SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high gray, blue, and red back drape, 3' high gray side drape, (1) 6' blue draped table, (2) Limerick chairs, and (1) wastebasket. Booths 300 sqft or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 13, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Monday February 03, 2020  11:00 a.m. - 4:00 p.m.

EXHIBIT HOURS
Monday February 03, 2020  5:30 p.m. - 7:00 p.m.
Tuesday February 04, 2020  7:30 a.m. - 3:45 p.m.
Wednesday February 05, 2020  7:30 a.m. - 12:00 p.m.
Thursday February 06, 2020  8:00 a.m. - 11:00 a.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Thursday February 06, 2020  11:00 a.m. - 5:00 p.m.
Freeman will begin returning empty containers at the close of the show.

Dismantle and Move-out Information
- All exhibitor materials must be removed from the exhibit facility by Thursday, February 06, 2020 at 5:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, February 06, 2020 at 4:00 p.m.

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 (301) 918-7975 for a quote.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by January 13, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show.

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

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:
Exhibiting Company Name / Booth #
CADCA NATIONAL LEADERSHIP FORUM
C/O FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

Freeman will accept crated, boxed or skidded material beginning Monday, January 06, 2020 at the above address. Material arriving after January 27, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108” H x 93” W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
CADCA NATIONAL LEADERSHIP FORUM
GAYLORD NATIONAL RESORT & CONVENTION CENTER
C/O FREEMAN
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

Freeman will receive shipments at the exhibit facility beginning Monday, February 03, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.
Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (301) 918-7975.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 13, 2020.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ

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

Call Freeman’s Exhibitor Services department at (301) 918-975 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. **booth structure**
   - **Option 1 Multiple Use**
     - Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     - Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2 One-time Use**
     - Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1 Rent**
     - Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2 Color**
     - Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
   - **Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **graphics**
   - **Option 1 Multiple Use**
     - Print on a durable substrate without dates, event names, or locations.
   - **Option 2 One-time Use**
     - Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.
   - **Reduce printing and go digital with your booth literature.**
   - **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
   - **Print on at least 50 percent post-consumer recycled paper.**
ON SITE

6

save energy

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

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

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

MOVE OUT

7

train your team

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

shipping out

8

Pack in, pack out.
Leave no traces on show site.

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

leftover materials

9

Remember to label.
Clearly label recyclable leftover material for disposal.

Donate the rest.
Ask the Freeman Exhibitors Services desk about local donation programs.

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes
Glass: Green, brown, clear
Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
Metal: Aluminum cans/steel banding
Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
Wood: Non-laminate wood

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Decor staging materials
Unused raw materials: Plywood, subflooring, non-laminate wood
Flooring: 100 square feet of flooring. Excludes carpet.
Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

F R E E M A N
FREEMAN.COM
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. 

**Freeman will no longer accept cash payments for any Freeman Services.**

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/497801](https://www.freemanpay.com/497801)

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

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
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, LLC., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC., Freeman Exhibit, Freeman Transportation, FreemanXP, LLC., Stage Rigging, LLC., The Freeman Company, Freeman Electrical, LLC., Freeman Digital Ventures, LLC., 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 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. 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 cancelled due to 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 card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) 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 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.

FREEMAN terms & conditions

Freeman REV 08/18
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 considered as the condition precedent to the furnishing of any services hereunder.

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 not tagging for any manifest lists or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

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 loose labels must be removed or cancelled. 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.

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 MMA’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 booths for delivery to Exhibitor.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, delay, 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 does not remove or cancel labels on the carrier under assumption 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 reserves the right to inspect services from Facility or Show Management. All MMA’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 booths for delivery to Exhibitor.

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 reroading and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROADING 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. Freeman 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 any recovery of 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 $5.00 (USD) per pound of cargo with a maximum liability of $100.00 (USD) per item or, $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES BE ORIGINATE 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, WHETHER SUCH DAMAGE ARISE FROM EXHIBITOR’S DELIBERATE ACTS, OR NEGLIGENCE, OR FROM ANY OTHER CAUSE BEYOND FREEMAN’S CONTROL, WHETHER FREEMAN IS 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 INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select-ed/courier/driver/against and are in no way an extension of Freeman’s maximum liability stated herein. Freeman reserves the right to inspect services from Facility or Show Management. Freeman recommends the securing of security services from Facility or Show Management.

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 or 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) or 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.

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 obligations hereunder and services performed, materials and/or labor from time to time provided by Freeman or to 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 or delivered at least five (5) days prior to such action.

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 AND 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 PREMISES.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom or on whose behalf the property is being transported. Each party acknowledges that they have read and understand all the terms and conditions of this Agreement and agree to be bound by them. This Agreement expresses the entire understanding of the parties and supersedes any prior agreements, understandings, or representations. The terms and conditions of this Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Any dispute arising out of or relating to this Agreement shall be resolved in the courts of Texas. The provisions of this Agreement shall be deemed severable, and if any provision is found to be invalid or unenforceable, the remainder of the Contract shall continue in full force and effect.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES:
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 casualty, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, or any other 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 packed for safe and secure handling, storage and shipment. Each container must be clean, dry, and strong enough to withstand the rigors of air transportation. The use of crates, boxes, and similar containers which have not been sufficiently strengthened to receive and hold the property in a safe manner shall be at Shipper’s risk. Freeman may refuse to receive or transport any property unless Shipper agrees that the container retains its usefulness for the intended shipment. Freeman reserves the right to designate an acceptable container. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN WILL NOT BE RESPONSIBLE FOR DAMAGES TO PROPERTY WHEN SHIPPED IN TARNISHED, DAMAGED, DEFECTIVE, OR IMPROPERLY OR UNPACKED CRATES OR CONTAINERS.

5. REFUSED SHIPMENTS:
If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of failure or mistake of the Consignee, Freeman’s liability shall be limited to that of a warehouseman.

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

(b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that Freeman deems advisable. Freeman reserves the right to 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 attempt to make the first notification, Freeman will forward the shipment to the next destination, unless Shipper directs Freeman, in writing, to hold the shipment.

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 public auction and Freeman has the right to offer the shipment for sale as a result of this notification. All claims for loss or damage caused by Freeman’s failure to handle a consignment in accordance with the instructions, including claims for failure to deliver any packages, will be subject to Freeman’s applicable tariffs and regulations. If at any time the property is ready to be disposed of, Freeman will notify Shipper and Shipper will have 30 days from the date of notification to contact Freeman and arrange for the disposition of the property.

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

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

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES:
If the property is damaged, lost, or stolen while in the possession or control of Freeman, Freeman’s liability shall be limited to the maximum applicable liability as set forth in the Declaration of Value or in the terms of any war risk insurance policy, or to the greater of the values set forth in (i) the amount declared in writing at the time of acceptance of the shipment by Freeman, if so indicated, or (ii) the greater of: (A) freight rates, if so charged, or (B) $1.00 per kilogram (or $2.00 per kilogram for air cargo) of cargo adversely affected thereby, plus transportation charges applicable to the shipment.

The maximum liability under this Contract shall be subject to all other limitations of liability set forth herein, including (without limitation) those set forth in Section 4 of this Contract. 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. Freeman understands that even if Shipper is not able to participate or fully participate in a lawsuit to recover damage, Freeman’s maximum liability will not exceed the amount declared in writing at the time of acceptance of the shipment by Freeman, if so indicated, or the amount stated to be present on the face of the shipping instructions. If the property first comes into the physical possession of Freeman, and the responsibility of Freeman under such circumstances and in such manner as may be authorized by law.

FREEMAN’S PROPERTY IS ALL OBJECTS OF ANY TYPE RECEIVED FROM THE SHIPPER FOR TRANSPORTATION AS FREEMAN MAY DEEM APPROPRIATE, EXCLUDING ONLY THE SHIPPER’S PERISHABLE COMMODITIES AND ITEMS FOR WHICH FREEMAN HAS SPECIFICALLY AGreed IN WRITING TO INCLUDE IN TRANSPORTATION.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials, regardless of nature or condition.

(b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that Freeman deems advisable. Freeman reserves the right to 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 attempt to make the first notification, Freeman will forward the shipment to the next destination, unless Shipper directs Freeman, in writing, to hold the shipment.

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 public auction and Freeman has the right to offer the shipment for sale as a result of this notification. All claims for loss or damage caused by Freeman’s failure to handle a consignment in accordance with the instructions, including claims for failure to deliver any packages, will be subject to Freeman’s applicable tariffs and regulations. If at any time the property is ready to be disposed of, Freeman will notify Shipper and Shipper will have 30 days from the date of notification to contact Freeman and arrange for the disposition of the property.

