FREEMAN

CSWE 2019 ANNUAL PROGRAM MEETING
OCTOBER 24-27, 2019
SHERATON DENVER DOWNTOWN HOTEL
DENVER, COLORADO

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

All aisles and booths will be carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by October 01, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Thursday	October 24, 2019	10:00 AM	-	3:00 PM

EXHIBIT HOURS

Thursday	October 24, 2019	7:30 PM	-	9:00 PM
Friday	October 25, 2019	9:00 AM	-	5:00 PM
Saturday	October 26, 2019	9:00 AM	-	5:00 PM
Sunday	October 27, 2019	8:00 AM	-	12:00 PM

EXHIBITOR MOVE-OUT

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

Sunday	October 27, 2019	12:00 PM	-	3:00 PM

We 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 Sunday, October 27, 2019 at 3:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, October 27, 2019 at 1:00 PM.

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 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 (303) 320-5100 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 fax (469) 621-5614
FreemanDenverES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at FreemanOnline by October 01, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
CSWE 2019 ANNUAL PROGRAM MEETING
C/O FREEMAN
4493 FLORENCE ST.
DENVER, CO 80238

Freeman will accept crated, boxed or skidded materials beginning Monday, September 23, 2019, at the above address. Material arriving after October 18, 2019 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: (303) 320-5100.

***Please Note: Freeman will not be accepting freight at the hotel. All freight sent to the hotel will be received and delivered to your booth by the hotel.**

Please note: All 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 Service 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 (303) 320-5100.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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 feature you may contact Freeman Exhibitor Services at (303) 320-5100 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by October 01, 2019.

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, machinery and equipment that are in use.

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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 (303) 320-5100 with any questions or needs you may have.

Interested in going green and saving money?

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

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.

5 printing

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

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

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

6 ON SITE
save energy

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

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

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

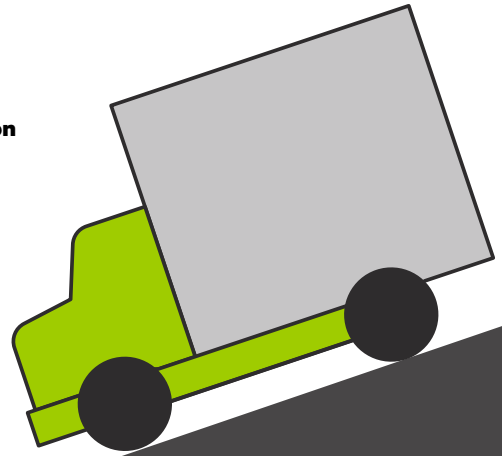
7 MOVE OUT
train your team

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

8
shipping out

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

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



9
leftover materials

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

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

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials

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

Flooring: 100 square feet of flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/ steel banding

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

Wood: Non-laminate wood

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 01, 2019

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (478040) **on your remittance.**

☐ CREDIT/DEBIT CARD

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

☐ BANK TRANSFER

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

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

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

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

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

FREEMAN method of payment

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

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

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** _____

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN third party authorization

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.
(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

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

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

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

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

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

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

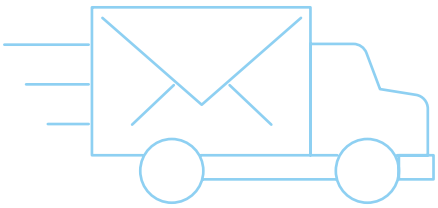
9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment.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

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

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

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

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

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

FREEMAN

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

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

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

CSWE 2019 ANNUAL PROGRAM MEETING

C/O: FREEMAN
4493 FLORENCE ST.
DENVER, CO 80238

MUST BE DELIVERED BY OCTOBER 18, 2019

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

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

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

SHOW # (478040)

07/17

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handing Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

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FREEMAN
4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 303-320-5100 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered 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: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

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

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$101.50	203.00
Special Handling Shipment	$132.00	264.00
Carpet and/or Pad Only Shipment	$152.25	304.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	$ 25.50	51.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 23.50	47.00
Special Handling Shipment	$ 30.50	61.00
Uncrated or Pad Wrapped Shipment	$ 35.25	70.50
Carpet and/or Pad Only Shipment	$ 35.25	70.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment	$ 23.50	47.00
Special Handling Shipment	$ 30.50	61.00
Uncrated or Pad Wrapped Shipment	$ 35.25	70.50
Carpet and/or Pad Only Shipment	$ 35.25	70.50

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.31% Tax	**N/A**
		Total	

FREEMAN material handling

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.

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 23, 2019

DEADLINE DATE IS: OCTOBER 18, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

4493 FLORENCE ST.

DENVER, CO 80238

WAREHOUSE

CSWE 2019 ANNUAL PROGRAM MEETING

EVENT: _____

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 23, 2019

DEADLINE DATE IS: OCTOBER 18, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

4493 FLORENCE ST.

DENVER, CO 80238

WAREHOUSE

CSWE 2019 ANNUAL PROGRAM MEETING

EVENT: _____

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.

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

BILL TO: ☐ Same as Ship to:

COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

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

☐ **Other Carrier**

Carrier Name:
Carrier Phone:

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels:

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

07/17 (478040)

FREEMAN outbound shipping

FREEMAN®

furnishings 2019

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

beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth

10'x10' Munich Sectional Booth

10'x20' Malba Café & Bench Theater Booth

Power Up In Style.

Denotes Powered Products

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

ROMA
83017 Sofa, Powered
(white vinyl) 78"L 31"D 33"H

ROMA
81021 Chair, Powered
(white vinyl) 37"L 31"D 33"H

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

Powered Seating

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

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)

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 Banquettes.

Denotes Powered Products

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.

Detail of Electrical Charging Outlet

Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72"RND 51"H

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

Denotes AC and USB charging outlets

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

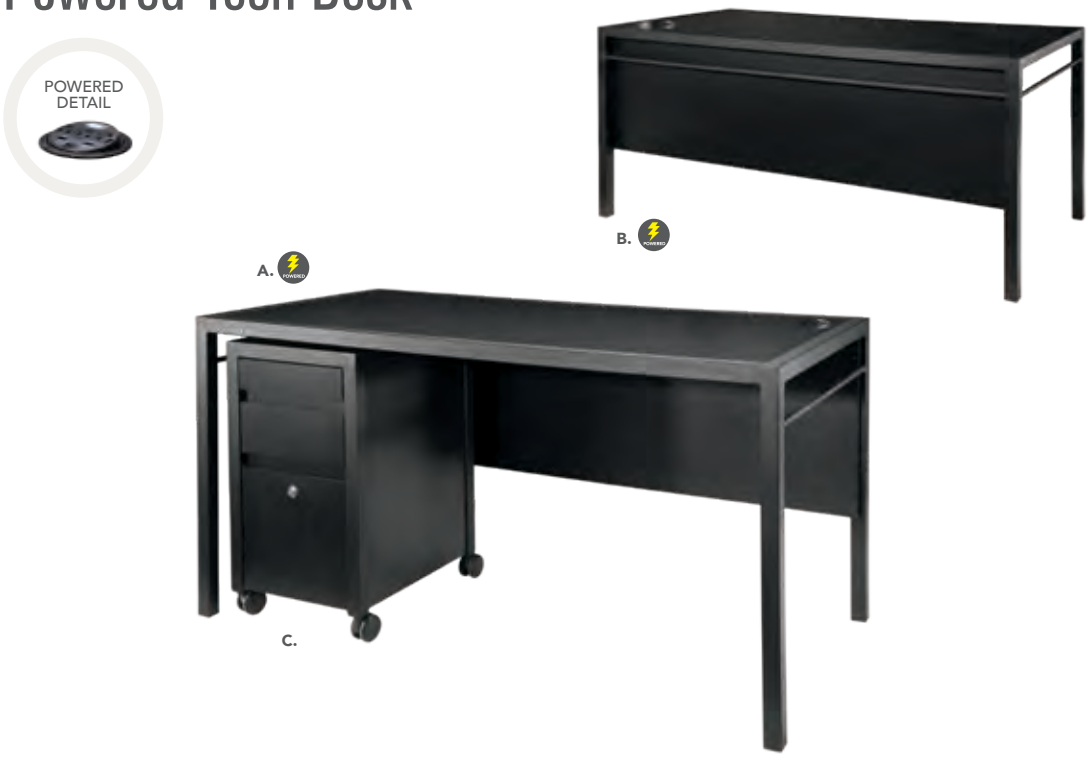
(Mobile devices must be compatible with Qi wireless charging pad.)

