

**CARRIER \_\_\_\_\_**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DELIVER BY NOVEMBER 7, 2018**

\_\_\_\_\_

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

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

**HANGING SIGN**

**RADIOLOGICAL SOCIETY OF NORTH AMERICA**

**BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_**

**CARRIER \_\_\_\_\_**

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

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

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

### WHERE DO I GET A FORKLIFT?

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

### DO I NEED INSURANCE?

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

### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

# F R E E M A N

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

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

**FREEMAN material handling**

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018

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

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

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

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

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** 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, Airborne Express & 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 bars or hooks.
- 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
- DOUBLE TIME:** ALL DAY Sunday and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

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

**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 107.05	\$ 214.10
<b>Showsite Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 89.55	\$ 179.10
<b>Small Package - Maximum weight is 30 lbs. per shipment*</b> .....	\$ 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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>NOVEMBER 7, 2018</b> .....	\$ 26.75	\$ 53.50
Showsite Shipment after <b>OFF TARGET</b> .....	\$ 22.40	\$ 44.80
<b>Overtime Charge - Inbound/Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment .....	\$ 22.40	\$ 44.80
<b>Mobile &amp; Transportable Units - Self Propelled</b>		
Mobile & Transportable Units Flat rate .....	\$ 555.15	

**\*\* ALL RATES ARE ROUND TRIP \*\***

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

# F R E E M A N

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

**DISCOUNT PRICE**  
**DEADLINE DATE**  
**OCTOBER 25, 2018**

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

NAME OF SHOW: RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

## RIGGING EQUIPMENT AND LABOR

### LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

#### STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

Straight Time, Overtime, Double Time Window			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day
	Double Time from midnight - 6:00 am	Double Time	Thanksgiving Day Christmas Day

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

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

***Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:***

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

**FREEMAN forklift / rigging labor**

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / NOVEMBER 25 - 29, 2018**  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

**RIGGING EQUIPMENT AND LABOR**

Part #	Description	Advance Price per Hour	Standard
<b>Forklift Labor</b>			
<b>Prices do not include crew (Half hour minimum per forklift)</b>			
3090600	Man Cage for Forklift.....	\$ 58.70	\$ 76.30
3090700	Boom for Forklift.....	\$ 58.70	\$ 76.30
30405	Sm.Forklift - up to 5,000 lbs .....	\$ 70.85	\$ 92.10
304015	Lg.Forklift - up to 15,000 lbs.....	\$120.70	\$156.90
30404	4- Stage Forklift .....	\$107.90	\$140.25

<b>Two Man Rigging Crew (Half hour minimum)</b>			
3020500	Rigging Crew - ST .....	\$253.70	\$329.80
3020501	Rigging Crew - OT .....	\$380.10	\$494.15
3020502	Rigging Crew - DT.....	\$507.00	\$659.10

<b>Additional Rigging Labor (Half hour minimum per person)</b>			
3020100	Rigger - ST .....	\$126.85	\$164.90
3020101	Rigger - OT .....	\$190.05	\$247.05
3020102	Rigger - DT.....	\$253.50	\$329.55

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

•Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

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

**INSTALLATION**

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

**DISMANTLE**

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

**DIRECTIONS & ADDRESS TO:  
McCORMICK PLACE MARSHALLING AREA  
(2900 So. Moe Drive, Chicago, IL 60616)**

**North of Chicago to McCormick Place:** Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**West of Chicago to McCormick Place:** Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**Southwest of Chicago to McCormick Place:** Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

**South of Chicago to McCormick Place:** Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

# **F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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## **ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET**

### ***ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:***

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

### ***PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:***

1. CRATES.....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION  
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING**

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK**

**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**INBOUND freight procedures**

# **F R E E M A N**

8201 West 47th Street  
McCook, Illinois 60525  
1-773-473-7080 • Fax 1-469-621-5603  
Email: FreemanChicagoES@freeman.com

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ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

***IF THE LOAD HAS BEEN BROKERED OUT TO YOUR  
COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE  
BROKER FAX THE FREEMAN COMPANY A RELEASE ON  
THEIR LETTERHEAD.***

THE FAX NUMBER FOR THE MARSHALLING YARD IS  
1-312-674-0748

WE MUST RECEIVE THE RELEASE BEFORE WE CAN  
ISSUE THE HARDCARD TO PICK UP THE FREIGHT

**THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE ISSUED A BILL FROM THE FREIGHT CLERK**

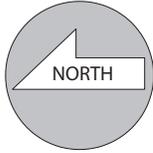
**PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35  
WHILE IN THE McCORMICK PLACE COMPLEX**

**IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE**

OUTBOUND freight procedures

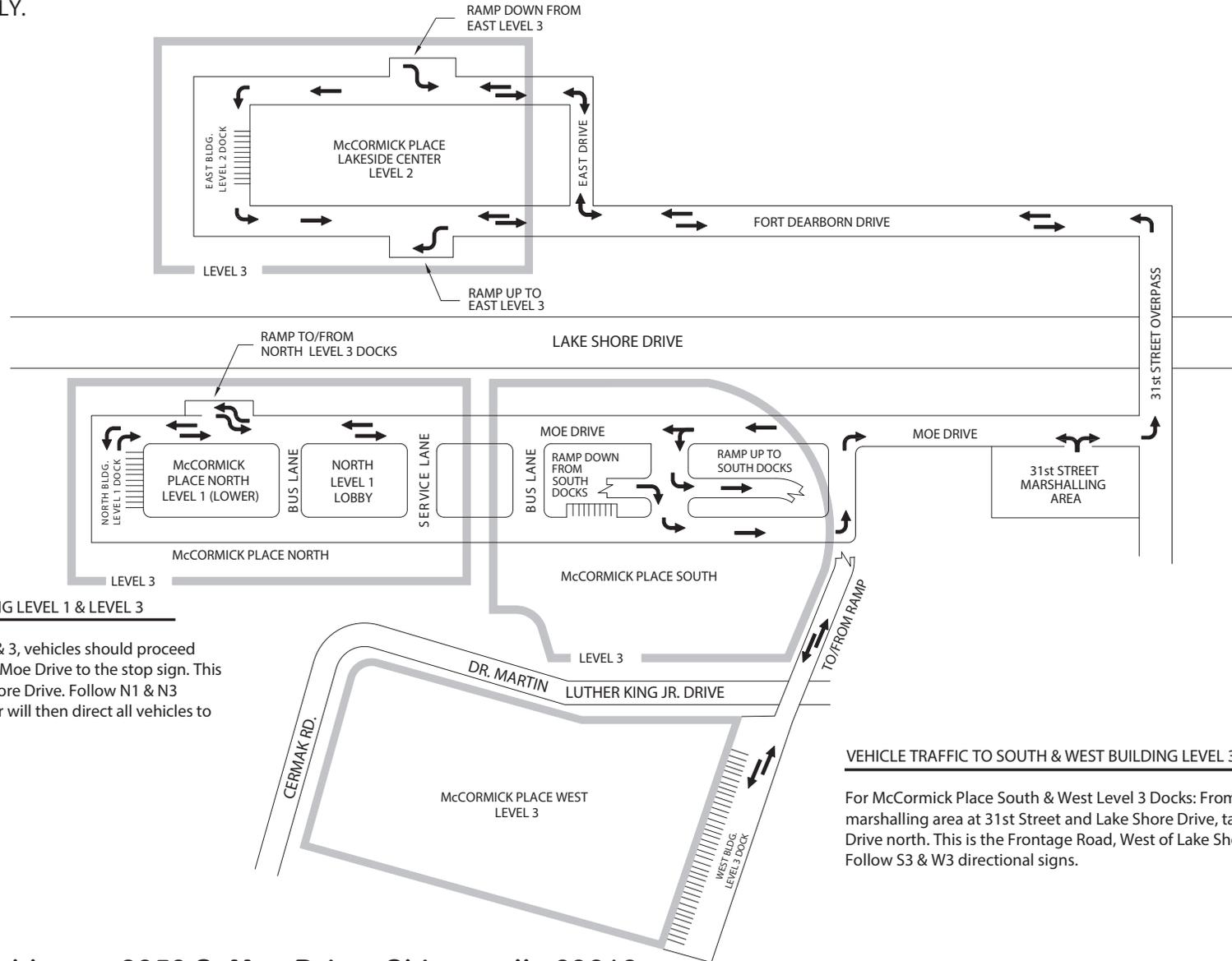
**AUTOMOBILES & SMALL UTILITY VEHICLES LOADING AND UNLOADING**

**VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.**



**VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3**

To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.



**VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3**

For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

**VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

**Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

**McCORMICK PLACE  
VEHICLE TRAFFIC ROUTES**

# F R E E M A N

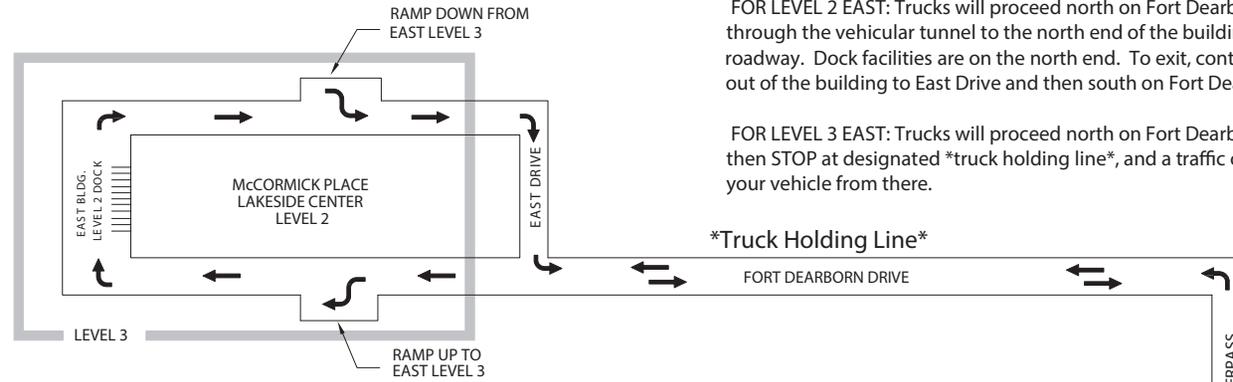
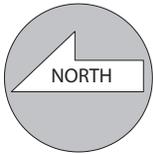
8201 West 47th Street  
McCook, IL 60525  
+1(773) 473-7080 • Fax +1(469) 621-5603  
Email: FreemanChicagoES@freeman.com

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1. SOUTHSIDE FUEL CENTER  
Truck Wash & Scale  
970 W. Pershing Road (39th Street)  
Chicago, IL 60609  
+1(773) 523-1362  
Cost: \$8 fee to go over scale
  
2. TRAVEL CENTERS OF AMERICA  
A. 76 AUTO/TRUCK  
Intersection of Interstate 55 & Interstate 53  
+1(630) 739-7006  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale  
  
B. Elgin West, Hampshire, IL  
Intersection of Interstate 90 & Route 20  
+1(847) 683-4550  
Hours: 7 days a week, 24 hour service  
Cost: \$6 platform scale
  
3. PETRO/Monee  
Monee Manhattan road (Right off Interstate 57 at Milemarker 335)  
+1(708) 534-0400  
Hours: 7 days a week, 24 hour service  
Cost: \$7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS

TRUCK scale locations

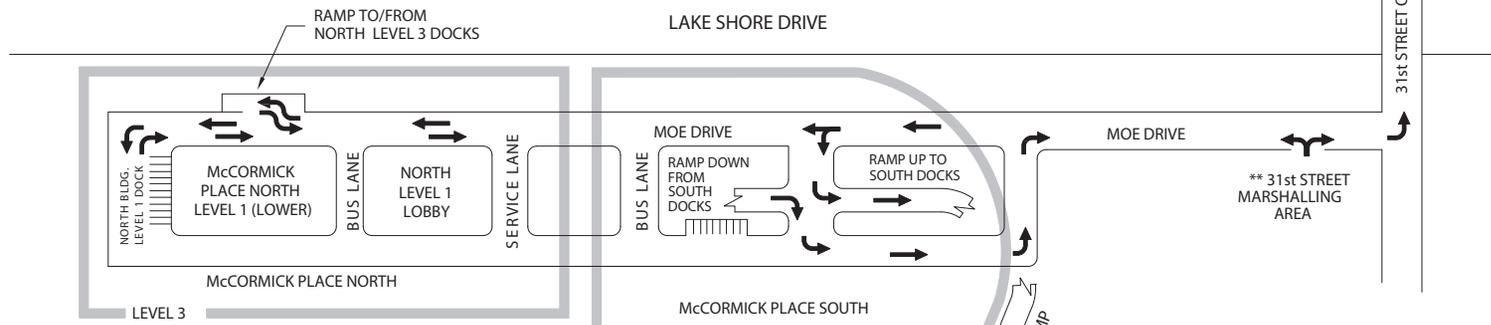


**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated \*truck holding line\*, and a traffic coordinator will direct your vehicle from there.