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

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman’s liability for the shipment shall terminate upon unloading or delivery.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Exposions, Inc., and its respective employ-ees, 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 the consignor, consignee, or the party in whose name the property is being shipped and any other party, including the owner or lessor, of the property being shipped or the equipment used to transport the property. “Property” means all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignment” is the party to whom the property is to be delivered. “Return” means the return or return of the property, and “recovery” means the recovery of the property.

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 concerning transportation of Shipper’s property. The parties agree that the Conditions of this Contract form the substance of the contract, and that all other terms of that offer follow from the offer and are not binding. The parties further agree to the terms of this Contract and that these are the final terms upon which the parties have agreed.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its rea-sonable 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, factory 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 liable for delay caused by weather conditions or force majeure. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. In no event will Freeman be responsible for acts or omissions of any person or entity, including Shipper’s agent(s), or Shipper’s employee(s) or contractor(s) or anyone else with whom or through whom the property is delivered.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptance of or the cost of any packaging system or other procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped material, or material that is not properly packed or properly labeled. 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 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 controls, or in refrigerated containers. The property must be in sound physical condition for transport in refrigerated, heated, or specially ventilated equipment. Property that requires refrigeration or overheating must be properly refrigerated or overheated to maintain the internal temperature of the perishable goods; property that requires special conditions of temperature for transport shall be transported by refrigerated, heated, or specially ventilated equipment. Property that requires refrigeration or overheating must be properly refrigerated or overheated to maintain the internal temperature of the perishable goods; property that requires special conditions of temperature for transport shall be transported by refrigerated, heated, or specially ventilated equipment. Property that requires refrigeration or overheating must be properly refrigerated or overheated to maintain the internal temperature of the perishable goods; property that requires special conditions of temperature for transport shall be transported by refrigerated, heated, or specially ventilated equipment.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is instructed by the Consignee to return the property, Freeman shall make a reasonable number of attempts to provide notice, by telephonic, electronic or written communication to the party named by the Consignee as the party to whom the property is to be returned. If the property is not returned within twenty-four (24) hours of the last attempt to provide notice, Freeman will be considered to have delivered the property to the party named by the Consignee, and the property will be considered to have been delivered at the place agreed to by the parties. If the property is not returned within thirty (30) days of the last attempt to provide notice, Freeman will retain the property and the Consignee shall be responsible for the return of the property to the party named by the Consignee.

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 or damaged, Freeman’s maximum liability will be limited. FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION.

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 for claims that require 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 of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and the survey shall be conducted with all reasonable dispatch. The right of recovery for claims for loss or damage to property or freight is limited to the property owner. The terms “claim” and “claimant” are defined to include claims filed by, on behalf of, or with the consent of, the property owner or freight owner. The term “Shipper” means the person for whom the property is being transported and includes the consignor, consignee, or the party in whose name the property is being shipped and any other party, including the owner or lessor, of the property being shipped or the equipment used to transport the property.

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 ANY ACTION OR CLAIM ARISING OUT OF OR RELATING TO THIS CONTRACT OR THE PERFORMANCE OF THE CONTRACT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING THE ABOVE PROVISIONS, THIS CONTRACT IS SUBJECT TO ARBITRATION UNDER THE COMMERCIAL ARBITRATION RULES AND REGULATION, OR ANY OTHER LEGAL THEORY OR CONSENT, AND, EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR IN THE KNOW OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; subject to the accuracy of such data as furnished by Shipper, Freeman warrants the accuracy of the weight and dimension data furnished in this Contract,Shipper has no right to control the shipment, stop the shipment in transit, or divert or rescind sale. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo or other parties, in the course of business or for other purposes. Any such party to whom a copy of this Contract shall be provided shall agree to be bound by all terms and conditions of this Contract. Shipper shall not assign this Contract, and any attempted assignment shall be void.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Program are lost, dam-aged, or delayed, Freeman agrees to the terms of FREEMAN’S MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Freeman understands that if Shipper is not able to participate or fully participate in a Show due to loss of, theft, 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, collateral damages, special damages, exemplary damages, or damages awarded for gross negligence, damaged indirect, indirect damages, or damages for failure of performance, breach of contract damages, fraud, deceit, or any other sort of damage for tort or contract. FREEMAN’S LIABILITY WILL NEVER BE MORE THAN $50,000.00 (USD): (a) Arrows and objects of art, including without limitation, original paintings, drawings, etchings, watercolor- nes, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, fun, and trademarked clothing; (c) Books (without a protective case), papers and loose prints; (d) Currency, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other 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 declined 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 the provisions of this Contract. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Shipper understands that if Shipper is not able to participate or fully participate in a Show due to loss of, theft, 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, collateral damages, special damages, exemplary damages, or damages awarded for gross negligence, damaged indirect, indirect damages, or damages for failure of performance, breach of contract damages, fraud, deceit, or any other sort of damage for tort or contract. FREEMAN’S LIABILITY WILL NEVER BE MORE THAN $50,000.00 (USD): (a) Arrows and objects of art, including without limitation, original paintings, drawings, etchings, watercolor-nes, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, fun, and trademarked clothing; (c) Books (without a protective case), papers and loose prints; (d) Currency, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other 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 declined 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 the provisions of this Contract. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Shipper understands that if Shipper is not able to participate or fully participate in a Show due to loss of, theft, 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, collateral damages, special damages, exemplary damages, or damages awarded for gross negligence, damaged indirect, indirect damages, or damages for failure of performance, breach of contract damages, fraud, deceit, or any other sort of damage for tort or contract. FREEMAN’S LIABILITY WILL NEVER BE MORE THAN $50,000.00 (USD): (a) Arrows and objects of art, including without limitation, original paintings, drawings, etchings, watercolor-
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth.
It’s about designing a
Fairfax Sofa & La Brea Chairs

10'x10' Booth

10'x10' Munich Sectional Booth

10'x20' Malba Café & Bench Theater Booth
Power Up
In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.
Powered Seating

A) 810120
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) 830121
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) 830122
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tables

Ventura Powered Bar Tables
72.25"L 26.25"D 42"H
(silver frame)
A) 820955 (white top)
B) 820950 (black top)

Ventura Powered Café Tables
72.25"L 26.25"D 30"H
(silver frame)
C) 820964 (black top)
D) 820965 (white top)

Sydney Powered Cocktail Tables
48"L 26"D 18"H
(brushed steel)
E) 82073 (white)
F) 82076 (black)

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Powered Banquettes.

Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.

8506 Center Cone w/ Electrical Charging Outlet (white vinyl)
38”RND 51”H

8507 Quarter Curve Ottoman (white vinyl)
53”L 22”D 18”H

Ottoman Ring (4 curve ottoman seats) (white vinyl)
72” RND 18”H

815119 Half Bench Ottoman (white vinyl)
39”L 22”D 18”H
Powered Pedestals

(A) 85061 24"L 24"D 36"H
(B) 85063 24"L 24"D 42"H (black)
(C) 85060 24"L 24"D 36"H
(D) 85062 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

(Mobile devices must be compatible with Qi wireless charging pad.)

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) 84084 Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H
D) 8200710 Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

Denotes AC and USB charging outlets

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Soft Seating

Create Engaging Booth Environments

HOPI
(gray linen)
810140, Chair
21"L 25"D 34"H
830150, Loveseat
48"L 25"D 34"H

HEDGE
85030
7' Boxwood Hedge
36.5"L 12"D 84"H

PEDESTAL
85063
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE
8201223
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

REGIS
82075 End Table
(bushed metal)
16"L 15.5"D 16.5"H

MARCHE
815159 Swivel Ottoman
(blue fabric)
17"RND 18"H

10’x20’ Hopi Lounge & Zenith Café Booth

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Soft Seating Collections

NAPLES
A) 810119 Chair
   (black vinyl)
   36"L 30"D 33.25"H

B) 830119 Sofa
   (black vinyl)
   86"L 28"D 30"H

C) 830120 Loveseat
   (black vinyl)
   61"L 30.5"D 28.5"H

BAJA
A) 81050 Chair
   (white vinyl)
   36"L 30.5"D 28"H

B) 83019 Sofa
   (white vinyl)
   86"L 28"D 30"H

C) 83020 Loveseat
   (white vinyl)
   61"L 30.5"D 28"H

FAIRFAX
A) 830949 Sofa
   (white vinyl, brushed metal)
   62"L 26"D 30"H

B) 810949 Chair
   (white vinyl, brushed metal)
   27"L 26"D 30"H

NAPLES
A) 810119 Chair
   (black vinyl)
   36"L 30"D 33.25"H

B) 830119 Sofa
   (black vinyl)
   87"L 30"D 33.25"H

C) 830120 Loveseat
   (black vinyl)
   62"L 30"D 33.25"H
Munich Collection

Modular Seating to Design Custom Exhibits

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5”L 27”D 28.5”H

830200 Munich Armless Loveseat
(gray fabric)
45”L 27”D 28.5”H

810150 Munich Corner Chair
(gray fabric)
26”L 27”D 28.5”H

810151 Munich Armless Chair
(gray fabric)
22.5”L 27”D 28.5”H

HEDGE
85035
4’ Boxwood Hedge
46”L 9”D 47”H

WIRELESS CHARGING TABLE, POWERED
820710
(white, ac plug-in)
20”L 20”D 18”H

Denotes Powered Products

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Soft Seating Collections

**ALLEGRO**
A) 81019 Chair
   (blue fabric)
   36"L 34.5"D 30"H
B) 83015 Sofa
   (blue fabric)
   73"L 34.5"D 30"H

**TANGIERS**
A) 830118 Sofa
   (beige textured)
   78"L 37"D 36"H
B) 810118 Chair
   (beige textured)
   34"L 37"D 36"H
C) 830220 Loveseat
   (beige textured)
   57.5"L 37"D 37"H

