SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black back drape, 3’ high black side dividers, one 6’ x 30” black skirted table, two Limerick chairs, one wastebasket, and a 6’ x 8’ vinyl banner.

EXHIBIT HALL CARPET
All aisles and booths will be carpeted with existing facility carpet.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by December 16, 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
Monday January 06, 2020 12:00 PM - 5:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Wednesday January 08, 2020 6:00 PM - 9:00 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 Wednesday, January 08, 2020 at 9:00 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 Wednesday, January 08, 2020 at 7:00 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 (210) 554-2021 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@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 December 16, 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 # _________
PIPE SCHOOL & SHOW - 493117
C/O FREEMAN
3323 N Pan Am Expressway, STE 126
SAN ANTONIO, TX 78219
Freeman will accept crated, boxed or skidded materials beginning Friday, December 06, 2019, at the above address. Material arriving after December 30, 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: (210) 554-2021.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Monday, January 06, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

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 (210) 554-2021.

**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 (210) 554-2021 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 December 16, 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 (210) 554-2021 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.**
**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.

**MOVE OUT**

**train your team**

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

**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.

**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* RECYCLABLE**

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

**TYPICALLY* DONATE-ABLE**

Furniture: Purchased items
Home furnishing: 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

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[Freeman.com](http://www.freeman.com)
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

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

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/493117

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

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

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIL 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.
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 that is not bearing a clear and readable manifest. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. Freeman assumes no responsibility 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 the foregoing labels will not be removed or the container under any 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 delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times. Exhibitor materials will be left unattended. Freeman is not responsible or liable for any loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Exhibitor’s booth at show site or before they have been picked up for reloading at the conclusion of the event. Freeman recommends the use of security services from Facility or Shipment 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. The Exhibitor agrees to hold harmless Freeman for any claim, cause of action, cost, expense, or liability incurred by Freeman in the use of declared value service. Memos and Declarations of Declared Value are between the Exhibitor and the select-ed Carrier and are in no way an extension of Freeman’s liability as stated herein. Freeman reserves the right to refuse to accept a shipment for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

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 is not the carrier or under any 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 assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials that arise 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. 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, 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 $50.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-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 ARE CAUSED BY FREEMAN’S ACT, OR INACTIVITIES, 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 INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier and are in no way an extension of Freeman’s liability as stated herein. Freeman reserves the right to refuse to accept a shipment for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

10. JURISDICTION / VENUE. This Contract shall be construed under the laws of the State of Texas without giving effect to its conflicts of laws rules. Exclusive Venue for all disputes arising out of or relating to this Contract shall reside in a court of competent jurisdiction in Dallas County, Texas.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of and contributed to by Exhibitor’s negligent action, or failure to act, in connection with any matters for which Freeman has disclaimed liability pursuant to 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.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that are from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Lien”). Freeman may exercise such security interest and lien in connection with the performance of all Exhibitor’s obligations to Freeman and/or the enforcement of this Contract, and Freeman may sell the Collateral for the benefit of Freeman or to the extent required to perfect its lien, without being required to give Exhibitor notice of such sale or other disposition, or to perform any duty to Exhibitor prior to the sale or other disposition. 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 to or registered at Exhibitor’s last known address or fax number 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, 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 YOURL TRUCK OWNER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSISANTS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
In 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-NEGOCIABLE 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 Air carrier 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 paragraph, the term “Freeman” means Freeman Shipping, Inc., or its respective officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only any employee or individual who is an independent contractor, including any contractors appointed by Freeman. The term “Shipper” means the person or business for or on whose behalf the freight is tendered and the person or business to whom the Shipment is delivered. The term “Consignor” means the person or business which consigns the freight. The term “Consignee” means the person or business to whom the freight is consigned. The term “freight” or “property” is all property tendered to Freeman for transportation under this Agreement.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, the parties have agreed to these terms and conditions and the Shipment shall be deemed tendered by Shipper to Freeman under this Agreement. If any party shall have tendered this Agreement or any part of it for delivery, no action for loss or damage may be maintained against Freeman unless (a) claimant states in writing to Freeman that the freight tendered is not regular in the usual character of such freight, (b) a manifest showing the quantity of the freight delivered is presented to Freeman or (c) a copy of the invoice accompanying the freight is presented to Freeman.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of any 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 delay, strike, or for damage to its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slow-down or stoppage, fire, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or mutiny, war, invasion, or civil disturbance.