Powered Locking Pedestal
(white)
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

Wireless Charging Table, Powered
E) 820710
(white, AC plug-In)
20"L 20"D 18"H

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

Soft Seating

Create Engaging Booth Environments

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

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

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

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

REGIS
82075 End Table
(brushed 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

Soft Seating Collections

Available in Power

A.

B.

C.

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

A.

B.

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

A.

B.

C.

NAPLES

A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)

B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)

C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products

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

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

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

POWERED DETAIL

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

Soft Seating Collections

A.

B.

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

A.

B.

C.

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

A.

B.

C.

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

A.

B.

SOUTH BEACH

(platinum suede)
A) 8301 Sofa
69"L 29"D 33"H
B) 8151 Ottoman
25"L 31"D 18"H

Accent Chairs

SWANSON
810875 Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST
8103 Chair
(black)
31"L 31"D 31"H

LA BREA
810874 Chair
(charcoal gray, fabric)
35"L 27"D 40"H

WENTWORTH
810145 Chair
(brown vinyl)
32.1"L 26"D 31.5"H

AURA
820844 Round Table
(white metal)
15" Round 22"H

Accent Chair Styles

A.

B.

C.

D.

E.

F.

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 & Stage Chairs

A.

B.

C.

D.

E.

F.

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

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

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)

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

A) 810810
Berlin Chair
(black, white)
18"L 22"D 32"H

B) 810846
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

C) 810841
Rustique Chair w/arms
(gunmetal)
20"L 18"D 31"H

D) 81063
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

E) 71089
Diamond Side Chair
(black)
21"W X 23" L X 32"H

F) 71090
Diamond Arm Chair
(black)
20"W X 21"L X 33"H

G) 810837
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

H) 81083
Blade Chair
(sky blue)
20.5"L 19"D 30.5"H

I) 81082
Blade Chair
(red)
20.5"L 19"D 30.5"H

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"W X 17.75"L X 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

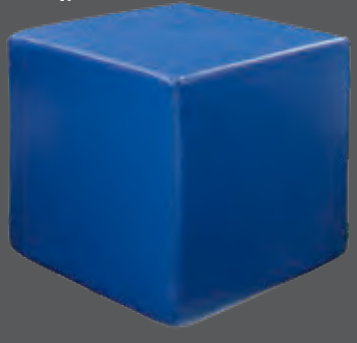
A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)

D.

E.

G.

I.



F.

H.

J.

Styles & Shapes

A.

B.

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J.

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L.

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N.

O.

Beverly Bench
60"L 20"D 18"H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)

H) 815119 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve
(white vinyl)
53"L 22"D 18"H
Ring (4 ottoman seats)
(white vinyl)
72"RND 18"H

N) 81526 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

O) 82074 Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

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)

ALONDRA

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)

GEO

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

Styles & Shapes

Available in Power

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

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

30" Round Café Table
A) 820941
Standard Black Base
(blue top) 30" RND 29"H

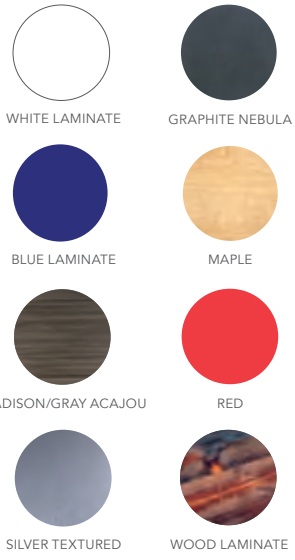
B) 81093 Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

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

Customize and Create

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



Café Tables

Standard Black Base
30" RND 29"H

A) 8201220 (white)
also available
820265 (Madison/gray acajou)
820941 (blue)
820943 (wood)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

36" RND 29"H
820126 (white)
8201209 (graphite nebula)
8201206 (maple)

Mix & Match

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

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

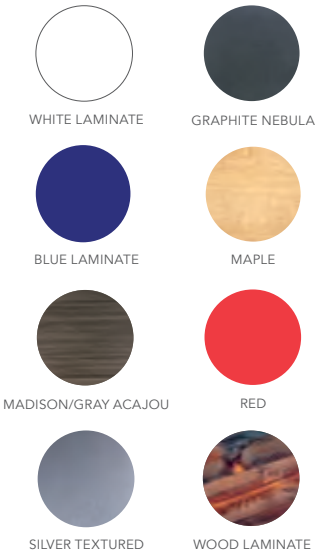
F) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

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.



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

E) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
802924 (silver)

36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

Style & Design

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

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

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

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)

Styles & Shapes

A.

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T.

U.

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

Blade Barstool
20.5"L 20.125"D 40.5"H
O) 81080 (red)
P) 81081 (sky blue)

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

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

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

Conference Tables

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

A.

B.

D.

C.

MADISON

(Madison/gray acajou)
C) 820261 5' Table
60" L 48" D 29" H
D) 820262 8' Table
96" L 60" D 29" H
E) 820263 10' Table
120" L 48" D 29" H

E.

Styles & Shapes

A. | B.

C.

D.

E.

F.

G.

H.

I.

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

J.

K.

Executive Seating

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

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

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

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

Gas Lift Stool
24"W X 20"L X 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.

Denotes AC and USB charging outlets

POWERED DETAIL

Table Top Options

BLACK WHITE MAPLE

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

Bar Tables

A.

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

B.

C.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) 820954 (solid)
820951 (grommets)

White Top
C) 820953 (grommets)
820956 (solid)

Black Top
820952 (solid)

Cafe´ Tables

A.

B.

C.

D.

E.

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

Ventura Communal Café 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

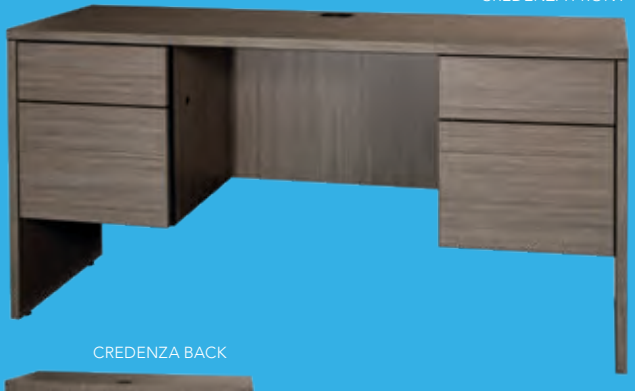
A.

DESK FRONT

DESK BACK

B.

CREDENZA FRONT



CREDENZA BACK

Tech Powered Desk

Denotes AC and USB charging outlets

POWERED DETAIL

A.

C.

B.

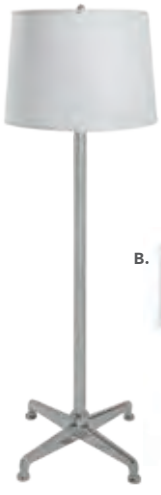
A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

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

Lighting & Shelving

A.



B.

C.

D.

ACCENT LAMPS

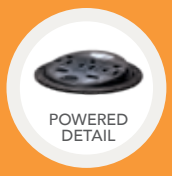
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

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

Show Essentials

Denotes AC and USB charging outlets



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.

Midtown Powered Counter
60"L 18"D 42"H (pewter/glass)
850103 (unlighted)
850102 (lighted with plug-in)

(back)

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

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

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

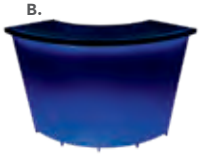
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A.

C.

(back)

B.



(lit-blue)

(lit-red)

(lit-green)

(lit-white)

Midtown Bar
60"L 18"D 42"H
(pewter)
A) 850101
(unlighted)
B) 850100
(lighted with plug-in)

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

Lighted & Greenery Products

A.

B.

LED light available in white, red, green, blue and rolling color.

White Red Green Blue

C.

D.