**KEY LARGO**
A) 810950 Chair
   (black fabric)
   35"L 35"D 34"H
B) 830950 Loveseat
   (black fabric)
   57"L 35"D 34"H
C) 830951 Sofa
   (black fabric)
   79"L 35"D 34"H

**SOUTH BEACH**
(platinum suede)
A) 8301 Sofa
   69"L 29"D 33"H
B) 8151 Ottoman
   25"L 31"D 18"H
Accent Chair Styles

Madrid Chair
A) 81816 (white vinyl) 30”L 30”D 31”H
B) 8102 (black vinyl) 30”L 30”D 31”H
C) 810949 Fairfax Chair (white vinyl, brushed metal) 27”L 26”D 30”H
D) 810151 Munich Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
E) 810140 Hopi Chair (gray linen) 21”L 25”D 34”H
F) 810947 Pro Executive Guest Chair (black vinyl) 24”L 22”D 36”H

Meeting Chair
25.5”L 23.5”D 34”H
D) 810835 (espresso vinyl)
E) 810836 (taupe fabric)
F) 810948 (white vinyl)

Marina Chair
17.5”L 19.5”D 35”H
A) 810160 (black vinyl)
B) 810161 (brown fabric)
C) 810164 (white vinyl)

Meeting & Stage Chairs
Group Seating

**ZENITH**
A) 810851 Chair (white, chrome)
   18.25"L 22"D 32"H
B) 820241 Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30"RND 29"H

**LAGUNA**
C) 810861 Chair (maple, chrome)
   18"L 19"D 34"H
D) 8201223 Round Café Table
   (white laminate top, chrome hydraulic base)
   30" Round 29"H

**MALBA**
20"L 20"D 32"H
A) 810131 Chair (gray)
B) 810130 Chair (green)

**MARINA**
17.5"L 19.5"D 35"H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)
D) 810162 (ocean blue fabric)
E) 810163 (red fabric)
Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) 210108 LIMERICK® Chair BY HERMAN MILLER™
   (gray) 18"WX 17.75"LX 33"H

K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
Ottomans

Vibe Cube
18”L 18”D 18”H

A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
Styles & Shapes

**Marche Swivel**

**Marche Swivel Ottomans**

17"RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158 (pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155 (rose quartz fabric)
H) 815152 (linen fabric)
I) 815153 (raspberry fabric)
J) 815157 (meadow green fabric)
K) 815160 (orange fabric)
Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

End Table
20"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
Styles & Shapes

Sydney Cocktail Tables
(brushed steel)
48”L 26”D 18”H
A) 82053 (white)
   82073 (Powered)
B) 82052 (black)
   82076 (Powered)
C) 82077 (blue)
D) 82078 (wood)

Sydney End Tables
27”L 23”D 22”H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (wood)

Regis Tables
(brushed metal)
I) 82074 Bench Table
   47”L 15.5”D 16”H
J) 82075 End Table
   16”L 15.5”D 16.5”H

Silverado Tables
(glass, chrome)
K) 82015 End Table
   24” Round 22”H
L) 82014 Cocktail Table
   36” Round 17”H

Oliver Tables
(walnut finish)
M) 82088 End Table
   22” Round 22”H
N) 82087 Cocktail Table
   47”L 27”D 19”H

Aura Round Table
O) 820844
   (white metal)
   15” Round 22”H

Edge LED Cube Table
P) 82057
   (plexi top, white plastic)
   20”L 20”D 20”H
   A/C power only

Wireless Charging Table, Powered
Q) 820710
   (white, AC plug-in)
   20”L 20”D 18”H
Café Tables

A) 820940 Blue Hydraulic Café Table
(chrome base, blue top)
30”RND 29”H

B) 810131 Malba Chair
(gray)
20”L 20”D 32”H

A) 820941 Standard Black Base
(blue top) 30”RND 29”H

B) 81093 Lucent Chair
(frosted, acrylic)
19.5”L 19.75”D 32.5”H

A) 820241 Madison Hydraulic Café Table
(chrome base, gray acajou top)
30”RND 29”H

B) 810130 Malba Chair
(green)
20”L 20”D 32”H

85030
7” Boxwood Hedge
36.5”L 12”D 84”H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Mix & Match
Create your look. Choose from a wide variety of tables and seating options.

Café Tables
**Standard Black Base**
30" RND 29"H
A) 8201220 (white)
   also available
   820265 (Madison/gray acajou)
   820941 (blue)
   820943 (wood)

B) 820923 (graphite nebula)
   also available
   8201208 (maple)
   820940 (blue)
   820942 (wood)
   820925 (silver)
   8201223 (white)

C) 72063 Chelsea Butcher Block-Top Café Table
   (oak) 30"RND 30"H
   also available
   72064 36"RND 30"H

D) 810164 Marina Chair
   (white vinyl) 17.5"L 19.5"D 35"H

E) 72069 Soho Black-Top Café Table
   (black) 24"RND 30"H
   also available
   72067 36"RND 30"H | 72066 18"RND 18"H

F) 81082 Blade Chair
   (red) 20.5"L 19"D 30.5"H
Bar Tables

A) 8201222
30" Round Bar Table
(white top, chrome hydraulic base)
30"RND 45"H

B) 810952
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H

C) 8201226
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) 810839
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

E) 820930
30" Round Bar Table
(blue top, chrome hydraulic base)
30"RND 45"H

F) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

G) 820240
30" Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

H) 810850
Zenith Barstool
(white, chrome)
19"L 20"D 44"H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

Style & Design

Choose from a variety of table top colors and styles for the perfect look.

Bar Tables

Standard Black Base
30" RND 42"H
A) 8201221 (white)
also available
820264 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H
B) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
820924 (silver)
36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

C) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30" RND 42"H
also available
720164 36" RND 42"H

D) 81092 Apex Barstool
(frosted, acrylic) 22" L 22.5" D 33" H

E) 72070 Soho Black-Top Bistro Table
(black) 24" RND 42" H
also available
72068 36" RND 42" H

F) 810953 Apex Barstool
(red vinyl) 21" L 21" D 33" H

visit freeman.com
Barstools

LIFT Barstools
15” Round 23–33.5”H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)
Mix & Match

T) 720163 Butcher Block-Top Bistro
   (oak) 30"L RND 42"H
   also available 720164 36"RND 42"H

U) 210109 LIMERICK® Stool BY HERMAN MILLER™
   (white) 18" X 17.75"L X 44"H

Apex Barstools
21"L 21"D 33"H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

Banana Barstools
21"L 22"D 41.75"H
G) 810104 (black, chrome)
H) 810103 (white, chrome)

I) 810201 Oslo Barstool
   (white) 17"L 20"D 45"H

J) 810848 Christopher
   Barstool
   (white vinyl, chrome) 19"L 15"D 41"H

K) 810202 Shark Barstool
   (white, chrome) 22"L 19"D 34-44"H

L) 810850
   Zenith Barstool
   (white, chrome) 19"L 20"D 44"H

M) 81092
   Lucent Barstool
   (frosted, acrylic) 22"L 22.5"D 45.5"H

N) 810860
   Laguna Barstool
   (maple, chrome) 18"L 20"D 47"H

R) Gas Lift Stool w/ arms
   (oak) 20.5"L 20.125"D 40.5"H
   71048 (gray, adjustable)
   also available 71047 w/o arms

S) 810839
   Rustique Barstool
   (gunmetal) 13"L 13"D 30"H

Q) 71088
   Black Diamond Stool
   (black) 22"W X 18"L X 46"H

B) 810832
   Blade Barstool
   (black) 20.5"L 20.125"D 40.5"H
   81080 (red)
   81081 (sky blue)
Conference Tables