4. PACKAGING AND CRATES: Shipper’s property must be well packed and safe and securely stored and shipped. Boxed property must be securely packed in a manner appropriate for its description and destination. Property packed or shipped by other than the hinged method (i.e., pack-out) shall not be deemed an Air Waybill with the meaning of the Warsaw Convention.

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

6. LIMITATION ON SHIPPER’S RECOVERY 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, FOR ALL CLAIMS FOR DAMAGES ARISING OUT OF OR CONTRIBUTED TO BY ANY ACT, OMISSION, INSTRUCTION OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT, NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE OF CARGO TO SHIP, SHALL BE LIMITED TO THE LOWER OF (A) THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY Glyphosate [Gyspocite] TO THE SHIPPER OR CLAIMANT WITHIN THIRTY (30) CALENDAR DAYS AFTER THE DATE OF SHIPMENT AND (B) ONE HUNDRED DOLLARS ($100.00) PER KILOGRAM OF CARGO ADVERSELY AFFECTED THEREBY. FREEMAN SHALL HAVE NO LIABILITY FOR ADMISSION OF THE PROPERTY SHIPMENT INTO ANY TAXING JURISDICTION TO BE VOID OR UNENFORCEABLE, THE REMAINDER OF THE CONTRACT SHALL CONTINUE IN FULL FORCE AND EFFECT.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: 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. The Security Agreement shall govern all shipments that are subject to Public or Domestic Non-Negotiable (Domestic with No Air) rates.

8. CLAIMS: Shipper, Consignor, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 3 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or any employee of the Consignee’s agent with written notice on the receipt of the shipment and/or delivery manifest that the property is in order shall be conclusive evidence that the property is in good order and condition. All claims for loss or damage must be filed in writing to Freeman within thirty (30) calendar days after the date of shipment. For claims filed after thirty (30) calendar days, the liability shall be limited to the declared value of the property.

9. CHOICE OF FORM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES 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, WHETHER BASED ON CONTRACT, NEGLIGENCE, OR ANY OTHER THEORY OF LIABILITY, WHETHER ARISING OR RAISED BY FAILURE OF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY LIMITS OF LIABILITY, SHALL BE ARBITRATED IN THE STATE OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. ANY DECISION OF THE ARBITRATOR WILL BE FINAL AND BOUNDING AND ANY ARBITRATOR’S DECISION WILL BE PRIMA FACIE EVIDENCE THAT THE SHIPMENT WAS DELIVERED IN GOOD CONDITION. THE AMOUNT OF THE CLAIM MAY BE JUSTIFIED 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 undertakes that once its shipper is purchased by Freeman pursuant to the instructions contained in this Agreement, the shipper will agree not to control the Shipment in any manner, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Agreement. Shipper agrees that the Shipment is being tendered to the Air carrier by this party, and that any person or entity who participates in the handling or shipping of the property and all matters related to payment for the shipment.
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 the Issuer and Consignee, as well as any consignees, sub-consignees, or sub-contractors. The term “Contract” means this Agreement and any attachments thereto, and the term “Shipment” means the shipment of any property by the Issuer to the Consignee. The term “Shipment” means the property provided by the Issuer, which is received by the Consignee or the Consignee’s designated agent. The term “Freeman” includes any Freeman subsidiary, Freeman contractors, freight forwarders, brokers and brokers’ agents, freight carriers, and related companies and individuals, each of whom may be acting as an agent or representative of Freeman. The terms “representative” and “agent” include persons acting in an independent contractor capacity.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This Contract may not be varied, amended or modified except in writing signed by the party to be charged with the same, and with respect to claims or actions arising out of this Contract, any waiver or waiver of a breach of any provision of this Contract shall not constitute a waiver of any other breach of this Contract. This Contract may not be transferred or assigned by either party without the written consent of the other party.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT. Freeman shall not be responsible for, and shall have no liability to, the loss or damage of any property arising from the occurrence of any event or cause of loss which is beyond the reasonable control of Freeman, including, without limitation, labor strife, strikes, work stoppages, public or private suspensions of work, civil or military disturbances, civil commotions, military disturbances, insurrections, riots, or acts of God, or the act of any public authority or court of competent jurisdiction. Freeman shall not be responsible for, and shall have no liability to, the loss or damage of any property arising from the occurrence of any event or cause of loss which is beyond the reasonable control of Freeman, including, without limitation, labor strife, strikes, work stoppages, public or private suspensions of work, civil or military disturbances, civil commotions, military disturbances, insurrections, riots, or acts of God, or the act of any public authority or court of competent jurisdiction.

