SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set up with:

- 8’ high black drape
- 3’ high black side dividers
- (1) 8’ black draped table
- (2) chairs
- (1) wastebasket
- (1) 7” x 44” one-line identification sign

All orders placed will be subject to a 16% building fee from the Iowa Events Center. This taxable fee will be added to your total charges and not reflected in your online order summary. Please call exhibitor services at 515-829-4444 for a complete order total.

DEADLINE FOR ORDERING ADDITIONAL FURNISHINGS IS DECEMBER 04, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Tuesday, December 10, 2019  4:00 PM - 8:00 PM
Wednesday, December 11, 2019  7:00 AM - 10:30 AM

EXHIBIT HOURS
Wednesday, December 11, 2019  10:30 AM - 6:15 PM
Thursday, December 12, 2019  7:30 AM - 2:30 PM

EXHIBITOR MOVE-OUT
Thursday, December 12, 2019  2:30 PM - 4:30 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 Thursday, December 12, 2019 at 4:30 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 Thursday, December 12, 2019 at 3:00 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 (515) 829-4444 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 fax (469) 621-5616
FreemanDesMoinesES@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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
IOWA COUNTY ENGINEERS CONFERENCE 2019
C/O FREEMAN
2000 EASTON BLVD
DES MOINES, IA 50317

Freeman will accept crated, boxed or skidded materials beginning Monday, November 18, 2019, at the above address. Material arriving after December 6, 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: (515) 829-4444.

Show Site Shipping Address:
Exhibiting Company Name / Booth # __________
IOWA COUNTY ENGINEERS CONFERENCE 2019
C/O FREEMAN
IOWA EVENTS CENTER
730 3RD ST
DES MOINES, IA 503091302
Freeman will receive shipments at the exhibit facility beginning Tuesday, December 10, 2019. 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: (515) 829-4444.

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 (515) 829-4444.

**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 (515) 829-4444 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

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
Call Freeman’s Exhibitor Services department at (515) 829-4444 with any questions or needs you may have.
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/495345

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;
• AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN;
• 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 of show at 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 la-bor, 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-peek" or "per-peak" 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 cancelled because of re-sons 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 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 payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

FREEMAN terms & conditions

Freeman REV 08/18
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, packaging, or hazardous materials, glass breakage, concealed damage, carpentry in boxes or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging not bearing any cost of rerouting and handling. 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 empty labels must be removed or broken off. 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 OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended.

Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the use 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 boxes. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials. Freeman does not accept any crates or packaging not bearing any cost of rerouting and handling. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED OR Labeled MATERIALS.

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

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against 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 $5.00 (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, COLLABORATOR, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES ARISE OUT OF 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 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 only, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman reserves the right to determine the Declared Value instructions to be transmitted to the Carrier. 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 arising out or contributed to by Exhibitor’s negligence 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 site or with which the 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.

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 CON-TRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s misconduct, or deliberation 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 site or with which the 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. Freeman 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 ALL EMPLOYEES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY, YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU Agree TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, and affiliated companies, and contractors appointed or authorized to perform services for Freeman, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom or on whose behalf the goods are to be transported, or the person from whom Freeman purchased the goods, or the person whose name is described as the consignor on any documents issued by or for Freeman. “Consignor” means the person or business for whom or on whose behalf the goods are to be transported, or the person whose name is described as the consignor on any documents issued by or for Freeman. “Consignee” is the party to whom Shipper has designated the goods are to be delivered. “Agent” means any person or business who, although not a party to this Contract, assists or aids Shipper or Consignor in the transport of the goods, and includes any contractors appointed by Freeman. “Property” is all of any kind of objects received from the Shipper for transport as described in the Service Guide.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights, duties, and obligations. Neither Party shall be bound by any prior or contemporaneous written or oral communications or representations, unless specifically set forth in this Contract.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfaction of performance of only those services which it directly provides under this Contract. 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 closure, vandalism, theft, Act of God, effect of natural events, riot, civil commotion or war damages. Except for Freeman’s failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman and shipper reserves the right to improve packaging at shipper’s expense.

4. PACKAGING AND CRATES: Shipper’s property must be well-packed for safe and secure handling, transportation, and delivery. Each Package shall be clearly and legibly 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 its original condition. Neither Shipper nor Consignee may enter into 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 unsecured packages, shrink wrapped packages, or packages that are torn, damaged, punctured or leaktight, loosely palleted or shrink-wrapped, improperly packed or labeled materials. The use of (a) prohibited materials or (b) containers not accepted by Freeman to transport the goods beyond its reasonable control of Freeman. EXCEPT FOR GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

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 Consignee, Freeman’s liability shall then become that of a warehouseman.