42” Round Conference Table
42” RND 29” H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
C) 820261 5’ Table
60” L 48” D 29” H
D) 820262 8’ Table
96” L 40” D 29” H
E) 820263 10’ Table
120” L 48” D 29” H
Styles & Shapes

Atomic Round Tables (glass, chrome)
A) 8201225 42" RND 30" H
B) 8201224 36" RND 30" H

Geo Rounded Square Tables
42" L, 42" D, 29" H
C) 82044 (glass, chrome)
D) 82043 (glass, black)

Geo Rectangular Tables
60" L, 36" D, 29" H
E) 82041 (glass, black)
F) 82051 (glass, chrome)

G) 820707 Merlin Multi Use Table
(gray laminate, black)
46" L, 29" D, 30" H
H) 820706 Work Table
(white laminate, white)
48" L, 24" D, 30" H

I) 820203 6' Conference Tables
(graphite nebula)
72" L, 42" D, 29" H

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl)
25" L, 24" D, 48" H, Adjustable

K) 810945 Pro Executive Mid Back Chair (white vinyl)
24" L, 22" D, 40" H, Adjustable

visit freeman.com | 27
Executive Seating

Pro Executive High Back Chair
25" L, 24" D, 48" H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

Task Stool
810135
(black fabric)
27.5" L, 27.5" D, 32.75"-40.25" H
Adjustable height

Pro Executive Guest Chair
24" L, 22" D, 36" H
810947 (black vinyl)

Gas Lift Chair
26" W, 20" D, 38" H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24" W, 20" D, 46" H
B) 71048 (gray, adjustable)
71047 w/o arms

Pro Executive Mid Back Chair
24" L, 22" D, 40" H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Task Stool
810135
(black fabric)
27.5" L, 27.5" D, 32.75"-40.25" H
Adjustable height

Pro Executive Guest Chair
24" L, 22" D, 36" H
810947 (black vinyl)

Gas Lift Chair
26" W, 20" D, 38" H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24" W, 20" D, 46" H
B) 71048 (gray, adjustable)
71047 w/o arms

Pro Executive Mid Back Chair
24" L, 22" D, 40" H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height
Communal and Powered Tables
Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Table Top Options
Colors not available in all table options. Please check options listed to the right.

### Bar Tables

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
<th>Code(s)</th>
<th>Details</th>
</tr>
</thead>
</table>
| A | 810860 | Lagun Barstool (maple, chrome) | 18"L 20"D 47"H | |}

### Ventura Powered Bar Tables
- **Bar Tables**
  - (silver frame)
  - 72.25"L 26.25"D 42"H
  - **Maple Top**
    - A) 820950 (black top)
    - 820955 (white top)
  - **White Top**
    - B) 820951 (solid)
  - **Black Top**
    - C) 820952 (solid)

### Ventura Communal Bar Tables
- **Bar Tables**
  - (silver frame)
  - 72.25"L 26.25"D 42"H
  - **Maple Top**
    - D) 820953 (grommets)
    - 820956 (solid)
  - **White Top**
    - E) 820954 (grommets)
  - **Black Top**
    - F) 820955 (solid)

### Cafe´ Tables

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
<th>Code(s)</th>
<th>Details</th>
</tr>
</thead>
</table>
| A | 810860 | Lagun Barstool (maple, chrome) | 18"L 20"D 47"H | |}

### Ventura Powered Cafe Tables
- **Cafe Tables**
  - (silver frame)
  - 72.25"L 26.25"D 30"H
  - **Maple Top**
    - A) 820964 (black top)
    - B) 820965 (white top)
  - **White Top**
    - C) 820966 (solid)
    - D) 820963 (grommets)
    - 820960 (grommets)
  - **Black Top**
    - E) 820962 (solid)

### Ventura Communal Cafe Tables
- **Cafe Tables**
  - (silver frame)
  - 72.25"L 26.25"D 30"H
  - **Maple Top**
    - C) 820963 (solid)
    - 820960 (grommets)
  - **White Top**
    - D) 820961 (grommets)
    - 820966 (solid)
  - **Black Top**
    - E) 820962 (solid)
Office Essentials

MADISON
A) 84075 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza
   (gray acajou) 60"L 20"D 29"H
C) 810135 Task Stool
   (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive
   High Back Chair
   (white classic vinyl) 25"L 24"D 48"H Adjustable
Tech Powered Desk

A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60”L 30”D 30”H

B) 84084 Tech Desk, Powered
   (black metal, laminate)
   60”L 30”D 30”H

C) 84080 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16”L 20”D 28”H

Denotes AC and USB charging outlets

Lighting & Shelving

A) 850708 Floor Lamp
   18” RND 55”H

B) 850707 Table Lamp
   16” RND 26”H

C) 85020 Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H

D) 84078 Madison Bookcase
   (gray acajou)
   36”L 12”D 72”H

ACCENT LAMPS

Mason Lamps
   (brushed silver)
   A) 850708 Floor Lamp
      18” RND 55”H
   B) 850707 Table Lamp
      16” RND 26”H

SHELVING

C) 85020
   Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H

D) 84078
   Madison Bookcase
   (gray acajou)
   36”L 12”D 72”H
Midtown Powered Counter
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

Display Counter
A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 210109
limerick Stool
BY HERMAN MILLER™
(white)
18" X 17.75"L X 44"H
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A. 
B. 
C. 

A) 850101 (unlighted)
B) 850100 (lighted with plug-in)

Apex Barstool
C) 810952 (blue ultra suede)
21"L 21"D 33"H

A) 81526 Edge LED Cube Ottoman
20"L 20"D 20"H
A/C power only

B) 82057 Edge LED Cube Table
20"L 20"D 20"H
A/C power only

C) 85030
7' Boxwood Hedge
36.5"L 12"D 84"H

D) 85035
4' Boxwood Hedge
46"L 9"D 47"H

Lighted & Greenery Products

A. 
B. 
C. 
D. 

LED light available in white, red, green, blue and rolling color.
# Draped or Undraped Tables & Counters

## Table-Drape Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>black</td>
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<tr>
<td>blue</td>
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<td>flax</td>
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<td>gold</td>
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</tr>
<tr>
<td>red</td>
<td><img src="red_drape.png" alt="Red Drape" /></td>
</tr>
</tbody>
</table>

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

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

Visit us at freeman.com for ordering and full product line.

---

## Sizing Chart

*Table and counter widths are available in select cities*

### 24"D X 30"H | Tables Draped
---
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>124330</td>
<td>Tables Draped</td>
<td>3'L x 24&quot;D x 30&quot;H</td>
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<tr>
<td>124430</td>
<td>Tables Draped</td>
<td>4'L x 24&quot;D x 30&quot;H</td>
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<td>124630</td>
<td>Tables Draped</td>
<td>6'L x 24&quot;D x 30&quot;H</td>
</tr>
<tr>
<td>124830</td>
<td>Tables Draped</td>
<td>8'L x 24&quot;D x 30&quot;H</td>
</tr>
</tbody>
</table>

### 24"D X 30"H | Tables Undraped
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<th>Dimensions</th>
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<td>3'L x 24&quot;D x 30&quot;H</td>
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<tr>
<td>125430</td>
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<tr>
<td>125630</td>
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<td>6'L x 24&quot;D x 30&quot;H</td>
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<td>125830</td>
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### 24"D X 30"H | Counter Draped
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<td>124642</td>
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<td>124842</td>
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### 24"D X 30"H | Counter Undraped
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<td>125642</td>
<td>Counter Undraped</td>
<td>6'L x 24&quot;D x 42&quot;H</td>
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<tr>
<td>125842</td>
<td>Counter Undraped</td>
<td>8'L x 24&quot;D x 42&quot;H</td>
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### 30"D X 30"H | Tables Draped
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<td>4'L x 30&quot;D x 30&quot;H</td>
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<td>130630</td>
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<td>6'L x 30&quot;D x 30&quot;H</td>
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<tr>
<td>130830</td>
<td>Tables Draped</td>
<td>8'L x 30&quot;D x 30&quot;H</td>
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### 30"D X 30"H | Counter Draped
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<td>130442</td>
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<td>4'L x 30&quot;D x 42&quot;H</td>
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<td>130642</td>
<td>Counter Draped</td>
<td>6'L x 30&quot;D x 42&quot;H</td>
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<td>130842</td>
<td>Counter Draped</td>
<td>8'L x 30&quot;D x 42&quot;H</td>
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</tbody>
</table>

### 30"D X 30"H | Counter Undraped
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<table>
<thead>
<tr>
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<tbody>
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<td>3'L x 30&quot;D x 42&quot;H</td>
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<tr>
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<td>131642</td>
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<td>6'L x 30&quot;D x 42&quot;H</td>
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<tr>
<td>131842</td>
<td>Counter Undraped</td>
<td>8'L x 30&quot;D x 42&quot;H</td>
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</table>