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 acceptance of packages, packages or parts of packages, or packages for which shipment may not be possible. Property may not be shipped in a manner which is hazardous to other property or carriers or to the general public. Property shall be properly packaged to prevent damage in shipment, and shall be of a design to protect the property from damage in shipment.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailer trucks without environmental or atmosphere control. Consequently, physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Shipper is under said clause 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.

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if Shipper’s property is lost or damaged, Freeman’s maximum liability shall be the amount of proven actual value not exceeding the lower of fair market value or the purchase price established on the provided original invoice.

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 damage 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 to Freeman by the claimant that Freeman has either refused to pay or has not paid such claim. If any part of the claim is covered by insurance, the shipper shall give written notice of the claim and the insurance policy number to the carrier within fifteen (15) days after the time written notice is given to the carrier.

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 PURPOSES SHALL BE DALLAS COUNTY, TEXAS, AND ANY ARBITRATION OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding any provision hereof to the contrary, any controversy or claim arising out of or relating to this Contract, including its interpretation, shall be finally settled by arbitration in accordance with the Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) is or 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; that Shipper shall have paid Freeman for all services rendered under this Contract; that Shipper has provided the property to be shipped in proper condition for safe and secure handling, storage and shipment; that Shipper has provided the property to be shipped in proper condition for safe and secure handling, storage, and shipment; that Shipper has provided the property to be shipped in proper condition for safe and secure handling, storage, and shipment; and that Shipper has provided the property to be shipped in proper condition for safe and secure handling, storage, and shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged, destroyed, or delayed, Freeman’s maximum liability shall be the amount of proven actual value not exceeding the lower of fair market value or the purchase price established on the provided original invoice. Freeman reserves the right to make modifications to the Small Packages program at any time.
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.
With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

Freeman Exhibit Transportation promise:

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

Questions?

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

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

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

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

EXHIBIT TRANSPORTATION

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

PIPE SCHOOL & SHOW - 493117

C/O: FREEMAN

3323 N Pan Am Expressway, STE 126

SAN ANTONIO, TX 78219

MUST BE DELIVERED BY DECEMBER 30, 2019

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

PIPE SCHOOL & SHOW - 493117

C/O: FREEMAN

TEXAS STATE UNIVERSITY

601 UNIVERSITY DR

SAN MARCOS, TX 78666

CANNOT BE DELIVERED BEFORE JANUARY 06, 2020

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels: ________________

FAX THIS COMPLETED FORM VIA:

E-mail: exhibit.transportation@freeman.com

Fax: (469) 621-5810

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

SHOW # (493117)
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.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.

• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.

• For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PIPE SCHOOL & SHOW - 493117 / JANUARY 6-8, 2020

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

CARPET 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 5:00 P.M. Monday through Friday

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

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 86.50</td>
<td>173.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 112.50</td>
<td>225.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 129.75</td>
<td>259.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 80.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 104.00</td>
<td>208.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>Per Shipment $ 40.00</td>
<td></td>
</tr>
</tbody>
</table>

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

ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 12/30/2019</td>
<td>$ 21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Show Site Shipment after 01/06/2020</td>
<td>$ 20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 26.00</td>
<td>52.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 21.75</td>
<td>43.50</td>
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<tr>
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<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of ................................................................. $150.00

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

8.25% Tax  N/A

Total

For Assistance, please call 210-554-2021 to speak with one of our experts.

3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

CRATED:

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

SPECIAL HANDLING:

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & 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 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 5:00 P.M. Monday through Friday

OVERTIME:

5:00 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.)
SPECIAL HANDLING DEFINITIONS

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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE JANUARY 06, 2020

TO: __________________________

EXHIBITOR NAME

C/O: FREEMAN
TEXAS STATE UNIVERSITY
601 UNIVERSITY DR
SAN MARCOS, TX 78666

SHOW SITE

EVENT: PIPE SCHOOL & SHOW - 493117

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.
**OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS**

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**

**METHOD OF SHIPMENT**

Select a Carrier:
- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

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

Select Shipment Options (if applicable)
- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack

Select Desired Number of Labels: __________

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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**For Assistance, please call (210) 554-2021 to speak with one of our experts.**

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.
Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

BLACK DIAMOND ARMCHAIR  
71090  
20"W 21"L 33"H

BLACK DIAMOND SIDE CHAIR  
71089  
21"W 23"L 32"H

BLACK DIAMOND STOOL  
71088  
22"W 18"L 46"H

LIMERICK® CHAIR  
BY HERMAN MILLER  
gray 210108  
18"W 17.75"L 33"H

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

LIMERICK® STOOL  
BY HERMAN MILLER  
gray 210109  
18"W 17.75"L 44"H

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

low 75020
30"W 15"H

medium 75021
18"W 20"H

high 75022
24"W 36"H
Available in rectangular sizes.