**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

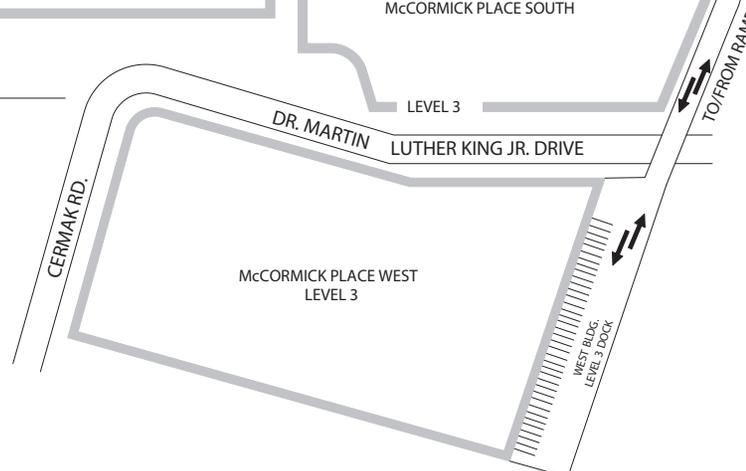
**TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.



**\*\*Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

**F R E E M A N**

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

**McCORMICK PLACE  
 TRUCK TRAFFIC ROUTES**

**Order By: October 25, 2018 to Receive Early Order Pricing!**



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
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Packages	QTY.	Early Order	Show Rate	Total
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	

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

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

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

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

**Early order rate is subject to a 30% increase when ordering equipment after October 25, 2018.**

Contact Your Freeman Representative	Total Your Order
<p><b>LEE BLUNDELL</b>  <a href="mailto:lee.blundell@freeman.com">lee.blundell@freeman.com</a>                      Phone: 708.255.7158                      Fax: 469.621.5603                      Online at: <a href="http://www.freeman.com">www.freeman.com</a></p> <p><b>Don't see what you are looking for? Please call to discuss the options!</b></p>	<b>Equipment Sub-Total</b>
	<b>Handling &amp; Onsite Freeman Audio Visual Supervision:</b> if your equipment
	subtotal is: Less than \$430, add \$130   \$430-\$2,999, add \$180   Please call for quote if order is \$3,000+
	<b>*Electrical Labor</b>
	<b>**Projectionist Labor:</b> Applies to show floor meeting rooms
	<b>State Rental Tax on Equipment Only (9%)</b>
	<b>TOTAL CHARGES:</b>
	<b>*Electrical Labor:</b> Freeman will charge the exhibitor directly for the in-booth delivery, set-up, and dismantle fees. Labor costs may be higher on weekends and/or holidays. Call for a quote. <b>Overtime rates will apply all day Saturday. Double-time rates will apply all day Sunday.</b>
	<b>**Projectionist Labor:</b> is based on a 5 hr minimum -or- 8 hr minimum if an Operator is req'd: \$88 Straight Time, \$132 Overtime, \$176 Double Time
	A Projectionist Labor Estimate for projection equipment, install, and dismantle will be provided by your Freeman representative upon confirmation of your Audio Visual order.

**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

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

**Delivery Information**

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the booth structure and set-up. Please call us at 708.255.7158 with questions.*

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>	
<b>Please Select Your Preferred Date and Time of the In-Booth Delivery &amp; Set-Up (Choose One):</b>		
Friday, November 23, 2018	<input type="checkbox"/> 8:30am - 12pm	<input type="checkbox"/> 1pm - 4:30pm
* Saturday, November 24, 2018	<input type="checkbox"/> 8:30am - 12pm	<input type="checkbox"/> 1pm - 4:30pm
<p><b>*Electrical Labor:</b> Overtime rates will apply Saturday &amp; double-time rates will apply Sunday for the in-booth delivery, set-up, and dismantle. Please reference the Freeman Quick Facts for dismantle dates.</p> <p><b>**Projectionist Labor:</b> All Meeting Rooms, including Show Floor Meeting Rooms, will require Projectionist Labor.</p>		
<b>If You Have a Special Delivery Request, Please Note it Here:</b>		

**Payment Information**

**Method of Payment (Choose One):**

**Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

**Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

**Key Account** \*Key Account customers have been pre-approved with net 30 terms.

**Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

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

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

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

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

**\*Order By: October 25, 2018 to Receive Early Order Pricing!**

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



Meeting Room Audio Visual Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
<b>Small Meeting Room Package (Up to 50 people)</b>				
* 96" Tripod Screen with Skirt, Projector(4000 lumens), Projection Stand with Skirt		\$470.00	\$611.00	



<b>Medium Meeting Room Package (50 - 150 people)</b>				
* 7.5' X 10' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt		\$645.00	\$838.50	



<b>Large Meeting Room Package (150 people +)</b>				
* 10.5' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt		\$990.00	\$1,287.00	

Meeting Room Flat Screen Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
* 46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
* 55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
* 70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	

A La Carte Meeting Room Projection Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
* LCD XGA Computer Projector (4000 lumens)		\$425.00	\$552.50	
* Projection Stand (for LCD Projectors)		\$20.00	\$26.00	
* Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
* Flip Chart w/ Pad and Markers		\$40.00	\$52.00	

**\*Projectionist Labor:** Any orders that include Projection Equipment (Projectors, Tripod/Fast Fold Screens, & Flip Charts) will require Projectionist Labor. Projection Equipment designated (\*) above. Please see below for Projectionist Labor Rates.



A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
HP Laser Printer (40 PPM)		\$97.50	\$126.75	
Wireless Presentation Mouse		\$30.00	\$39.00	

**\*\*\*Electrical Labor:** Freeman will charge the exhibitor directly for the delivery, set-up, and dismantle fees. Labor costs may be higher on weekends and/or holidays. **Overtime rates will apply all day Saturday. Doubletime rates will apply all day Sunday.** Please contact us for a quote.  
\*\*Handling & Onsite Freeman Audio Visual Supervision: of \$130 or \$180 will apply. Call for a quote on orders \$3,000+.



Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total

**Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you!**

**Please contact us at: 708.255.7158 for a custom quote.**

**Early order rate is subject to a 30% increase when ordering equipment after October 25, 2018.**



Contact Your Freeman Representative	Total Your Order	
<p><b>LEE BLUNDELL</b> <a href="mailto:lee.blundell@freeman.com">lee.blundell@freeman.com</a> Phone: 708.255.7158 Fax: 469.621.5603</p> <p>Online at: <a href="http://www.freeman.com">www.freeman.com</a> Don't see what you are looking for? Please call to discuss the options!</p>	Equipment Sub-Total	
	*Projectionist Labor on Projection Equipment	
	**Handling & Onsite Freeman Audio Visual Supervision	
	***Electrical Labor	
	State Rental Tax on Equipment Only (9%)	
	<b>TOTAL CHARGES:</b>	
	<p>*Projectionist Labor: is based on a 5 hr minimum -or- 8 hr minimum if an Operator is required: \$88 Straight Time, \$132 Overtime, \$176 Double Time A Projectionist Labor Estimate for projection equipment, install, and dismantle will be provided by your Freeman representative upon confirmation of your Audio Visual order.</p>	
	<p>**Handling &amp; Onsite Supervision: If your equipment subtotal is less than \$430, add \$130 handling; \$430-\$2,999, add \$180 handling. For orders over \$3,000, call for a handling quote.</p>	
	<p><b>***Please call for an Electrical Labor quote</b> Overtime rates will apply Saturday. Doubletime rates will apply Sunday.</p>	



**Contact Information**

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

**Meeting Information**

*A representative must be in your meeting room at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the meeting room and set-up. Please call us at 708.255.7158 with questions.*

**All Meeting Rooms, including Show Floor Meeting Rooms, will require \*Projectionist Labor.**

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>
<b>Date of Meeting:</b>	<b>Meeting Room Location:</b>
<b>Start Time:</b>	<b>End Time:</b>
<b>Seating Style:</b>	<b>Seating Capacity:</b>
<b>Rehearsal Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If so, what time?	

**Additional Meeting Days:**

<b>Date of Meeting:</b>	<b>Meeting Room Location:</b>
<b>Start Time:</b>	<b>End Time:</b>
<b>Seating Style:</b>	<b>Seating Capacity:</b>
<b>Date of Meeting:</b>	<b>Meeting Room Location:</b>
<b>Start Time:</b>	<b>End Time:</b>
<b>Seating Style:</b>	<b>Seating Capacity:</b>

**Payment Information**

**Method of Payment (Choose One):**

- Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- Key Account** \*Key Account customers have been pre-approved with net 30 terms.
- Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
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 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY  
**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
**ABA routing transit number physical bank address: 901 Main Street, Dallas,TX**  
**Note:** Customers assume responsibility for any bank processing fees.

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

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

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

# 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](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No 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 of carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

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

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

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

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

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

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

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

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

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



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m. — 6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.**