### 4th Side | Table Draped 30"
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<tr>
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<td>Drape Table 4th Side</td>
<td>6' X 30&quot;</td>
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<tr>
<td>12404830</td>
<td>Drape Table 4th Side</td>
<td>8' X 30&quot;</td>
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</tbody>
</table>

### 4th Side | Table Draped 42"
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<table>
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<td>6' X 42&quot;</td>
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<tr>
<td>12404842</td>
<td>Drape Table 4th Side</td>
<td>8' X 42&quot;</td>
</tr>
</tbody>
</table>
A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D) 75032
Display Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H
Product Storage

RACKS

A) 750135
Round Literature Rack
(black)
17"W X 17"L X 57"H

B) 750136
Flat Literature Rack
(black)
10"W X 55"H

CABINETS

C) 84080
3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

D) 74082
2 Drawer File Cabinet w/Lock
(tan metal)
15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet w/Lock
(tan metal)
15"W X 29"L X 50"H

REFRIGERATORS

F) 8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H

G) 75057
Small Refrigerator
4.0 cu feet
20"W X 22"L X 33"H
Show & Office Accessories

A) 10201484
Floor Standing
Bulletin Board
(black)
48”W X 96”L X 78”H

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable)
24”W X 20”L X 46”H
also available
71047 w/o arms

C) 220121
Chrome Stanchion
w/ 8’ Retractable Belt
(black, belt) 42”H

D) 220110
Chrome Bag Rack
(3” at center)
1”W X 41”H X 26”W

E) 220109
Chrome Coat Tree
(21”w at the base)
8 1/4”W X 69 1/2” H

F) 220118
Chrome Sign Holder
(sign holds)
22”W X 28”H

G) 220143
Brushed Aluminum Easel
(open 5 1/4”W X 64 1/4”H)
26”W X 62”H

H) 220106
Corrugated Wastebasket
(black)
Your favorites

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NAME OF SHOW: CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

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## NAME OF SHOW:
CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

## COMPANY NAME:

### CONTACT NAME : PHONE #:

### E-MAIL ADDRESS :

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### Draped Tables & Counters

#### Draped Tables - Tables are 24" wide

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For Assistance, please call (301) 918-7975 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com/store
### NAME OF SHOW:
CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

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

### CONTACT NAME :  
PHONE #:  
E-MAIL ADDRESS :

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.
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**Office**

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**Computer Desks/Table**

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**NAME OF SHOW:** CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:** X

**CONTACT NAME :**

**PHONE #:**

**E-MAIL ADDRESS :**

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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**Boxwood Hedges**

|     | 85030  | 7' Boxwood Hedge............................. | 516.00       | 567.60         | 722.40         |         |
|     | 85035  | 4' Boxwood Hedge............................. | 304.00       | 334.40         | 425.60         |         |

**Accessories**

|     | 220121 | Chrome Stanchion w/ 8' Retractable Belt..... | 186.55       | 205.20         | 261.15         |         |
|     | 220118 | Chrome Sign Holder............................ | 127.00       | 139.70         | 177.80         |         |
|     | 750135 | Round Literature Rack....................... | 240.05       | 264.05         | 336.05         |         |
|     | 750136 | Flat Literature Rack....................... | 176.00       | 193.60         | 246.40         |         |
|     | 220109 | Chrome Coat Tree............................ | 72.30        | 79.55          | 101.20         |         |
|     | 220134 | Aluminum Easel............................... | 60.10        | 66.10          | 84.15          |         |
|     | 220110 | Chrome Bag Rack............................. | 115.40       | 126.95         | 161.55         |         |
|     | 10201484 | Floor Standing Bulletin Board......... | 240.05       | 264.05         | 336.05         |         |
|     | 220106 | Corrugated Wastebasket..................... | 28.95        | 31.85          | 40.55          |         |

**Special Drape**

- Black
- Gold
- Blue
- Gray
- Brown
- Plum
- Green
- Red
- Flax
- White

|     | 12103  | Special Drape 3'H (per ft.)................ | 20.50        | 22.55          | 28.70          |         |
|     | 12108  | Special Drape 8'H (per ft.)................ | 26.65        | 29.30          | 37.30          |         |

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**TOTAL COST**

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

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

Sustainability Tip:

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

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

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

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

Freeman’s prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

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

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

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.

*Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
**NAME OF SHOW:** CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (301) 918-7975 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.

---

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$350.00</td>
<td>$385.00</td>
<td>$490.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$700.00</td>
<td>$770.00</td>
<td>$980.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$1,050.00</td>
<td>$1,155.00</td>
<td>$1,470.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$1,400.00</td>
<td>$1,540.00</td>
<td>$1,960.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$205.00</td>
<td>$225.50</td>
<td>$287.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$410.00</td>
<td>$451.00</td>
<td>$574.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$615.00</td>
<td>$676.50</td>
<td>$861.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$820.00</td>
<td>$902.00</td>
<td>$1,148.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$275.00</td>
<td>$302.50</td>
<td>$385.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$550.00</td>
<td>$605.00</td>
<td>$770.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$825.00</td>
<td>$907.50</td>
<td>$1,155.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$1,100.00</td>
<td>$1,210.00</td>
<td>$1,540.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.10</td>
<td>$1.20</td>
<td>$1.55</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$350.00</td>
<td>$385.00</td>
<td>$490.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$700.00</td>
<td>$770.00</td>
<td>$980.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$1,050.00</td>
<td>$1,155.00</td>
<td>$1,470.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$1,400.00</td>
<td>$1,540.00</td>
<td>$1,960.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$205.00</td>
<td>$225.50</td>
<td>$287.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$410.00</td>
<td>$451.00</td>
<td>$574.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$615.00</td>
<td>$676.50</td>
<td>$861.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$820.00</td>
<td>$902.00</td>
<td>$1,148.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$275.00</td>
<td>$302.50</td>
<td>$385.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
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<td>$605.00</td>
<td>$770.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$825.00</td>
<td>$907.50</td>
<td>$1,155.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$1,100.00</td>
<td>$1,210.00</td>
<td>$1,540.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.10</td>
<td>$1.20</td>
<td>$1.55</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for access to utility ports.**
NAME OF SHOW: CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (301) 918-7975 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.

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

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

Sample:

| Booth Size: 10’ x 25’ = 250 sq. ft. @ $ 4.00 |

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

<table>
<thead>
<tr>
<th>Black</th>
<th>Blue</th>
<th>Gray</th>
<th>Green</th>
<th>Latte</th>
<th>Midnight Blue</th>
<th>Plum</th>
<th>Red</th>
<th>Red Pepper</th>
<th>Tuxedo</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>Black</th>
<th>Cardinal</th>
<th>Charcoal</th>
<th>Cream</th>
<th>Gray Pearl</th>
<th>Navy</th>
<th>Toast</th>
<th>Wedgewood</th>
<th>White</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Over 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Black</th>
<th>Charcoal</th>
<th>Gray Pearl</th>
<th>Navy</th>
<th>White</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Over 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**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:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding -1/2” (90 - 700 sq. ft.)</td>
<td>$ 2.05</td>
<td>$ 2.05</td>
<td>$ 2.25</td>
<td>$ 2.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding-1/2” (Over 700 sq. ft.)</td>
<td>$ 1.55</td>
<td>$ 1.55</td>
<td>$ 1.70</td>
<td>$ 2.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2” (90 - 700 sq. ft.)</td>
<td>$ 2.75</td>
<td>$ 2.75</td>
<td>$ 3.05</td>
<td>$ 3.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding -1/2” (Over 700 sq. ft.)</td>
<td>$ 2.25</td>
<td>$ 2.25</td>
<td>$ 2.50</td>
<td>$ 3.15</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub- Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

01/20 (497801) 9240

Take advantage of the Online price by ordering at www.freeman.com before JANUARY 13, 2020
NAME OF SHOW: CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

COMPANY NAME ____________________________  BOOTH #: ____________________________

CONTACT NAME: ____________________________  PHONE #: ____________________________

E-MAIL ADDRESS ______________________________

For Assistance, please call (301) 918-7975 to speak with one of our experts.

Cleaning is an exclusive service. This includes all floor services and trash removal.

Prices are based on total square footage of booth regardless of area to be cleaned.