A) 81526 Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only
B) 82057 Edge LED Cube Table
(plexi top, white plastic)
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

Draped or Undraped Tables & Counters

Table-Drape Colors

black	*blue*	*brown*	*gray*	*plum*
green	*flax*	*gold*	*white*	*red*

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

124330	Tables Draped	**3'L** x 24"D x 30"H
124430	Tables Draped	**4'L** x 24"D x 30"H
124630	Tables Draped	**6'L** x 24"D x 30"H
124830	Tables Draped	**8'L** x 24"D x 30"H

24"D X 42"H | Counter Draped

124342	Counter Draped	**3'L** x 24"D x 42"H
124442	Counter Draped	**4'L** x 24"D x 42"H
124642	Counter Draped	**6'L** x 24"D x 42"H
124842	Counter Draped	**8'L** x 24"D x 42"H

24"D X 30"H | Tables Undraped

125330	Tables Undraped	**3'L** x 24"D x 30"H
125430	Tables Undraped	**4'L** x 24"D x 30"H
125630	Tables Undraped	**6'L** x 24"D x 30"H
125830	Tables Undraped	**8'L** x 24"D x 30"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	**3'L** x 24"D x 42"H
125442	Counter Undraped	**4'L** x 24"D x 42"H
125642	Counter Undraped	**6'L** x 24"D x 42"H
125842	Counter Undraped	**8'L** x 24"D x 42"H

30"D X 30"H | Tables Draped

130330	Tables Draped	**3'L** x 30"D x 30"H
130430	Tables Draped	**4'L** x 30"D x 30"H
130630	Tables Draped	**6'L** x 30"D x 30"H
130830	Tables Draped	**8'L** x 30"D x 30"H

30"D X 42"H | Counter Draped

130342	Counter Draped	**3'L** x 30"D x 42"H
130442	Counter Draped	**4'L** x 30"D x 42"H
130642	Counter Draped	**6'L** x 30"D x 42"H
130842	Counter Draped	**8'L** x 30"D x 42"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	**3'L** x 30"D x 30"H
131430	Tables Undraped	**4'L** x 30"D x 30"H
131630	Tables Undraped	**6'L** x 30"D x 30"H
131830	Tables Undraped	**8'L** x 30"D x 30"H

30"D X 42"H | Counter Undraped

131342	Counter Undraped	**3'L** x 30"D x 42"H
131442	Counter Undraped	**4'L** x 30"D x 42"H
131642	Counter Undraped	**6'L** x 30"D x 42"H
131842	Counter Undraped	**8'L** x 30"D x 42"H

4th Side | Table Draped 30"

12404630	Drape Table 4th Side	**6'** X 30"
12404830	Drape Table 4th Side	**8'** X 30"

4th Side | Table Draped 42"

12404642	Drape Table 4th Side	**6'** X 42"
12404842	Drape Table 4th Side	**8'** X 42"

Product Display

A.

B.

C.

D.

E.

F.

J.

G.

H.

I.

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
Diplay Cube - Large
(black)
24"W X 24"L X 42"H

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

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

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

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

I) 75020
Diplay 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

A.

B.

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

C.

D.

E.

F.

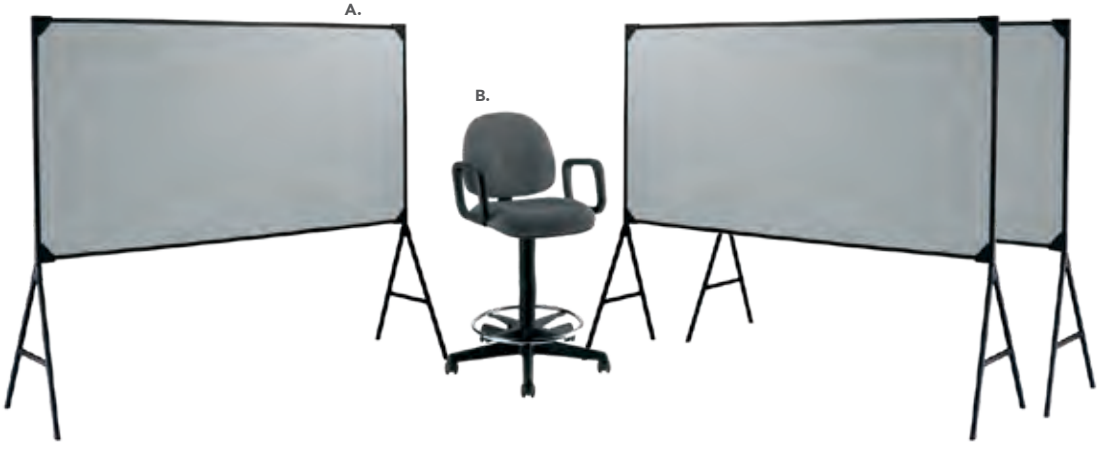
G.

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)