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 and/or breach of this Contract in its entirety (including any and all instructions or failure to collect or properly deliver a payment instrument), non-delivery, missing pickup, delay on international shipments, loss or damage unless caused by Freeman’s sole 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 damage.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper shall not be liable 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) such as the following: common carrier’s loss, loss of profits, damage to uninsured loss, business interruption 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 damage.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at transportation@freeman.com within five (5) business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipment, all packaging material and contents in the same condition as they were when in 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 that the claimed loss or damage is material shall be deemed a waiver by the claimant of any right to claim loss or damage. Exceptions to this limitation shall be claimed in writing to Freeman within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from (a) concealed damage, (b) pilferage 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 Federal, State, County or Local authorities; and/or Shipper’s failure to comply with any term(s) or condition(s) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLSM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, INCLUDING BUT NOT LIMITED TO PERIODIC PERFORMANCE OR ANY BREACH OF THE SAME, SHALL BE ARBITRATED IN DALLAS, TEXAS, AND THE U.S. ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. ANY ARBITRATION WILL BE CONDUCTED 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, Freeman will be committed to transport the property on the date of pickup, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract.女士：John Smith的确认代码为：C212F1。
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employmen-
tees, 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 its successors, assigns, and contractors appointed by the Shipper, excepting 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 the property is sent. “Freeman” includes its successors, assigns,
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
the property is sent. “Freeman” includes its successors, assigns, and contractors appointed by the Shipper,
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Freeman as described herein. “Consignee” is the party to whom the property is sent. “Freeman” includes
its successors, assigns, and contractors appointed by the Shipper, excluding only Freeman.

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.
The Contract specifies the terms and conditions under which Freeman may transport Shipper’s property.

Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its rea-
sponsible 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, power failure, breakdown of plant or machinery, factory
damage, fire, explosion, flood or other natural disaster, theft, vandalism, riot, civil commotion or disturbance,
terrorism, act of God, war, hostilities, or other similar or dissimilar event or cause.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not
be responsible for the performance of services 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 rea-
sponsible 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, power failure, breakdown of plant or machinery, factory
damage, fire, explosion, flood or other natural disaster, theft, vandalism, riot, civil commotion or disturbance,
terrorism, act of God, war, hostilities, or other similar or dissimilar event or cause.

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 re-
grarding the acceptance or packaging of any property or procedure that Shipper might use for its
property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-
angered or slide-wrapped materials, or any packages or packages that are damaged, infected,
packaged 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 pro-
cedures may be found in the publication of 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
control, unless the property was at that temperature when loaded into the container and/or trailer,
or in refrigerated or insulated trailers. Dry trailers are not equipped to change the temperature of goods
(they are equipped only to maintain proper stowage of the goods within the trailer, and for setting the temperature
(including but not limited to reasonable attorneys” fees and investigation costs) on account of personal injury, death, or
injury to property in transit caused by Freeman’s negligence, willful misconduct, or other
acts of, or by its agents or by the carrier. Freeman shall not be responsible for any loss or damage
resulting from the negligence or willful misconduct of any highway, bridge, or ferry, or caused by breakdown or mechanical
defects of vehicles or equipment, or from the operation of the trailer, or from the act of
third parties, or from any cause beyond its reasonable control, including (by way of
example only and not in limitation of the breadth of this clause), the following: consequential
damages, collateral damages, exemplary damages, damages awarded for gross negligence, indirect
damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud,
statutory damages, punitive damages, or damages which could be
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 declared value or maximum liability 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, the Contract specifies the terms and conditions under which Freeman may transport Shipper’s
property. If the property is valued at $500,000.00 (US); (a) Altogoners and objects of art, including without limitation, original paintings, drawings, etchings, watercolor-
nations, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, fine and fun, and fin-ished clothing;
(c) Documents without periodical subscription, papers and printed articles; (d) Currency, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other unmarked, unlabeled, or improperly packed television monitors, the maximum liability is the lesser of $3.00 (US) per pound or the actual invoice price.