Show Site Prices will apply to all cleaning orders placed at show site

---

### CLEANING SERVICES

- Vacuuming
- Shampooing
- Porter Service

---

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>$0.55</td>
<td>$0.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>$1.30</td>
<td>$1.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>$1.85</td>
<td>$2.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>$2.65</td>
<td>$3.70</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>$1.20</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>$2.35</td>
<td>$3.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>$3.25</td>
<td>$4.55</td>
<td></td>
</tr>
</tbody>
</table>

#### PORTER SERVICE  *(per day)*

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq. ft.</td>
<td>$260.00</td>
<td>$364.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1500 sq. ft.</td>
<td>$294.65</td>
<td>$412.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1501 - 2500 sq. ft.</td>
<td>$329.40</td>
<td>$461.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2500 sq. ft.</td>
<td></td>
<td>Call For Quote</td>
<td></td>
</tr>
</tbody>
</table>

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

---

#### ADDITIONAL CLEANING CHARGES  *Cost per sq ft*

- Stand Disposal: Dismantle and disposal of all stand materials including raised floor and/or carpet .......$7.00
- Flooring/Carpet Disposal: Raised floors (cut into 4’ x 4’ sections) and/or carpet ........................................$2.00

---

**TOTAL COST**

[Sub-Total] + [Tax (6%)] = **TOTAL**

01/18 (497801)
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

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.**

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.

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
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

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

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

PRESTIGE CARPET
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

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*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 0.25”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.

For fast, easy ordering, go to freeman.com
For Assistance, please call (301) 918-7975 to speak with one of our experts.

### SMARTFABRIC EXHIBIT

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' SmartFabric Exhibit</td>
<td></td>
<td>$2,801.50</td>
<td>$3,922.10</td>
</tr>
<tr>
<td>10' x 20' SmartFabric Exhibit</td>
<td></td>
<td>$5,401.50</td>
<td>$7,562.10</td>
</tr>
</tbody>
</table>

**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

**SmartFabric Rental Exhibit Includes:**
- Classic Carpet: □ Black □ Blue □ Gray □ Green □ Latte
□ Midnight Blue □ Plum □ Red □ Red Pepper □ Tuxedo

---

### FRAME ONLY UNIT

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Frame Only Unit</td>
<td></td>
<td>$1,833.00</td>
<td>$2,566.20</td>
</tr>
<tr>
<td>10' x 20' Frame Only Unit</td>
<td></td>
<td>$3,055.00</td>
<td>$4,277.00</td>
</tr>
</tbody>
</table>

**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
- Where is your fabric coming from?:
  - Bringing to show site
  - In Freeman storage

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

---

### ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmartFabric Arm Light</td>
<td>$71.65</td>
<td>$100.30</td>
<td></td>
</tr>
<tr>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs.)</td>
<td>$165.40</td>
<td>$231.55</td>
<td></td>
</tr>
<tr>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$22.05</td>
<td>$30.85</td>
<td></td>
</tr>
</tbody>
</table>

---

### 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.

---

**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."
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.
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.
**TABLETOP UNIT**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6'W</td>
<td>1,046.65</td>
<td>1,465.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>1,221.20</td>
<td>1,709.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6'W</td>
<td>1,295.30</td>
<td>1,813.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot;H x 8'W</td>
<td>1,467.90</td>
<td>2,055.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Shipping Not Included

**FLOOR UNIT**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8'W</td>
<td>1,744.30</td>
<td>2,442.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>2,086.75</td>
<td>2,921.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RENTAL**

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8'H x 8'W</td>
<td>2,965.55</td>
<td>4,151.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 10'W</td>
<td>3,482.25</td>
<td>4,875.15</td>
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</tbody>
</table>

*Shipping Not Included

**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**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>217.25</td>
<td>304.15</td>
<td>307.70</td>
<td>5</td>
<td>225.55</td>
<td>315.75</td>
<td>531.00</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>113.55</td>
<td>158.95</td>
<td>225.55</td>
<td>5</td>
<td>225.55</td>
<td>315.75</td>
<td>531.00</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>1</td>
<td>87.20</td>
<td>122.10</td>
<td>156.40</td>
<td>5</td>
<td>156.40</td>
<td>218.95</td>
<td>311.50</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td>1</td>
<td>87.20</td>
<td>122.10</td>
<td>156.40</td>
<td>5</td>
<td>156.40</td>
<td>218.95</td>
<td>311.50</td>
</tr>
</tbody>
</table>

**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**

\[ \text{Sub-Total} + 6\% \text{ Tax} = \text{Total Cost} \]

**RENTAL UNITS TOTAL COST**

\[ \text{Sub-Total} + 6\% \text{ Tax} = \text{Total Cost} \]
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW: CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020

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.

$L \times W = \text{ sq.ft.}$

$\frac{\text{sq. ft.}}{\text{per sq. ft. discount price}} \times \text{ or } \frac{\text{sq. ft.}}{\text{per sq. ft. standard price}}\ = \text{ }$

- 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 ____________________________

Backings Material:
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

INDICATE YOUR SIGN COPY HERE:

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>Size</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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<td>7&quot; x 11&quot;</td>
<td>@</td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@</td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@</td>
<td>54.00</td>
<td>108.00</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>@</td>
<td>66.00</td>
<td>132.00</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@</td>
<td>54.00</td>
<td>108.00</td>
<td></td>
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<tr>
<td>14&quot; x 22&quot;</td>
<td>@</td>
<td>54.00</td>
<td>108.00</td>
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<tr>
<td>14&quot; x 44&quot;</td>
<td>@</td>
<td>102.50</td>
<td>205.00</td>
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<tr>
<td>22&quot; x 28&quot;</td>
<td>@</td>
<td>102.50</td>
<td>205.00</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>@</td>
<td>205.25</td>
<td>410.50</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@</td>
<td>199.50</td>
<td>399.00</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

TOTAL COST

Sub-Total + 6% Tax = Total Cost

01/20 (497801)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE
We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
- Always provide the following:
  - Native files with fonts and links (zipped)
  - High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK
- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (301) 918-7975 for assistance.
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions, we ask that you read the following:

**EXHIBIT INSTALLATION AND DISMANTLING**

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters’ union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10’ x 10’. Exhibitors may work in booths 10’ x 10’ or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

**MATERIAL HANDLING**

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

**SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

**TIPPING**

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.
**DISPLAY LABOR (One Hour Minimum per Worker)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$103.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$154.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>All Day Saturday and Sunday</td>
<td>$206.00</td>
</tr>
</tbody>
</table>

**INSTALLATION LABOR**

- **Freeman Supervised Labor**  - Please complete the next page of this form.
  - Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.
  - Emergency contact: ___________________________ Phone Number: ___________________

- **Exhibitor Supervised Labor**  (Supervisor must check in at Service Desk to pick up labor)
  - Supervisor will be: ___________________________ Phone Number: ___________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________

Tax = $________ (N/A)

Total Installation = $________

**DISMANTLE LABOR**

- **Freeman Supervised Labor**  - Please complete the reverse side of this form.
  - Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.
  - Emergency contact: ___________________________ Phone Number: ___________________

- **Exhibitor Supervised Labor**  (Supervisor must check in at Service Desk to pick up labor)
  - Supervisor will be: ___________________________ Phone Number: ___________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
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<tbody>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________

Tax = $________ (N/A)

Total Dismantle = $________
NAME OF SHOW: CADCA NATIONAL LEADERSHIP FORUM / FEBRUARY 3 - 6, 2020
COMPANY NAME: 
BOOTH#: 
CONTACT NAME: 
PHONE#: 

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse _______ Show Site _______ Date Shipped _______
Total No. of: ___________ Crates ___________ Cartons ___________ Fiber Cases
Setup Plan/Photo: Attached _______ To Be Sent With Exhibit _______ In Crate No. _______
Carpet: With Exhibit _______ Rented From Freeman _______ Color _______ Size _______
Electrical Placement: _______ Drawing Attached Drawing With Exhibit _______ Electrical Under Carpet _______
Comments: __________________________________________________________

Graphics: With Exhibit _______ Shipped Separately _______
Comments: __________________________________________________________

Special Tools/Hardware Required: __________________________________________

OUTBOUND SHIPPING INFORMATION
SHIP TO: __________________________ __________________________ __________________________

METHOD OF SHIPMENT
☐ Freeman Exhibit Transportation:
☐ Common Carrier
☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):
☐ Other Common Carrier: __________________________ __________________________
☐ Other Air Freight: __________________________ __________________________
☐ Van Line: __________________________ __________________________

FREIGHT CHARGES
☐ Prepaid ☐ Collect
Bill To: __________________________ __________________________ __________________________

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

☐ Reroute via Freeman’s choice
☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

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

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

Freeman Exhibit Transportation promise:

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

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

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

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

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

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

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

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color____________)</td>
<td></td>
</tr>
<tr>
<td>Other (_________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

CADCA NATIONAL LEADERSHIP FORUM
C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

MUST BE DELIVERED BY JANUARY 27, 2020

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

CADCA NATIONAL LEADERSHIP FORUM
C/O: FREEMAN
GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

CANNOT BE DELIVERED BEFORE FEBRUARY 03, 2020

OUTBOUND SHIPPING

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

Ship to address:

---

Number of Labels: ______________

FAX THIS COMPLETED FORM VIA:

E-mail:
exhibit.transportation@freeman.com
or
Fax: (469) 621-5810

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

SHOW # (497801)
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.