ORION COMPUTER KIOSK
black 75079
28"L 28"D 40.5"H

Computer not included.

Soho Series

BLACK-TOP CAFÉ
72069
24" Round 30"H

72067
36" Round 30"H

BLACK-TOP MINI
72066
18" Round 18"H

BLACK-TOP BISTRO
72070
24" Round 42"H

72068
36" Round 42"H

Chelsea Series

BUTCHER BLOCK-TOP CAFÉ
72063
30" Round 30"H

72064
36" Round 30"H

BUTCHER BLOCK-TOP BISTRO
720163
30" Round 42"H

720164
36" Round 42"H

BRUSHED ALUMINUM EASEL
220134
26" W 62"H

when open

CORRUGATED WASTEBASKET
220106
**Draped or Undraped Tables & Counters**

![Tables and Counters Image]

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**Tables**

<table>
<thead>
<tr>
<th></th>
<th>3' L</th>
<th>4' L</th>
<th>6' L</th>
<th>8' L</th>
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<tbody>
<tr>
<td>Draped</td>
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<tr>
<td>Undraped</td>
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**Counters**

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<th>8' L</th>
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<td>Undraped</td>
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**Essentials**

**Tables**

<table>
<thead>
<tr>
<th></th>
<th>24&quot;D</th>
<th>30&quot;H</th>
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<tbody>
<tr>
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<tr>
<td>Undraped</td>
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</table>

**Counters**

<table>
<thead>
<tr>
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<th>42&quot;H</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Undraped</td>
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</tbody>
</table>

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**Table-top risers are also available in a variety of sizes.**

---

*Table and counter widths available in select cities

---

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
**Pedestal Tables - Chelsea Series - Black Top**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>72063</td>
<td>Café Table 30&quot;W x 30&quot;H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
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<tr>
<td>72064</td>
<td>Café Table 36&quot;W x 30&quot;H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td>72065</td>
<td>Café Table 36&quot;W x 42&quot;H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td>72066</td>
<td>Bistro Table 30&quot;W x 42&quot;H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td>72067</td>
<td>Bistro Table 36&quot;W x 42&quot;H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
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**Pedestal Tables - Soho Series - Black Top**

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<th>Standard Price</th>
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<td>218.70</td>
<td>278.30</td>
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</tr>
<tr>
<td>72070</td>
<td>Bistro Table 24&quot;x42&quot;</td>
<td>198.80</td>
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<td>278.30</td>
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**Miscellaneous**

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<td>59.50</td>
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<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>18.54</td>
<td>20.40</td>
<td>25.95</td>
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</table>

**Draped Tables & Counters - Tables are 30" wide**

- **Draped Tables & Counters**
  - **Draped Table 3'L x 30"H**
    - Black: $100.95
    - Red: $108.60
    - Gold: $125.75
  - **Draped Table 4'L x 30"H**
    - Black: $118.45
    - Red: $126.10
    - Gold: $143.25
  - **Draped Table 6'L x 30"H**
    - Black: $150.10
    - Red: $162.10
    - Gold: $174.25
  - **Draped Table 8'L x 30"H**
    - Black: $166.85
    - Red: $182.05
    - Gold: $197.30

- **4th Side Drape 6'L x 30"H**
  - Black: $40.85
  - Red: $44.95
  - Gold: $57.20

- **Draped Counter 3'L x 42"H**
  - Black: $173.05
  - Red: $190.35
  - Gold: $242.25

- **Draped Counter 4'L x 42"H**
  - Black: $184.90
  - Red: $203.40
  - Gold: $258.85

- **Draped Counter 6'L x 42"H**
  - Black: $212.70
  - Red: $233.95
  - Gold: $297.80

- **Draped Counter 8'L x 42"H**
  - Black: $49.35
  - Red: $54.30
  - Gold: $69.10

**Undraped Tables & Counters - Tables are 30" wide**

- **Undraped Table 3'L x 30"H**
  - Black: $52.00
  - Red: $57.20
  - Gold: $72.80

- **Undraped Table 4'L x 30"H**
  - Black: $57.15
  - Red: $62.85
  - Gold: $80.00

- **Undraped Table 6'L x 30"H**
  - Black: $70.05
  - Red: $77.05
  - Gold: $98.05