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DEADLINE DATE

OCTOBER 01, 2019

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NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
	810119*	Chair	530.15	583.15	742.20	
	830120*	Loveseat	712.25	783.50	997.15	
	830119*	Sofa	792.55	871.80	1,109.55	
Munich Group - Gray Fabric						
	810150*	Corner Chair	556.45	612.10	779.05	
	810151*	Armless Chair	485.70	534.25	680.00	
	830200*	Armless Loveseat	815.75	897.35	1,142.05	
	830201*	Sectional - 3 Piece	1,857.85	2,043.65	2,601.00	
Baja Group - White Vinyl						
	81050*	Chair	554.05	609.45	775.65	
	83020*	Loveseat	589.40	648.35	825.15	
	83019*	Sofa	837.10	920.80	1,171.95	
South Beach Group - Platinum Suede						
	8301*	Sofa	707.60	778.35	990.65	
	8151*	Ottoman	308.90	339.80	432.45	
Key Largo Group - Black Fabric						
	830950*	Loveseat	530.35	583.40	742.50	
	830951*	Sofa	589.05	647.95	824.65	
	810950*	Chair	341.70	375.85	478.40	
Allegro Group - Blue Fabric						
	81019*	Chair	566.30	622.95	792.80	
	83015*	Sofa	903.85	994.25	1,265.40	
Fairfax Group - White Vinyl						
	810949*	Chair	341.70	375.85	478.40	
	830949*	Sofa	545.75	600.35	764.05	
Hopi Group - Gray Linen						
	810140*	Chair	226.95	249.65	317.75	
	830150*	Loveseat	226.95	249.65	317.75	
Tangiers Group - Beige Fabric						
	810118*	Chair	468.55	515.40	655.95	
	830220*	Loveseat	686.10	754.70	960.55	
	830118*	Sofa	661.35	727.50	925.90	
CASUAL SEATING						
Ottomans						
	815122*	Endless Square - White Vinyl	329.35	362.30	461.10	
	815123*	Endless Square - Black Vinyl	329.35	362.30	461.10	
	815953*	Endless Curve - White Vinyl	443.65	488.00	621.10	
	815952*	Endless Curve - Black Vinyl	443.65	488.00	621.10	
	815119*	Half-Bench - White Vinyl	359.50	395.45	503.30	
	81518*	Vibe Cube - Blue Vinyl	159.10	175.00	222.75	
	81519*	Vibe Cube - Red Vinyl	159.10	175.00	222.75	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
	81525*	Vibe Cube - Orange Vinyl	159.10	175.00	222.75	
	81520*	Vibe Cube - Pink Vinyl	159.10	175.00	222.75	
	81517*	Vibe Cube - Yellow Vinyl	159.10	175.00	222.75	
	81530*	Vibe Cube - Black Vinyl	132.60	145.85	185.65	
	81531*	Vibe Cube - White Vinyl	132.60	145.85	185.65	
	81532*	Vibe Cube - Steel Blue Vinyl	132.60	145.85	185.65	
	81533*	Vibe Cube - Silver Vinyl	132.60	145.85	185.65	
	81534*	Vibe Cube - Purple Vinyl	132.60	145.85	185.65	
	815151*	Marche Swivel - Gray Fabric	221.80	244.00	310.50	
	815154*	Marche Swivel - Red Fabric	221.80	244.00	310.50	
	815159*	Marche Swivel - Blue Fabric	221.80	244.00	310.50	
	815152*	Marche Swivel - Linen Fabric	221.80	244.00	310.50	
	815157*	Marche Swivel - Meadow Green Fabric	221.80	244.00	310.50	
	815158*	Marche Swivel - Pear Yellow Fabric	221.80	244.00	310.50	
	815156*	Marche Swivel - Plum Fabric	221.80	244.00	310.50	
	815153*	Marche Swivel - Raspberry Fabric	221.80	244.00	310.50	
	815155*	Marche Swivel - Rose Quartz Fabric	221.80	244.00	310.50	
	815150*	Marche Swivel - White Vinyl	221.80	244.00	310.50	
	815160*	Marche Swivel - Orange Fabric	221.80	244.00	310.50	
	81526*	Edge LED Cube - High Density Plastic	226.65	249.30	317.30	
Banquettes						
	8506*	Center Cone w/Electrical Charging Outlet	637.40	701.15	892.35	
	8507*	Quarter Curve Ottoman	423.25	465.60	592.55	
Beverly Bench Ottomans						
	81550*	Black Vinyl	412.60	453.85	577.65	
	81551*	Brown Fabric	412.60	453.85	577.65	
	81552*	Gray Fabric	412.60	453.85	577.65	
	81553*	Linen Fabric	412.60	453.85	577.65	
	81554*	Ocean Blue Fabric	412.60	453.85	577.65	
	81555*	Red Fabric	412.60	453.85	577.65	
	81556*	White Vinyl	412.60	453.85	577.65	
Accent Chairs						
	71089	Black Diamond Side Chair	118.30	130.15	165.60	
	71090	Black Diamond Arm Chair	176.85	194.55	247.60	
	810861*	Laguna Chair - Maple/Chrome	131.10	144.20	183.55	
	210108	Limerick® Chair by Herman Miller	91.55	100.70	128.15	
	8102*	Madrid Chair - Black Vinyl/Chrome	886.20	974.80	1,240.70	
	810816*	Madrid Chair - White Vinyl/Chrome	877.35	965.10	1,228.30	
	810948*	Meeting Chair - White Vinyl	295.80	325.40	414.10	
	810835*	Meeting Chair - Espresso Vinyl	239.50	263.45	335.30	
	810836*	Meeting Chair - Taupe Microfiber	314.20	345.60	439.90	
	8103*	Key West Tub Chair - Black Fabric	444.20	488.60	621.90	
	810164*	Marina Chair - White Vinyl	146.05	160.65	204.45	
	810160*	Marina Chair - Black Vinyl	146.05	160.65	204.45	
	810161*	Marina Chair - Brown Fabric	146.05	160.65	204.45	
	810162*	Marina Chair - Ocean Blue Fabric	146.05	160.65	204.45	
	810163*	Marina Chair - Red Fabric	146.05	160.65	204.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic	99.50	109.45	139.30	
	810130*	Malba Chair - Green Molded Plastic	96.90	106.60	135.65	
	810846*	Christopher Chair - White Vinyl/Chrome	139.25	153.20	194.95	
	810851*	Zenith Chair - White/Chrome	155.60	171.15	217.85	
	810841*	Rustique Chair - Gunmetal	139.25	153.20	194.95	
	810837*	Razor Armless Chair - White High Density Plastic	64.40	70.85	90.15	
	810875*	Swanson Swivel Chair - White Vinyl	257.05	282.75	359.85	
	81083*	Blade Chair - Sky Blue	80.65	88.70	112.90	
	81082*	Blade Chair - Red	80.65	88.70	112.90	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome	121.20	133.30	169.70	
	81093*	Lucent Chair - Frosted Acrylic	202.75	223.05	283.85	
	810145*	Wentworth Chair - Brown Vinyl	259.40	285.35	363.15	
Executive Seating						
	71046	Gray Gaslift Chair With Arms	272.60	299.85	381.65	
	71045	Gray Gaslift Chair Without Arms	263.45	289.80	368.85	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric	342.75	377.05	479.85	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel	355.75	391.35	498.05	
	810844*	Pro Executive High Back Chair - White Vinyl	317.35	349.10	444.30	
	810946*	Pro Executive High Back Chair - Black Vinyl	295.80	325.40	414.10	
	810945*	Pro Executive Mid Back Chair - White Vinyl	349.40	384.35	489.15	
	810944*	Pro Executive Mid Back Chair - Black Vinyl	349.30	384.25	489.00	
	810947*	Pro Executive Guest Chair - Black Vinyl	362.15	398.35	507.00	
Barstools						
	71088	Black Diamond Stool	197.60	217.35	276.65	
	71048	Gray Gaslift Stool with Arms	289.20	318.10	404.90	
	71047	Gray Gaslift Stool without Arms	282.10	310.30	394.95	
	810860*	Laguna Barstool - Maple/Chrome	165.15	181.65	231.20	
	210109	Limerick® Stool by Herman Miller	120.60	132.65	168.85	
	810872*	Lift Barstool - Gray VinylChrome	179.45	197.40	251.25	
	810873*	Lift Barstool - Red Vinyl/Chrome	179.45	197.40	251.25	
	810871*	Lift Barstool - Black Vinyl/Chrome	179.45	197.40	251.25	
	810870*	Lift Barstool - White Vinyl/Chrome	179.45	197.40	251.25	
	810951*	Apex Barstool - Black Vinyl	236.40	260.05	330.95	
	810952*	Apex Barstool - Blue Ultra Suede	236.40	260.05	330.95	
	810953*	Apex Barstool - Red Vinyl	236.40	260.05	330.95	
	810954*	Apex Barstool - White Vinyl	236.40	260.05	330.95	
	810103*	Banana Barstool - White Vinyl/Chrome	212.35	233.60	297.30	
	810104*	Banana Barstool - Black Vinyl/Chrome	212.35	233.60	297.30	
	810850*	Zenith Barstool - White/Chrome	155.60	171.15	217.85	
	810840*	Zoey Barstool - White Vinyl/Chrome	342.40	376.65	479.35	
	810834*	Zoey Barstool - Black Vinyl/Chrome	342.40	376.65	479.35	
	810848*	Christopher Barstool - White Vinyl/Chrome	209.15	230.05	292.80	
	810202*	Shark Swivel Barstool - White Plastic/Chrome	379.40	417.35	531.15	
	810839*	Rustique Barstool - Gunmetal	139.25	153.20	194.95	
	810201*	Oslo Barstool - White Plastic/Chrome	267.00	293.70	373.80	
	81080*	Blade Barstool - Red	161.30	177.45	225.80	
	81081*	Blade Barstool - Sky Blue	161.30	177.45	225.80	
	81092*	Lucent Barstool - Frosted Acrylic	215.80	237.40	302.10	
	810135*	Task Stool - Black Fabric	178.75	196.65	250.25	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Draped Tables & Counters						
		Draped Tables - Tables are 24" wide ☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White				
	124330	Draped Table 3'L x 30"H	126.75	139.45	177.45	
	124430	Draped Table 4'L x 30"H	145.35	159.90	203.50	
	124630	Draped Table 6'L x 30"H	174.05	191.45	243.65	
	124830	Draped Table 8'L x 30"H	191.30	210.45	267.80	
	12404630	4th Side Drape 6'L x 30"H	49.00	53.90	68.60	
	12404830	4th Side Drape 8'L x 30"H	49.00	53.90	68.60	
	124342	Draped Counter 3'L x 42"H	176.55	194.20	247.15	
	124442	Draped Counter 4'L x 42"H	196.20	215.80	274.70	
	124642	Draped Counter 6'L x 42"H	235.95	259.55	330.35	
	124842	Draped Counter 8'L x 42"H	276.45	304.10	387.05	
	12404642	4th Side Drape 6'L x 42"H	56.80	62.50	79.50	
	12404842	4th Side Drape 8'L x 42"H	56.80	62.50	79.50	
Undraped Tables & Counters						
	125330	Undraped Table 3'L x 30"H	52.10	57.30	72.95	
	125430	Undraped Table 4'L x 30"H	68.00	74.80	95.20	
	125630	Undraped Table 6'L x 30"H	77.15	84.85	108.00	
	125830	Undraped Table 8'L x 30"H	89.10	98.00	124.75	
	125342	Undraped Counter 3'L x 42"H	89.10	98.00	124.75	
	125442	Undraped Counter 4'L x 42"H	96.90	106.60	135.65	
	125642	Undraped Counter 6'L x 42"H	108.20	119.00	151.50	
	125842	Undraped Counter 8'L x 42"H	120.45	132.50	168.65	
Table Top Risers - Risers are 8" wide						
	1504100	Black 4'L x 7"H Corrugated Riser	30.25	33.30	42.35	
	1504101	White 4'L x 7"H Corrugated Riser	30.25	33.30	42.35	
	1506100	Black 6'L x 7"H Corrugated Riser	35.25	38.80	49.35	
	1506101	White 6'L x 7"H Corrugated Riser	35.25	38.80	49.35	
	1508100	Black 8'L x 7"H Corrugated Riser	40.75	44.85	57.05	
	1508101	White 8'L x 7"H Corrugated Riser	40.75	44.85	57.05	
	1504200	Black 4'L x 14"H Corrugated Riser	46.00	50.60	64.40	
	1504201	White 4'L x 14"H Corrugated Riser	46.00	50.60	64.40	
	1506200	Black 6'L x 14"H Corrugated Riser	56.50	62.15	79.10	
	1506201	White 6'L x 14"H Corrugated Riser	56.50	62.15	79.10	
	1508200	Black 8'L x 14"H Corrugated Riser	66.75	73.45	93.45	
	1508201	White 8'L x 14"H Corrugated Riser	66.75	73.45	93.45	
Pedestal Tables - Soho Series						
	72069	Black Top Cafe Table - 30"H x 24"W	171.95	189.15	240.75	
	72067	Black Top Cafe Table - 30"H x 36"W	196.20	215.80	274.70	
	72066	Black Top Mini Table - 18"H x 18"W	171.95	189.15	240.75	
	72070	Black Top Bistro Table - 42"H x 24"W	196.20	215.80	274.70	
	72068	Black Top Bistro Table - 42"H x 36"W	218.70	240.55	306.20	
Pedestal Tables - Chelsea Series						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	196.20	215.80	274.70	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	196.20	215.80	274.70	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	218.70	240.55	306.20	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	218.70	240.55	306.20	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	337.55	371.30	472.55	
	8201207*	Hydraulic Base Bar Table - Maple.....	354.60	390.05	496.45	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	378.85	416.75	530.40	
	8201211*	Hydraulic Base Bar Table - Graphite.....	388.50	427.35	543.90	
	8201206*	Hydraulic Base Cafe Table - Maple.....	376.40	414.05	526.95	
	8201205*	Hydraulic Base Bar Table - Maple.....	383.75	422.15	537.25	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	395.20	434.70	553.30	
	820125*	Hydraulic Base Bar Table - White Laminate.....	413.15	454.45	578.40	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	326.40	359.05	456.95	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	326.40	359.05	456.95	
	820265*	Madison Cafe Table - Gray Acajou.....	244.80	269.30	342.70	
	820264*	Madison Bar Table - Gray Acajou.....	267.75	294.55	374.85	
	8201220*	30" Cafe Table Black Base - White Laminate.....	240.45	264.50	336.65	
	8201221*	30" Bar Table Black Base - White Laminate.....	257.00	282.70	359.80	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	370.15	407.15	518.20	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	370.15	407.15	518.20	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	285.30	313.85	399.40	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	285.30	313.85	399.40	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	285.30	313.85	399.40	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	285.30	313.85	399.40	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	348.95	383.85	488.55	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	348.95	383.85	488.55	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	298.65	328.50	418.10	
	820931*	30" Bar Table w/ Black Base - Blue.....	237.60	261.35	332.65	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	294.30	323.75	412.00	
	820933*	30" Bar Table w/ Black Base - Wood.....	252.90	278.20	354.05	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	298.65	328.50	418.10	
	820941*	30" Cafe Table w/ Black Base - Blue.....	213.65	235.00	299.10	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	364.05	400.45	509.65	
	820943*	30" Cafe Table w/ Black Base - Wood.....	231.10	254.20	323.55	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	283.50	311.85	396.90	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	302.60	332.85	423.65	
	820252*	Alondra End Table - Glass/Chrome.....	226.95	249.65	317.75	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	313.65	345.00	439.10	
	820253*	Alondra End Table - Wood/Chrome.....	226.95	249.65	317.75	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	313.65	345.00	439.10	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	323.00	355.30	452.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	323.00	355.30	452.20	
	82028*	Geo End Table - Wood/Black Steel.....	267.75	294.55	374.85	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	272.85	300.15	382.00	
	82035*	Geo End Table - Glass/Chrome.....	256.10	281.70	358.55	