Any declared value in excess of the maximum 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 maximum does not constitute a
waiver of the limitations of liability. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Freeman understands that even if Shipper is not able to participate or fully participate in a
show due to loss of, theft, or damage to their property, Freeman shall not be liable or responsible for damages identified
by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential
damages, collateral damages, exemplary damages, damages awarded for gross negligence, indirect
and direct damages, indirect damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud,
statutory damages, punitive damages, or damages which could be
determined by dividing Shipper’s declared value for carriage by the actual weight of the shipment. In all cases
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### FURNISHINGS

#### PAGE 1

<table>
<thead>
<tr>
<th>Qty</th>
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<tr>
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<td>Black Diamond Stool ..........</td>
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<td>Studio Black End Table</td>
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<td>Orion Computer Kiosk ........</td>
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#### PAGE 2

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#### PEDESTAL TABLES - SOHO SERIES

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<td>Black-top Mini 18&quot;W x 18&quot;H ..</td>
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<td>72069</td>
<td>Black-top Cafe 24&quot;W x 30&quot;H ...</td>
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<td>72070</td>
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<td>72068</td>
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#### PEDESTAL TABLES - CHELSEA SERIES - BUTCHER BLOCK TOP

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#### MISCELLANEOUS

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<td>Aluminum Easel ................</td>
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<td>220107</td>
<td>Wastebasket ...................</td>
<td>19.75</td>
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<td>220106</td>
<td>Corrugated Wastebasket .......</td>
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#### SPECIAL DRAPE

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<td>Special Drape 8'H (per ft.) ..</td>
<td>16.00</td>
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#### TOTAL COST

(Sub-Total x 16% BF) x 7% Tax = Total Cost

---

**Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.**
To assist you in planning your participation in the upcoming exhibition, we are certain you will appreciate knowing in advance that Freeman labor will be required for certain aspects of your exhibit handling; we ask that you read the following:

**Exhibit Install & Dismantle:**

Full-time company employees of an exhibiting firm may install and dismantle their own respective company display without the use of contracted labor. Any outside or additional labor required for installation, dismantle or decorating of displays is to be ordered from Freeman, or an approved Exhibitor Appointed Contractor (EAC). Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center. Freeman does not loan out equipment (tools, ladders, etc.) to install or dismantle displays without a labor order.

**Material Handling:**

Unloading and/or reloading of any and all contracted carriers will be handled exclusively by Freeman.

Self-unloading exhibitor owned vehicles must first check in with the traffic director and they will be directed to an unloading area. No motorized equipment is allowed. Freeman does not loan out material handling equipment to exhibitors.

All material handling services, other than the self-unloading as described above, are chargeable and invoiced accordingly through Freeman.

**Gratuities:**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

**Fire and Safety:**

All exhibitors must comply with the facility and Des Moines Fire Marshal rules and regulations. Exhibits are subject to inspection by the Des Moines Fire Marshal.

Storage of empty containers in the Exhibit Hall is prohibited. Arrangements must be made with Freeman to store empty crates.
**NAME OF SHOW:**

**COMPANY NAME:**

**CONTACT NAME:**

**SHOW SITE:**

**PRICE:**

**PHONE #:**

**SITE:**

**EMERGENCY CONTACT:**

**Advance Payment:**

**Show Payment:**

**E-Mail Address:**

**For Assistance, please call 515-829-4444 to speak with one of our experts.**

---

**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: ___________________________

<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>
<tr>
<td>07/17</td>
<td>12:00 AM</td>
<td>10</td>
<td>8</td>
<td>80</td>
<td>$25.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>07/18</td>
<td>09:00 AM</td>
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<td>5</td>
<td>75</td>
<td>$30.00</td>
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<tr>
<td>07/19</td>
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<td>20</td>
<td>3</td>
<td>60</td>
<td>$20.00</td>
<td>$120.00</td>
</tr>
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</table>

Freeman Supervision (30%/$45.00) = $135.00
Sub-Total = $550.00

(Sub-Total ________ x 16% Building Fee) x 7% Tax = Total Installation = $175.00

---

**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.
  - Emergency contact: ___________________________ Phone Number: ___________________________

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

<table>
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<tr>
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Freeman Supervision (30%/$45.00) = $135.00
Sub-Total = $550.00

(Sub-Total ________ x 16% Building Fee) x 7% Tax = Total Dismantle = $175.00
In order to better serve you - please complete the following information if your display is to be set-up and/or dismantled by Freeman I&D and you will not be present to supervise the installation and/or dismantle.