TO: __________________________
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(497801)

EVENT: CADCA NATIONAL LEADERSHIP FORUM

BOOTH NO. ________ NO. _____ OF ___ PCS.

RECEIVING DATE BEGINS: JANUARY 06, 2020
DEADLINE DATE IS: JANUARY 27, 2020

TO: __________________________
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(497801)

EVENT: CADCA NATIONAL LEADERSHIP FORUM

BOOTH NO. ________ NO. _____ OF ___ PCS.
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

• We will accept freight beginning 30 days prior to show move-in.
• To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
• The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, 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, UPS, Purolator, DHL and Canada Post, 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 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 labour to unload. Federal Express, UPS, Purolator, DHL and Canada Post are included in this category due to their delivery procedures.
FREIGHT SERVICES

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 labour and equipment to unload.

• All inbound and outbound shipments are subject to overtime charges if the shipments is 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 Centre. 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 Centre 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 Centre.

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 Forklift Order Form for available equipment.

• Advance and show site orders for equipment and labour will be dispatched once a company representative signs the labour order at the Freeman Service Centre.

• Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

• Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.

• All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES
(may not be available in all locations)

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Let Freeman Online estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on “Estimate My Material Handling Costs”. From 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 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, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

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

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

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

DOUBLE TIME: All day Sunday and Holidays

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


All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.

ADDITIONAL SURCHARGES:

Shipments Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after JANUARY 27, 2020 ......................................................... $ 37.25 74.50

Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)

Crated or Skidded Shipment .......................................................... $ 35.25 70.50

Special Handling Shipment .......................................................... $ 45.75 91.50

Uncrated or Pad Wrapped Shipment ............................................. $ 52.75 105.50

Carpet and/or Pad Only Shipment ................................................ $ 52.75 105.50

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

Crated or Skidded Shipment .......................................................... $ 42.25 84.50

Special Handling Shipment .......................................................... $ 54.75 109.50

Uncrated or Pad Wrapped Shipment ............................................. $ 63.25 126.50

Carpet and/or Pad Only Shipment ................................................ $ 63.25 126.50

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ 100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ 100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0.00% Tax

Total

1920 GL (497801)
SPECIAL HANDLING DEFINITIONS

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

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

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

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse     _____ Show Site
2. Estimate of total number of pieces: _____ Display     _____ Equipment
   How many pieces are: _____ Crated     _____ Uncrated     _____ Skidded
3. Total number of trucks/trailers you will use: _____
   **Certified weight ticket(s) must accompany all inbound freight**
4. Your shipment(s) will arrive via (designate number of loads in each category):
   _____ Van Line     _____ Flatbed     _____ Common Carrier
   _____Company Truck
5. What is the approximate weight of your entire shipment? __________
   What is the approximate weight of your heaviest piece? __________
6. Print the name of the person in charge of move-in:
   Contact Name: ______________________
   Phone Number: _____________________
7. Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting? Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72” blades)

Please contact Christopher Flynn at 240-495-0248 or Christopher.Flynn@freeman.com with any questions.
## Installation

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: __________________________

Sub-Total

Tax N/A

Total

## Dismantle

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: __________________________

Sub-Total

Tax N/A

Total

---

### FORKLIFT RIGGING EQUIPMENT AND LABOR

- **Forklift Labor**
  - **Straight Time**
    - 8:00 A.M. to 5:00 P.M. Monday through Friday
  - **Overtime**
    - 5:00 P.M. to 8:00 A.M. Monday through Friday
  - **Double Time**
    - All day Saturday

- **Recognized Holidays**
  - New Year’s Day, January 1, 2020
  - Martin Luther King Day, January 20, 2020
  - President’s Day, February 17, 2020
  - Memorial Day, May 25, 2020
  - Independence Day, July 4, 2020
  - Labor Day, September 7, 2020
  - Veteran’s Day, November 11, 2020
  - Thanksgiving Day, November 26, 2020
  - Christmas Eve, December 24, 2020
  - Christmas Day, December 25, 2020

- **Show site prices will apply to all labor orders placed at show site**
- **Start time guaranteed only at start of working day**
- **One hour minimum - labor thereafter charged in half (1/2) hour increments**
- **Supervisor must check in at Service Desk to pick up labor**
- **When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth**

### Price

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304042</td>
<td>Forklift w/operator - 4-Stage - DT</td>
<td>$326.50</td>
<td>$457.25</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$377.50</td>
<td>$526.50</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$429.00</td>
<td>$600.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$424.00</td>
<td>$593.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$475.00</td>
<td>$665.00</td>
</tr>
<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$526.50</td>
<td>$737.00</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST/OT/DT</td>
<td>$450.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>3040300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST/OT/DT</td>
<td>Quoted</td>
<td>Quoted</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$340.50</td>
<td>$476.75</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$391.50</td>
<td>$548.50</td>
</tr>
<tr>
<td>304042</td>
<td>Forklift w/operator - 4-Stage - DT</td>
<td>$450.00</td>
<td>$630.00</td>
</tr>
</tbody>
</table>

### Rigging Labor

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger / Material Handler - ST</td>
<td>$103.00</td>
<td>$144.25</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger / Material Handler - OT</td>
<td>$154.00</td>
<td>$215.75</td>
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<tr>
<td>3020102</td>
<td>Rigger / Material Handler - DT</td>
<td>$206.00</td>
<td>$288.50</td>
</tr>
</tbody>
</table>

### Equipment

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$138.00</td>
<td>$193.25</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$158.00</td>
<td>$221.25</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$70.00</td>
<td>$98.00</td>
</tr>
</tbody>
</table>

---

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

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

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Carrier:</td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
<tr>
<td>Select a Level of Service:</td>
</tr>
<tr>
<td>☐ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>☐ 2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>☐ Deferred: Delivery within 3-5 business days</td>
</tr>
<tr>
<td>Select Shipment Options (if applicable)</td>
</tr>
<tr>
<td>☐ Have loading dock</td>
</tr>
<tr>
<td>☐ Inside delivery</td>
</tr>
<tr>
<td>☐ Pad wrap required</td>
</tr>
<tr>
<td>☐ Do not stack</td>
</tr>
<tr>
<td>Select Desired Number of Labels:</td>
</tr>
</tbody>
</table>
RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

➢ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. Checks and cash are not accepted.

➢ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor’s agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.

➢ In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.

➢ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.

➢ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.

➢ Stick-on decals (except name tags) may not be distributed or used in the convention center.

➢ Holes may not be drilled or punched into any surface in the convention center.

➢ The painting of exhibits or signs is not allowed anywhere inside the convention center.

➢ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.

➢ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at $25.00 per balloon with a $100.00 minimum charge.

➢ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.

➢ The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company’s trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.

➢ Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
➢ Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.

➢ Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.

➢ Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.

➢ Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.

➢ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges County Fire and Rescue Services.

➢ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

**GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

➢ Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.

➢ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.

➢ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.

➢ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.

➢ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.
Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting Community Anti-Drug Coalitions of America-Leadership Forum (CADCA) 2020

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

https://gaylordnational.boomerecommerce.com

Discount Schedule

<table>
<thead>
<tr>
<th>Advance Price Beginning:</th>
<th>Sunday November 17, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Price Applies:</td>
<td>Saturday January 18, 2020</td>
</tr>
<tr>
<td>Exhibit Show Floor Manager:</td>
<td>Gaylord National Exhibits</td>
</tr>
</tbody>
</table>

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.
**ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE**