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Accent Tables (continued)						
	82034*	Geo Cocktail Table - Glass/Chrome	283.50	311.85	396.90	
	82054*	Sydney End Table - Black Laminate/Brushed Steel	265.95	292.55	372.35	
	82055*	Sydney End Table - White Laminate/Brushed Steel	265.95	292.55	372.35	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel	320.55	352.60	448.75	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel	320.55	352.60	448.75	
	82079*	Sydney End Table - Blue Laminate/Brushed Steel	233.25	256.60	326.55	
	82080*	Sydney End Table - Wood Laminate/Brushed Steel	233.25	256.60	326.55	
	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel	281.20	309.30	393.70	
	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel	281.20	309.30	393.70	
	82075*	Regis End Table - Brushed Metal	237.15	260.85	332.00	
	82074*	Regis Bench Table - Brushed Metal	334.10	367.50	467.75	
	820844*	Aura Round Table - White Metal	148.40	163.25	207.75	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic	226.65	249.30	317.30	
	82043*	Geo Square-Round Table - Glass/Black Steel	331.50	364.65	464.10	
	82044*	Geo Square-Round Table - Glass/Chrome	331.50	364.65	464.10	
	82088*	Oliver End Table - Walnut Finish	247.35	272.10	346.30	
	82087*	Oliver Table - Walnut Finish	280.45	308.50	392.65	
	8201226*	Rustique Square Metal Bar Table - Gray	282.95	311.25	396.15	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel	416.65	458.30	583.30	
	82051*	Geo Conference Table - Glass/Chrome	416.65	458.30	583.30	
	820260*	Madison Conference Table - Gray Acajou	418.20	460.00	585.50	
	820708*	42" Round Conference Table - White Laminate	425.75	468.35	596.05	
	820203*	6' Oval Conference Table - Graphite	591.60	650.75	828.25	
	820261*	Madison 5' Conference Table - Gray Acajou	507.40	558.15	710.35	
	820262*	Madison 8' Conference Table - Gray Acajou	1,012.30	1,113.55	1,417.20	
	820263*	Madison 10' Conference Table - Gray Acajou	1,012.30	1,113.55	1,417.20	
	820951*	Ventura Bar Table - Maple w/ Grommets	700.20	770.20	980.30	
	820952*	Ventura Communal Bar Table - Black	686.10	754.70	960.55	
	820953*	Ventura Bar Table - White w/ Grommets	700.20	770.20	980.30	
	820954*	Ventura Communal Bar Table - Maple	700.20	770.20	980.30	
	820956*	Ventura Communal Bar Table - White	700.20	770.20	980.30	
	820963*	Ventura Communal Cafe Table - Maple	494.85	544.35	692.80	
	820960*	Ventura Cafe Table - Maple w/ Grommets	693.25	762.60	970.55	
	820961*	Ventura Cafe Table - White w/ Grommets	693.25	762.60	970.55	
	820966*	Ventura Communal Cafe Table - White	494.85	544.35	692.80	
	820962*	Ventura Communal Cafe Table - Black	494.85	544.35	692.80	
Office						
	84075*	Madison Desk - Gray Acajou	637.40	701.15	892.35	
	84077*	Madison Credenza - Gray Acajou	530.35	583.40	742.50	
	84078*	Madison Bookcase - Gray Acajou	453.85	499.25	635.40	
Computer Desks/Tables						
	820706*	Work Desk - White Laminate	366.90	403.60	513.65	
	820707*	Merlin Table - Gray Laminate	380.30	418.35	532.40	

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POWERED						
Powered Seating						
	810120*	Naples Chair, Powered - Black Vinyl	690.75	759.85	967.05	
	830122*	Naples Loveseat, Powered - Black Vinyl	927.40	1,020.15	1,298.35	
	830121*	Naples Sofa, Powered - Black Vinyl	1,067.60	1,174.35	1,494.65	
	81021*	Roma Chair, Powered - White Vinyl	690.75	759.85	967.05	
	83017*	Roma Sofa, Powered - White Vinyl	1,067.60	1,174.35	1,494.65	
Powered Tables						
	820950*	Ventura Communal Bar Table, Powered - Black	848.75	933.65	1,188.25	
	820955*	Ventura Communal Bar Table, Powered - White	770.95	848.05	1,079.35	
	820964*	Ventura Communal Cafe Table, Powered - Black	614.75	676.25	860.65	
	820965*	Ventura Communal Cafe Table, Powered - White	614.75	676.25	860.65	
	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	614.50	675.95	860.30	
	84084*	Tech Desk, Powered - Black Metal	540.60	594.65	756.85	
	82076*	Sydney Cocktail Table, Powered - Black	418.25	460.10	585.55	
	82073*	Sydney Cocktail Table, Powered - White	418.25	460.10	585.55	
Powered Pedestals						
	85060*	Powered Locking Pedestal 36" H, Black	503.45	553.80	704.85	
	85061*	Powered Locking Pedestal 36" H, White	503.45	553.80	704.85	
	85062*	Powered Locking Pedestal 42" H, Black	601.60	661.75	842.25	
	85063*	Powered Locking Pedestal 42" H, White	601.60	661.75	842.25	
	820710*	Wireless Charging Table, Powered	490.50	539.55	686.70	
Midtown Counters & Bars						
	850103*	Midtown Powered Counter Unlighted - Pewter	1,569.60	1,726.55	2,197.45	
	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter	1,826.85	2,009.55	2,557.60	
	850101*	Midtown Bar Unlighted - Pewter	1,406.10	1,546.70	1,968.55	
	850100*	Midtown Bar Lighted w/ Plug-In - Pewter	1,669.90	1,836.90	2,337.85	
DISPLAY & ACCESSORIES						
Product Storage						
	84080*	3 Door File Cabinet on Castors - Black	163.65	180.00	229.10	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size	159.55	175.50	223.35	
	74081	File Cabinet w/Lock - Four Drawer - Standard Size	212.05	233.25	296.85	
	85020*	Posh Shelving w/ Chrome Frame - White	516.30	567.95	722.80	
Refrigerator						
	75057	Small Refrigerator	487.55	536.30	682.55	
	8503001*	Refrigerator - White	876.30	963.95	1,226.80	
Lighting						
	850707*	Mason Table Lamp - White/Brushed Silver	178.50	196.35	249.90	
	850708*	Mason Floor Lamp - White/Brushed Silver	262.20	288.40	367.10	

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DISPLAY & ACCESSORIES						
Display						
	75020	Display Cylinder - Black - Low	296.65	326.30	415.30	
	75021	Display Cylinder - Black - Medium	317.75	349.55	444.85	
	75022	Display Cylinder - Black - High	359.60	395.55	503.45	
	75030	Display Cube - Black - 12" Small	296.65	326.30	415.30	
	75031	Display Cube - Black - 18" Medium	317.75	349.55	444.85	
	75032	Display Cube - Black - 24" Large	359.60	395.55	503.45	
	75079	Orion Computer Kiosk - Black	442.10	486.30	618.95	
	72056	Display Counter - Black	431.85	475.05	604.60	
Boxwood Hedges						
	85030*	7' Boxwood Hedge	697.60	767.35	976.65	
	85035*	4' Boxwood Hedge	381.50	419.65	534.10	
Accessories						
	220121	Chrome Stanchion w/ 8' Retractable Belt	123.20	135.50	172.50	
	220118	Chrome Sign Holder	109.55	120.50	153.35	
	750135	Round Literature Rack	275.05	302.55	385.05	
	750136	Flat Literature Rack	244.75	269.25	342.65	
	220109	Chrome Coat Tree	73.40	80.75	102.75	
	220134	Aluminum Easel	69.35	76.30	97.10	
	220110	Chrome Bag Rack	92.05	101.25	128.85	
	10201484	Floor Standing Bulletin Board	183.20	201.50	256.50	
	220106	Corrugated Wastebasket	20.40	22.45	28.55	
Special Drape						
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White						
	12103	Special Drape 3'H (per ft.)	24.35	26.80	34.10	
	12108	Special Drape 8'H (per ft.)	28.45	31.30	39.85	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.31% Tax Total Cost

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

***Asterisk indicates item is a Freeman Select furnishing**

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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.

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.

*black**

cardinal

*charcoal**

cream

*gray pearl**

*navy**

toast

wedgewood

*white**

Colors available in both 28 oz. and 40 oz.

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

CLASSIC CARPET

Custom Cut

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

Standard Cut

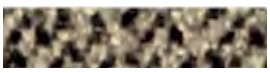
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

black

blue

gray

green



latte

midnight blue

plum

red

red pepper

tuxedo

Actual colors may vary slightly

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

FREEMAN
4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614

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For Assistance, please call 303-320-5100 to speak with one of our experts.

- **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 Classic and Prestige carpets contain recycled content and are recyclable.

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

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

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$ 5.24	$ 5.75	$ 7.35	$_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$ 4.89	$ 5.40	$ 6.85	$_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$ 4.76	$ 5.25	$ 6.65	$_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$4.16	$ 4.60	$ 5.80	$_____

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.

CHOOSE YOUR CARPET COLOR:

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

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$ 3.68	$4.05	$ 5.15	$_____

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

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount	Standard	Total
_____	8' x 10' Classic Carpet	$ 195.15	$ 214.65	$ 273.20	$_____
_____	8' x 20' Classic Carpet	$ 390.30	$ 429.35	$ 546.40	$_____
_____	8' x 30' Classic Carpet	$ 585.45	$ 644.00	$ 819.65	$_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount	Standard	Total
_____	8' x 10' Carpet Padding	$ 90.25	$ 99.30	$ 126.35	$_____
_____	8' x 20' Carpet Padding	$ 180.50	$ 198.55	$ 252.70	$_____
_____	8' x 30' Carpet Padding	$ 270.75	$ 297.85	$ 379.05	$_____
_____	Carpet Padding - 1/2" (90 - 700 sq ft) (price per sq. ft.)	$ 1.06	$ 1.15	$ 1.50	$_____
_____	Carpet Padding - 1/2" (Over 700 sq ft) (price per sq.ft.)	$ .76	$ .85	$ 1.05	$_____
_____	Plastic Covering (price per sq. ft.)	$ .53	$ .60	$ .75	$_____

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

*Sub-Total*_____ *+ Tax (8.31%)* _____ *= TOTAL* _____

01/14 478040

FREEMAN carpet

Take advantage of the Online price by ordering online at www.freemanco.com/store before OCTOBER 01, 2019

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time	.61	.85	_____
_____	610200	Booth Vacuuming - 2 Days	1.21	1.70	_____
_____	610300	Booth Vacuuming - 3 Days	1.61	2.25	_____
_____	610400	Booth Vacuuming - 4 Days	2.07	2.90	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.61	2.25	_____
_____	630200	Shampoo Carpet - 2 Days	2.42	3.40	_____
_____	630300	Shampoo Carpet - 3 Days	3.69	5.15	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sq.ft.	111.05	155.45	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	129.70	181.60	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	148.65	208.10	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.			Call for Quote

TOTAL COST

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

FREEMAN cleaning

FIT TO PRINT

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

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

SMARTFABRIC® RENTAL EXHIBITS

10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H

10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

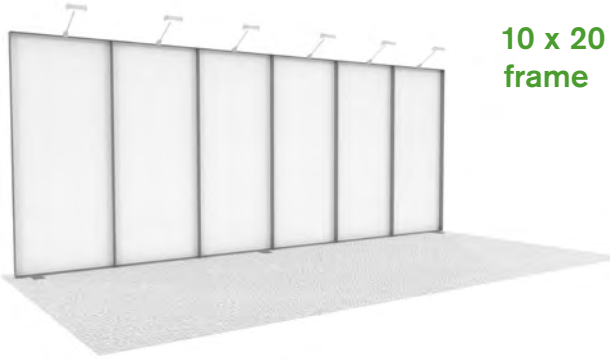
RENTAL EXHIBITS INCLUDE:

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

FRAME ONLY UNIT

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

10 x 10 ft. frame



10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

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

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

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

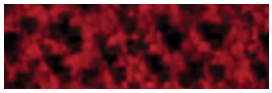
green

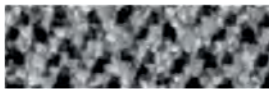
latte

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 .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.

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 01, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

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

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

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	$ 2,155.00	$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	$ 4,155.00	$ 5,817.00	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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

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

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	$ 1,410.00	$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	$ 2,350.00	$ 3,290.00	_____

ACCESSORIES

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

QUICK TIPS

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

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

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

TOTAL COST		
_____ +	_____ =	_____
Sub-Total	8.31 % Tax	Total Cost

FREEMAN smartfabric

RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 2

10 X 20

10 X 10

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10

PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 5

10 X 20

10 X 10

PACKAGE 6

10 X 20

10 X 10

PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

FREEMAN

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

10 X 10

SLATWALL

10 X 10

COLORED PANELS

10 X 10

SHELVES

10 X 10

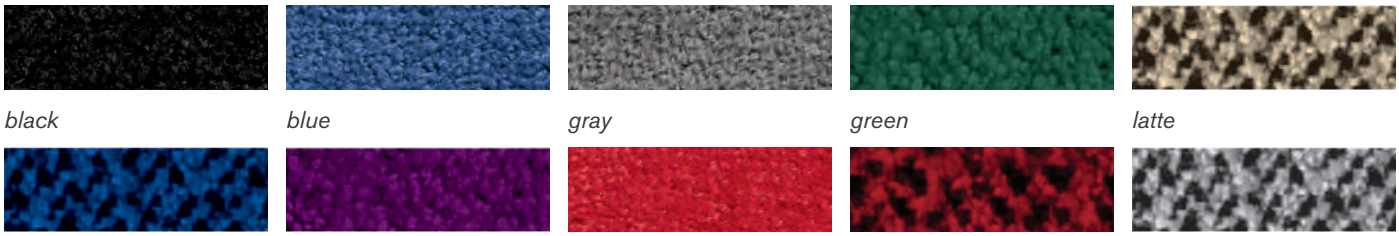
BLACK METAL

CABINETS

Booth Panel Options – Color Options Included with Rental Package

black fabric | *blue fabric* | *gray fabric* | *white* | *white perfboard*

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



black | *blue* | *gray* | *green* | *latte*

midnight blue | *plum* | *red* | *red pepper* | *tuxedo*

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

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

*black** | *cardinal* | *charcoal** | *cream* | *gray pearl**

*navy** | *toast* | *wedgewood* | *white**

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

Rental Exhibits Include:

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

questions?

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

"CLEAN FOOTPRINT" MATERIALS

When you select "Clean Footprint" materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

1/18

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

DISCOUNT PRICE
DEADLINE DATE

OCTOBER 01, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(303) 320-5100** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	3,372.60	4,721.65	☐ **10' x 20'**	6,426.70	8,997.40	
Package 2	☐ **10' x 10'**	2,075.75	2,906.05	☐ **10' x 20'**	3,833.00	5,366.20	
Package 3	☐ **10' x 10'**	2,988.05	4,183.25	☐ **10' x 20'**	5,657.40	7,920.35	
Package 4	☐ **10' x 10'**	2,703.85	3,785.40	☐ **10' x 20'**	5,089.00	7,124.60	
Package 5	☐ **10' x 10'**	2,469.20	3,456.90	☐ **10' x 20'**	4,619.50	6,467.30	
Package 6	☐ **10' x 10'**	2,561.20	3,585.70	☐ **10' x 20'**	4,845.25	6,783.35	

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

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

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____

☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics

☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

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

TOTAL COST

_____ (Sub-Total) + _____ (8.31 % Tax) = _____ (Total Cost)

FREEMAN rental exhibits

FREEMAN
4493 Florence Street
Denver, Colorado 80238-2479
Ph: 303-320-5100 Fax: 469-621-5614

DISCOUNT PRICE DEADLINE DATE OCTOBER 01, 2019

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

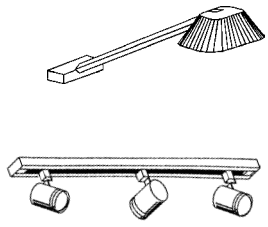
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

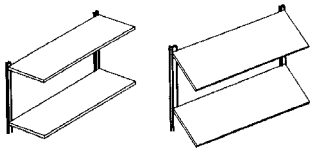
E-MAIL ADDRESS _____

ACCESSORIES FOR RENTAL UNITS

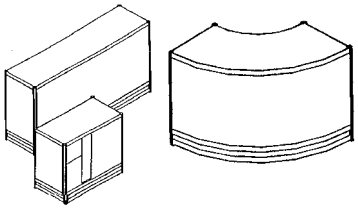
LIGHTS



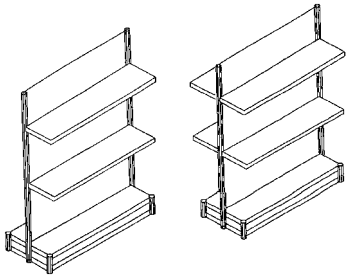
SHELVES



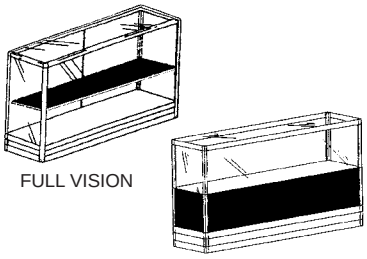
CABINETS



GONDOLAS



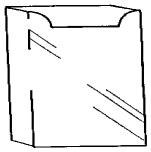
SHOW CASES



FULL VISION

HALF VISION

LITERATURE POCKETS



Qty	Part #	Description	Discount Price	Standard Price	Total
		LIGHT FIXTURES (Electrical Service Not Included)			
		(For Rental Units Only)			
_____	172512	Arm Light (200w)	83.70	117.20	_____
_____	172514	4' Tracklight (3 lights)	313.50	438.90	_____
_____	17252	Halogen Lights	113.70	159.20	_____
		SHELVES			
_____	17201	1M Straight (37" x 12")	95.80	134.10	_____
_____	17206	1M Angled (37" x 12")	104.95	146.95	_____
		CABINETS			
		(Circle Color) *Blue Fabric, Gray Fabric, White PVC*			
_____	17305	1M x ½M x 36" High	435.80	610.10	_____
_____	17306	1M x ½M x 42" High	435.80	610.10	_____
_____	17308	2M x ½M x 36" High	611.15	855.60	_____
_____	17309	2M x ½M x 42" High	611.15	855.60	_____
_____	173010	1M Radius x ½M x 36" High	611.15	855.60	_____
_____	173011	1M Radius x ½M x 42" High	611.15	855.60	_____
		(Radius Cabinets do not have doors)			
		Inside Shelves Available	Quoted on Request		

Qty	Part #	Description	Discount Price	Standard Price	Total
		GONDOLAS			
		(Circle Color) *Blue Fabric, Gray Fabric, White PVC*			
_____	1745600	Single Sided 1M x 48" High	348.65	488.10	_____
_____	1745601	Single Sided 1M x 72" High	480.60	672.85	_____
_____	1745700	Double Sided 1M x 48" High	472.80	661.90	_____
_____	1745701	Double Sided 1M x 72" High	604.75	846.65	_____
		SHOWCASES (White PVC Only) -Lighting & Electrical not included			
_____	17551200	Full Vision 1M x ½M x 36" H	652.70	913.80	_____
_____	17551202	Full Vision 1M x ½M x 42" H	652.70	913.80	_____
_____	1751201	Full Vision 2M x ½M x 36" H	740.10	1036.15	_____
_____	17551203	Full Vision 2M x ½M x 42" H	740.10	1036.15	_____
_____	17552035	Half Vision 1M x ½M x 36" H	652.70	913.80	_____
_____	17552037	Half Vision 1M x ½M x 42" H	652.70	913.80	_____
_____	17552036	Half Vision 2M x ½M x 36" H	740.10	1036.15	_____
_____	17552038	Half Vision 2M x ½M x 42" H	740.10	1036.15	_____

All showcases are MRE and made of plexiglass and pvc.
Other options & sizes are available. Please call for pricing.