- **Undraped Table 8'L x 30"H**
  - Black: $82.90
  - Red: $91.20
  - Gold: $116.05

- **Undraped Counter 3'L x 42"H**
  - Black: $72.60
  - Red: $79.85
  - Gold: $101.65

- **Undraped Counter 4'L x 42"H**
  - Black: $78.30
  - Red: $86.15
  - Gold: $109.60

- **Undraped Counter 6'L x 42"H**
  - Black: $94.25
  - Red: $103.70
  - Gold: $131.95

- **Undraped Counter 8'L x 42"H**
  - Black: $107.10
  - Red: $117.80
  - Gold: $149.95

**Special Drape**

- **Special Drape 3'H (per ft.)**
  - Black: $21.20
  - Red: $23.30
  - Gold: $29.70

- **Special Drape 8'H (per ft.)**
  - Black: $49.35
  - Red: $54.30
  - Gold: $69.10

**FURNISHINGS**

- **71090** Black Diamond Arm Chair...... $168.40 | 185.25 | 235.75
- **71089** Black Diamond Side Chair..... $127.70 | 140.45 | 178.80
- **71088** Black Diamond Stool ............ $175.10 | 192.60 | 245.15
- **210108** Limerick® Chair.................. $69.00 | 75.90 | 96.60
- **210109** Limerick® Stool.......................... $121.55 | 133.70 | 170.15
- **75020** Black Display Cylinder/Low..... $226.10 | 248.70 | 316.55
- **75021** Black Display Cylinder/Med..... $261.60 | 287.75 | 366.25
- **75022** Black Display Cylinder/High... $309.00 | 339.90 | 432.60
- **75079** Orion Computer Kiosk ............ $414.60 | 456.05 | 580.45
- **72069** Café Table 24"W x 30"H.......... $198.80 | 218.70 | 278.30
- **72067** Café Table 36"x30"................. $204.95 | 225.45 | 286.95
- **72066** Mini Table 18"W x 18"H.......... $121.55 | 133.70 | 170.15
- **72070** Bistro Table 24"x42".............. $199.80 | 219.80 | 279.70
- **72068** Bistro Table 36"x42"............. $215.80 | 237.40 | 302.10
- **720163** Bistro Table 30"W x 42"H ...... $198.80 | 218.70 | 278.30
- **720164** Bistro Table 36"W x 42"H ....... $198.80 | 218.70 | 278.30

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<th>Total</th>
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</table>

**For Assistance, please call** (210) 554-2021 to speak with one of our experts.

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

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.
To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

**LABOR SERVICE**

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

**MATERIAL HANDLING**

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

**PLEASE NOTE:**

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

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

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

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: PIPE SCHOOL & SHOW - 493117 / JANUARY 6-8, 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$104.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$156.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$208.00</td>
</tr>
</tbody>
</table>

- 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

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

Freeman Supervision (30%/$45.00) = $177.00

Total Installation = $222.00

**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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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Freeman Supervision (30%/$45.00) = $135.00

Total Dismantle = $174.00
NAME OF SHOW: PIPE SCHOOL & SHOW - 493117 / JANUARY 6-8, 2020
COMPANY NAME: BOOTH#: 
CONTACT NAME: PHONE#: 

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

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse ___________ Show Site ___________ Date Shipped ______________________________
Total No. of:        ___________________Crates    _____________________Cartons  ______________________Fiber Cases
Setup Plan/Photo:  Attached ______________ To Be Sent With Exhibit _________________ In Crate No. ________________
Carpet: With Exhibit _____________ Rented From Freeman _________ Color ________________ Size ________________
Electrical Placement:__________________ Drawing AttachedDrawing With ExhibitElectrical Under Carpet _______________
Comments:__________________________________________________________________________________________
________________________________________________________________________________________________
Graphics: With Exhibit ________________ Shipped Separately _____________
Comments: ________________________________________________________________________________________
_________________________________________________________________________________________________
Special Tools/Hardware Required: __________________________________________________________________________
_________________________________________________________________________________________________

OUTBOUND SHIPPING INFORMATION
SHIP TO: ________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Select a Carrier:
☐ Freeman Exhibit Transportation: 
☐ Other Carrier: 
Freeman Exhibit Transportation:
No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

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

Freight Charges:
☐ Same as ship to
☐ Bill To: ________________________________________________________________

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Lift gate required
☐ Inside delivery
☐ Air ride required
☐ Pad wrap required
☐ Residential
☐ Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
☐ Re-route via Freeman’s choice
☐ Deliver back to the warehouse at exhibitor’s expense

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