<table>
<thead>
<tr>
<th>Electrical Packages</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Package A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 amp 120 volt with an Extension cord and a 6 outlet</td>
<td>$175.00</td>
<td>$215.00</td>
</tr>
<tr>
<td>Multi-strip</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Package B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 amp 120 volt with an Extension cord and a 6 outlet</td>
<td>$255.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>Multi-strip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volts</th>
<th>Max Watts</th>
<th>Circuit Amps</th>
<th>Phase</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>500</td>
<td>5</td>
<td>Single</td>
<td>$145.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>120</td>
<td>2,000</td>
<td>20</td>
<td>Single</td>
<td>$230.00</td>
<td>$255.00</td>
</tr>
<tr>
<td>208</td>
<td>3,300</td>
<td>20</td>
<td>Single</td>
<td>$300.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>208</td>
<td>5,700</td>
<td>20</td>
<td>Three</td>
<td>$400.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>208</td>
<td>5,000</td>
<td>30</td>
<td>Single</td>
<td>$410.00</td>
<td>$490.00</td>
</tr>
<tr>
<td>208</td>
<td>8,600</td>
<td>30</td>
<td>Three</td>
<td>$550.00</td>
<td>$655.00</td>
</tr>
<tr>
<td>208</td>
<td>9,900</td>
<td>60</td>
<td>Single</td>
<td>$700.00</td>
<td>$840.00</td>
</tr>
<tr>
<td>208</td>
<td>17,000</td>
<td>60</td>
<td>Three</td>
<td>$1,100.00</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>208</td>
<td>20,800</td>
<td>100</td>
<td>Single</td>
<td>$1,400.00</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>208</td>
<td>100</td>
<td>100</td>
<td>Three</td>
<td>$1,900.00</td>
<td>$2,300.00</td>
</tr>
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<td>200</td>
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<td>$3,900.00</td>
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<tr>
<td>208</td>
<td>400</td>
<td>400</td>
<td>Three</td>
<td>$5,200.00</td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>

1 Outlet Extension-cord. RENTAL ONLY $15.00

6 Outlet Multi-strip. RENTAL ONLY $25.00

**Compressed Air:** Hotel supplies 3/4", 1/2"., 1/4" quick release female connection. 80-100 PSI 125 CFM $375.00

**Water:** Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms) $400.00

**Drainage:** Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms) $450.00

One time fill and drain. Maximum of 300 gallons $400.00

Transformer Rental $150.00

**Special orders** *Example: Overhead electrical, 24 hour service*

---

**Note:** There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.

**THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
*FOR PRICING REFERENCE ONLY*

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE

<table>
<thead>
<tr>
<th>High-Speed Wireless Access</th>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Internet (1st Device)</td>
<td></td>
<td>$800.00</td>
<td>$1,100.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connection</td>
<td></td>
<td>$250.00</td>
<td>$300.00</td>
<td></td>
</tr>
</tbody>
</table>

Please choose a User ID: ______________________
Please choose a Password: ______________________

**High-Speed Wired Access**

*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.*

| Wired Internet Access (1st Device) |     | $1,300.00 | $1,500.00 |       |
| Additional Connection |     | $300.00 | $350.00 |       |

**Dedicated Internet Access – Dedicated Private VLAN**

| 1.5 Mb/sec |     | $2,500.00 | $3,900.00 |       |
| 3.0 Mb/sec |     | $5,000.00 | $6,500.00 |       |
| 6.0 Mb/sec |     | $10,000.00 | $11,000.00 |       |

Static Public IP **Requires dedicated selection**

|     |     | $350.00 | $400.00 |       |

**Telecommunication (Telephone) Services**

| Standard DID telephone/fax/modem line |     | $325.00 | $350.00 |       |
| Polycom (speakerphone) |     | $250.00 | $350.00 |       |
| Standard Desk Telephone |     | $30.00 | $40.00 |       |

| Labor - Troubleshooting / Move / Change |     | $100.00 | $150.00 |       |

**Note:** There will be a 25% service charge and 6% Maryland State tax assessment on all orders

**THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
**Gaylord National Exhibits Food & Beverage Pricing**

*FOR PRICING REFERENCE ONLY*

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>6% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Brewed Regular Coffee</td>
<td>$104.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Brewed Decaffeinated Coffee</td>
<td>$104.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Lion Tea Selection</td>
<td>$104.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Drinks</td>
<td>$6.50</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still and Sparkling Bottled Waters</td>
<td>$6.50</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bake Shop Specialties, Preserves, Butter</td>
<td>$68.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Baked Cookies or Brownies</td>
<td>$68.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Mint Cupcakes</td>
<td>$68.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haagen-Dazs Ice Cream Bars</td>
<td>$7.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Popcorn Cart* (each bag pops approx. 100 bags)</td>
<td>$500.00</td>
<td>bag</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Candy Jar Display (approx. 100 portions)</td>
<td>$600.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5-Gallon Water Bubblwer (Power Required)</td>
<td>$250.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Gallon Water Bubblwer Refill</td>
<td>$75.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQ Mango Mint Pineapple</td>
<td>$225.00</td>
<td>container</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQ Strawberry Basil</td>
<td>$225.00</td>
<td>container</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CQ Lemon Cucumber</td>
<td>$225.00</td>
<td>container</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CQ Black Raspberry Acai Jalapeno</td>
<td>$225.00</td>
<td>container</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>9% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic &amp; Import Beer</td>
<td>$10.00</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Beer</td>
<td>$11.50</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Cocktails</td>
<td>$12.50</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Wine - White (by the bottle)</td>
<td>TBD</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Wine - Red (by the bottle)</td>
<td>TBD</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>6% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Attendant / Bartender (first 2 hours)</td>
<td>$225.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendant / Bartender (additional for each hour or fraction thereafter)</td>
<td>$75.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(Ask your Catering Representative When this is Required)*

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>6% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Fee(s)</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710**

**THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
Upon receipt of your order, we will contact you for secure processing of your payment. Please Note:

• BAV is a full service Audio Visual Rental, Staging & Production Company. Please call for any desired equipment not listed on this form including: lighting, touchscreen monitors, projection/screens, LCD monitor walls or seamless LED video walls.

• To order power, please contact the conference decorator or venue.

Orders not cancelled within 24 hours of scheduled delivery will be given 50% refund.

To place an order: visit www.bavservices.com/exhibitors; find & click on the CADCA logo and use Customer Code: CADCANLF20

ALL ADVANCE ORDERS MUST BE RECEIVED BY JANUARY 27, 2020

<table>
<thead>
<tr>
<th>Qty</th>
<th>LED Monitors</th>
<th>Advance</th>
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<th>Feb 2nd</th>
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<tr>
<td>24&quot; Monitor ( ) Table Stand,</td>
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<td>$312.50</td>
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<tr>
<td>27&quot; Monitor ( ) Table Stand,</td>
<td>$325.00</td>
<td>$373.75</td>
<td>$406.25</td>
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<td></td>
</tr>
<tr>
<td>32&quot; Monitor ( ) Table Stand ( ) Floor Stand ( ) Wall Mount*</td>
<td>$400.00</td>
<td>$460.00</td>
<td>$500.00</td>
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<td></td>
</tr>
<tr>
<td>40&quot; Monitor ( ) Floor Stand ( ) Wall Mount*</td>
<td>$525.00</td>
<td>$603.75</td>
<td>$656.25</td>
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</tr>
<tr>
<td>46&quot; Monitor ( ) Floor Stand ( ) Wall Mount*</td>
<td>$675.00</td>
<td>$776.25</td>
<td>$843.75</td>
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<tr>
<td>55&quot; Monitor ( ) Floor Stand ( ) Wall Mount*</td>
<td>$1100.00</td>
<td>$1265.00</td>
<td>$1375.00</td>
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<tr>
<td>65&quot; Monitor ( ) Floor Stand ( ) Wall Mount*</td>
<td>$1700.00</td>
<td>$1955.00</td>
<td>$2125.00</td>
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</tr>
<tr>
<td>80&quot; Monitor ( ) Floor Stand ( ) Wall Mount*</td>
<td>$2500.00</td>
<td>$2875.00</td>
<td>$3125.00</td>
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<td></td>
</tr>
</tbody>
</table>

*Additional Charges May Apply

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Computers & Tablets

- PC Laptop Computer (Windows10 Pro, Office 2016, i7 Processor, 15.6" Screen) ........................................... $375.00 $431.25 $468.75
- MacBook Pro Laptop Computer (OSX Sierra, Keynote, i7 Processor, 15" Screen) ........................................... $425.00 $488.75 $531.25
- Wireless Keyboard & Mouse ........................................... $50.00 $57.50 $62.50
- Computer Audio (Anchor AN1000 Powered Speaker) ......................... $75.00 $86.25 $93.75
- iPad (Standard Size) ........................................... $200.00 $230.00 $250.00
- iPad w/Kiosk Mount ( ) Tabletop ( ) Floor ........................................... $425.00 $488.75 $531.25

*Please call for more information

Video

- LED Tile/Video Wall (sizing & configuration needs vary) ........................................... Please call for more information
- USB Media Player ........................................... $30.00 $34.50 $37.50
- DVD Player BluRay Player (circle one) ........................................... $30.00 $34.50 $37.50

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Rates are for run of show, NOT a daily rate!

Upon receipt of your order, we will contact you for secure processing of your payment.

Please eMail, fax or mail completed form to:

BAV • 10 Sonwil Drive • Buffalo, NY 14225
Fax: 716-685-5014 • Phone: 800-264-5010
Contact: Greg Back at gback@bavservices.com