478040

Sub-Total _____ *+ Tax 8.31%* _____ *= TOTAL* _____

FREEMAN exhibit accessories

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 01, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

totalflex

FREEMAN

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

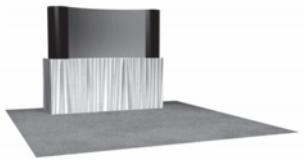
CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

TABLETOP UNIT



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

Purchase Units Include:
1-Case
One Time Installation & Dismantle

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

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	1,079.90	1,511.85		
40"H x 8'W	1,263.75	1,769.25		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,305.30	1,827.40		
40"H x 8'W	1,481.05	2,073.45		

*Shipping Not Included

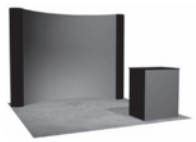
Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

Other Colors Also Available for Purchase Units

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

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



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

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

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

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,799.15	2,518.80		
8'H x 10'W	2,150.70	3,011.00		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,962.55	4,147.55		
8'H x 10'W	3,472.45	4,861.45		

*Shipping Not Included

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

Other Colors Also Available for Purchase Units

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		218.05	305.25			309.95	433.95	
1715801	1-200 Watt Halogen Light Kit		113.70	159.20			227.10	317.95	
1715802	Straight Shelf		87.10	121.95			157.00	219.80	
1715803	Angled Shelf		87.10	121.95			157.00	219.80	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST				
Sub-Total	+	8.31% Tax	=	Total Cost

RENTAL UNITS TOTAL COST				
Sub-Total	+	8.31% Tax	=	Total Cost

FREEMAN

4493 Florence St
Denver, CO 80238
(303) 320-5100 Fax: (469) 621-5614

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 01, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** **$ 24.10 per sq. ft. discount price** **or** **= $** _____
$ 36.15 per sq. ft. standard price

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Freeman Foam (Foamcore)
- ☐ Freeman PVC (PVC)
- ☐ Freeman HD Foam (Gatorfoam)
- ☐ Freeman Polyfoam (Ultra Board)
- ☐ Masonite
- ☐ Plexi
- ☐ Freeman Honeycomb (Eco-Board)
- ☐ Other

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	56.10	84.15	=	_____
7" x 22"	_____	@	65.75	98.65	=	_____
7" x 44"	_____	@	73.50	110.25	=	_____
9" x 44"	_____	@	79.50	119.25	=	_____
11" x 14"	_____	@	73.50	110.25	=	_____
14" x 22"	_____	@	92.00	138.00	=	_____
14" x 44"	_____	@	129.85	194.80	=	_____
22" x 28"	_____	@	137.55	206.35	=	_____
28" x 44"	_____	@	195.95	293.95	=	_____
20" x 60" (white only)	_____	@	239.10	358.65	=	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ Sub-Total + _____ 8.31 % Tax = _____ Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

•Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (303) 320-5100 for assistance.

COLORADO LABOR CONDITIONS CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association for Exposition Management.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:
All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:
Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

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.

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

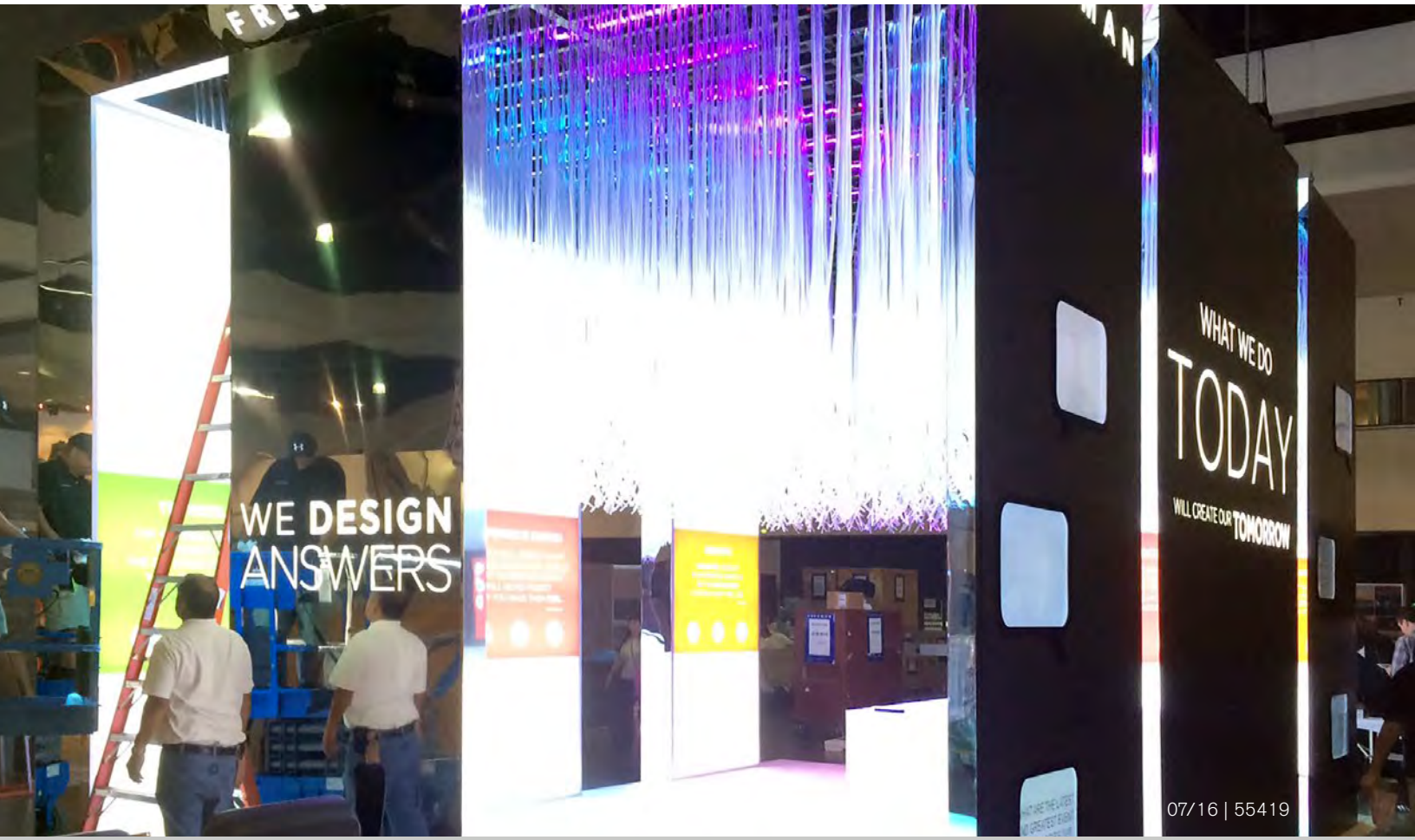
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations 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.



FREEMAN
4493 Florence Street
Denver, Colorado 80238-2479
Ph: (303) 320-5100 • Fax: (469) 621-5614

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (303) 320-5100 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	$ 110.25	$ 154.50
Overtime-	7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
	7:00 A.M. to 12:00 Midnight Saturday and Sunday	$ 165.50	$ 231.75
Double Time-	12:00 Midnight to 7:00 A.M. and recognized holidays	$ 220.50	$ 308.75

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

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

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

Tax 8.31% = $ **(N/A)**

Total Installation = $ _____

DISMANTLE LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

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

Tax8.31% = $ **(N/A)**

Total Dismantle = $ _____

FREEMAN installation & dismantle

NAME OF SHOW: **CSWE 2019 ANNUAL PROGRAM MEETING / OCTOBER 24-27, 2019**

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 AttachedDrawing With ExhibitElectrical Under Carpet _____

Comments:_____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

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

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier:_____
- ☐ Other Air Freight:_____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

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

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

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

FREEMAN installation & dismantle

PSAV®

Sheraton®
DENVER DOWNTOWN HOTEL

AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE	START DATE:	END DATE:	# EVENT DAYS

COMPANY NAME	ONSITE CONTACT NAME	BOOTH #

STREET ADDRESS	CITY	State	ZIP CODE

TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME

EMAIL ADDRESS	PICKUP DATE	PICKUP TIME

ORDERED BY:

For special requests or additional equipment, please call PSAV at 303-352-2469. Email completed form to 3756exhibits@psav.com. Once the form is received, a PSAV representative will contact you for payment information.

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

Prices listed charged per event

MONITORS	QTY	Price
20" Monitor with Table Stand		$235.56
32" Monitor with Floor Stand		$415.70
42" Monitor with Floor Stand		$623.54
55" Monitor with Floor Stand		$900.67
80" Monitor with Floor Stand	Contact PSAV for a Quote	

VIDEO/DATA DISPLAY	QTY	Price
Laptop		$346.41
Apple iMac		$420.00
LCD Projector	Contact PSAV for a Quote	

CUSTOM ITEMS	QTY	Price
Laptop Sound		$250.79
Uplight		$124.71
Speaker Phone		$344.49

Price listed charged per event

EXHIBITOR POWER PACKAGE	QTY	Price
120V - 10 AMP Includes Power Strip Extension Cord		$198.50

Includes Tax and Service Charge

INTERNET ACCESS	QTY	Price
Wired Internet Connection		$200
Wireless Internet Connection		$100
Dedicated Bandwidth	Contact PSAV for a Quote	

SPECIAL REQUESTS

Labor and/or service charge and/or loss damage waiver may apply.

To guarantee equipment availability and advanced rate, this order form should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

TAX EXEMPT STATUS: If you are exempt from payment of sales tax, we require you to forward and exemption certificate for the state which the services are to be provided.

Cancellations: Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order

Signature: _____ **Date:** _____