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

Comments: ____________________________________________

Graphics: With Exhibit __________ Shipped Separately __________

Comments: ____________________________________________

Special Tools/Hardware Required: ____________________________________________

**OUTBOUND SHIPPING INFORMATION**

Ship To: ____________________________________________

Select a Carrier:

- [ ] Freeman Exhibit Transportation:
  - 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.

- [ ] Other Carrier:
  - Carrier Name: __________
  - Carrier Phone: __________

Select Level of Service:

- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days

- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

- [ ] Same as ship to

Bill To: ____________________________________________

Select Shipment Options (if applicable):

- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack

- [ ] Lift gate required
- [ ] Air ride required
- [ ] Residential

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

- [ ] 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.**
RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

The Freeman Exhibit Transportation promise:

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

**questions?**

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

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

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

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**
**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:

<table>
<thead>
<tr>
<th>SHIPPER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIPPER ADDRESS</td>
</tr>
</tbody>
</table>

| (City) | (State) | (Zip Code) |

**DESTINATION**

☐ I will be shipping to the WAREHOUSE  
FREEMAN / Exhibiting Company Name / Booth #  
IOWA COUNTY ENGINEERS CONFERENCE 2019  
C/O: FREEMAN  
2000 EASTON BLVD  
DES MOINES, IA 50317  
MUST BE DELIVERED BY DECEMBER 6, 2019

☐ I will be shipping to SHOW SITE  
FREEMAN / Exhibiting Company Name / Booth #  
IOWA COUNTY ENGINEERS CONFERENCE 2019  
C/O: FREEMAN  
IOWA EVENTS CENTER  
730 3RD ST  
DES MOINES, IA 503091302  
CANNOT BE DELIVERED BEFORE DECEMBER 10, 2019

**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:

| (City) | (State) | (Zip Code) |

Number of Labels: ____________

**SHIPPING INFORMATION**

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( ___________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**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

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

| SHOW # | (495345) |

07/17
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE DECEMBER 10, 2019

TO: ____________________________
   EXHIBITOR NAME

C/O: FREEMAN
     IOWA EVENTS CENTER
     730 3RD ST

DES MOINES, IA 503091302

SHOW SITE

EVENT: IOWA COUNTY ENGINEERS
        CONFERENCE 2019

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.
DEADLINE DATE IS: DECEMBER 06, 2019

TO: EXHIBITOR NAME
C/O: FREEMAN
2000 EASTON BLVD
DES MOINES, IA 50317

WAREHOUSE

EVENT: IOWA COUNTY ENGINEERS CONFERENCE 2019

BOOTH NO: ___ NO. ___ OF ___ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
WHAT ARE FREIGHT SERVICES?

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

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

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: IOWA COUTNY ENGINEERS CONFERENCE 2019 / DECEMBER 11-12, 2019

COMPANY NAME: ___________________________ BOOTH #: ___________________________
CONTACT NAME: ___________________________ PHONE #: ___________________________
E-MAIL ADDRESS: ___________________________

For Assistance, please call 515-829-4444 to speak with one of our experts.

MATERIAL HANDLING SERVICES

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

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

UNCРАTED: 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.

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. 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>$73.00</td>
<td>146.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$95.00</td>
<td>190.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$109.50</td>
<td>219.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$64.75</td>
<td>129.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$84.25</td>
<td>168.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$97.25</td>
<td>194.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$97.25</td>
<td>194.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td></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>200 lb. 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 December 6, 2019</td>
<td>$18.25</td>
<td>36.50</td>
</tr>
<tr>
<td>Show Site Shipment after show opens</td>
<td>$16.25</td>
<td>32.50</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>$16.25</td>
<td>32.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$21.25</td>
<td>42.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$24.50</td>
<td>49.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$24.50</td>
<td>49.00</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>$16.25</td>
<td>32.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$21.25</td>
<td>42.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$24.50</td>
<td>49.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$24.50</td>
<td>49.00</td>
</tr>
</tbody>
</table>

<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>Surcharges</td>
<td>% 100 =</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>% 100 =</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Sub-Total __________ x 16% Building Fee) x 7% Tax = Total
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.
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.

NAME OF SHOW: IOWA COUNTY ENGINEERS CONFERENCE 2019 / DECEMBER 11-12, 2019

COMPANY NAME: 

BOOTH #: 

BOOTH SIZE: X

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS:

For Assistance, please call (515) 829-4444 to speak with one of our experts.

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For electric and internet service, please visit: