FREEMAN

# RESNA 2017 ANNUAL CONFERENCE
## JUNE 28 - 29, 2017
## HILTON NEW ORLEANS RIVERSIDE
## NEW ORLEANS, LOUISIANA

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT
Each **10' x 10' Booth** will be set with 8' high white back drape and 3' high blue side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Each **table top** will be set with one 6' blue draped table, 2 side chairs and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET
The exhibit area is carpeted.

### DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of discount rates, place your order by **June 20, 2017.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN
For more information & helpful hints on pre-show procedures and move-in please click here.

| | | |
|---|---|---|
| Tuesday | June 27, 2017 | 12:00 PM - 5:30 PM |

### EXHIBIT HOURS

| | | |
|---|---|---|
| Tuesday | June 27, 2017 | 7:00 PM - 9:00 PM (Opening Ceremony) |
| Wednesday | June 28, 2017 | 10:00 AM - 5:00 PM |
| Thursday | June 29, 2017 | 10:00 AM - 5:00 PM |

### EXHIBITOR MOVE-OUT
For more information & helpful hints on post-show procedures and move-in please click here.

| | | |
|---|---|---|
| Thursday | June 29, 2017 | 5:00 PM - 8:00 PM |

### DISMANTLE AND MOVE-OUT INFORMATION
- All exhibitor materials must be removed from the exhibit facility by Thursday, June 29, 2017 at 8:00 PM. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- 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, June 29, 2017 at 6:00 PM.

### POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### SERVICE CONTRACTOR CONTACTS / INFORMATION:

**FREEMAN**
1000 Elmwood Park Blvd.
New Orleans, LA 70123
Phone (504) 731-6137
Fax (469) 621-5612
FreemanNewOrleansES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**
(800) 995-3579 Toll Free US & Canada
(512) 982-4187 Outside the US
(817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

## FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at www.freeman.com by June 20, 2017.** Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after your show**. Additionally, you can now access FreemanOnline from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

If you need assistance with FreemanOnline 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 #**
**RESNA 2017 ANNUAL CONFERENCE**
**C/O Freeman**
**905 Sams Ave.**
**New Orleans, LA 70123**

**WAREHOUSE RECEIVING HOURS**
**8:00 AM - 4:00 PM**
**Monday - Friday**

Freeman will accept crated, boxed or skidded material beginning **Friday, May 26, 2017** at the above address. Material arriving after **June 20, 2017** will be received at the warehouse with an additional after deadline charge. If required, provide your carrier with this phone number: (504) 731-6137.

**ATTENTION: COST SAVING INFORMATION**

**It is not recommended to send materials direct to the Hilton New Orleans Riverside. To avoid delays and additional charges from the hotel, it is recommended to ship all packages to the advance warehouse address. Please note that the Hilton New Orleans Riverside is unequipped to remove and store empty containers and is unable to offer outbound loading assistance. Additional hotel handling fees will be billed for direct show site shipments.**

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**
**RESNA 2017 ANNUAL CONFERENCE**
**C/O Freeman**
**Hilton New Orleans Riverside**
**2 Poydras St**
**New Orleans, LA 70130**

Freeman will receive shipments at the exhibit facility beginning **Tuesday, June 27, 2017**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (504) 731-6137.

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

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

## LABOR INFORMATION

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

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (504) 731-6137.

## WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New Orleans Exhibitor Services at (504) 731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (512) 982-4186 Local & International.

### HELPFUL HINTS

### SAVE MONEY

Order early to take advantage of discount rates, place your order by **June 20, 2017.**

### AVOID DELAY

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

### SAFETY TIPS

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

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

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

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

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

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

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

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

### EXHIBITOR ASSISTANCE

For more information & helpful hints on pre-show procedures and move-in please click here.

For more information & helpful hints on post-show procedures and move-in please click here.

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.

FREEMAN

GREEN TIPS

# REDUCING YOUR FOOTPRINT

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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

### Personnel and Best Practices

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

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

FREEMAN
The Nature of a Successful Show

FREEMAN CARES
ABOUT OUR ENVIRONMENT

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

**DISCOUNT PRICE DEADLINE DATE**
**JUNE 20, 2017**

**INCLUDE THIS FORM WITH YOUR ORDER**
**PLEASE USE BLACK INK**

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

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

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

## METHOD OF PAYMENT

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

☐ **COMPANY CHECK**

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

**Please reference** (456155) **on your remittance.**

☐ **CREDIT/DEBIT CARD**

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

☐ **BANK TRANSFER**

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

**Please reference Name of Show & Booth Number so we can properly credit your account.**
**Note: Customers are responsible for any bank processing fees.**

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

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

## ENTER TOTALS HERE

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

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

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



FREEMAN method of payment

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612

FREEMAN third party authorization

## RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017

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

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

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

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

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

## THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR



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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# AIR CARGO



## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman

# TRANSPORTATION COMPLETE

SAVE MONEY NOW!

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

## Double the convenience... zero surprises.

**Package includes:**

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & 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
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

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

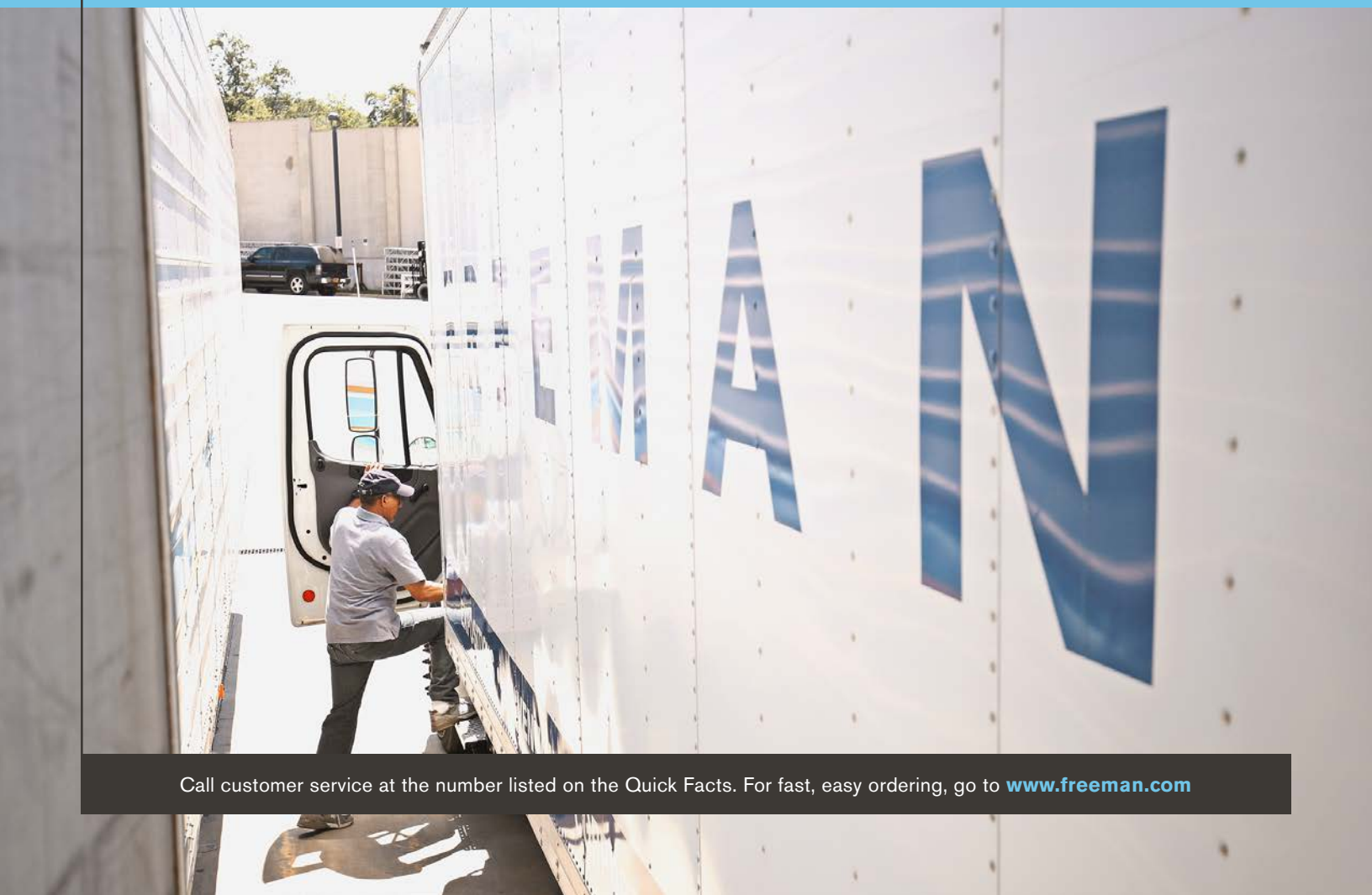
*Services apply to destinations anywhere in the Continental U.S.

FREEMAN
INNOVATION DEDICATED TO YOUR BRAND

# 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.

## 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

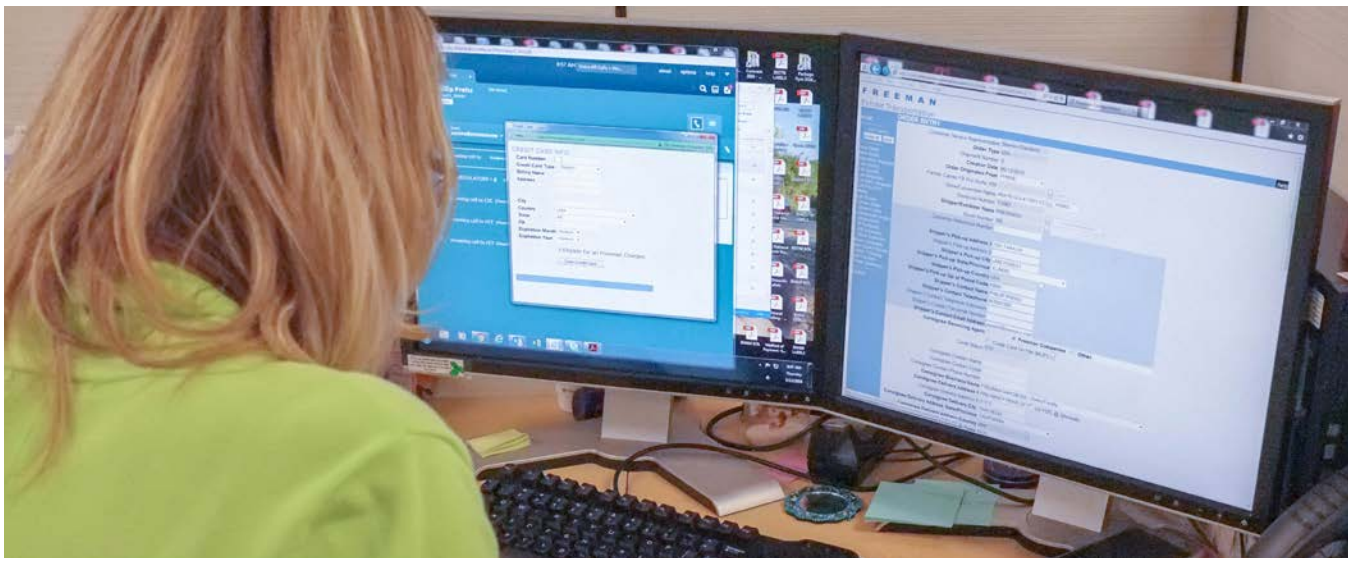
## questions?

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

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

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

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



**FREEMAN**

**(800) 995-3579 Toll Free US & Canada**
**(817) 607-5100 Local & International**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**

**RESNA 2017 ANNUAL CONFERENCE**

C/O: FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123

**MUST BE DELIVERED BY JUNE 20, 2017**

☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**
**RESNA 2017 ANNUAL CONFERENCE**
C/O: FREEMAN
HILTON NEW ORLEANS RIVERSIDE
2 POYDRAS ST
NEW ORLEANS, LA 70130

**CANNOT BE DELIVERED BEFORE JUNE 27, 2017**

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

**Items to be shipped**

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

### FAX THIS COMPLETED FORM VIA:

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

**A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.**

**SHOW #** (456155)

01/17

FREEMAN exhibit transportation

# WHAT ARE FREIGHT SERVICES?

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

**How do I ship to the warehouse?**

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

**How do I ship to show site?**

- Freight will be accepted only during exhibitor move-in. Please refer to 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.
- 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 Quick Facts.

**How do I estimate my Material Handling charges?**

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, 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 bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

**What happens to my empty containers during the show?**

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

**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 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 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 enclosed Terms and Conditions.

**Other available services** (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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

FREEMAN
1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

**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:** (See definitions on back) 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 and Airborne Express** are included in this category due to their delivery procedures.

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

**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 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.)

| Description | Price Per CWT | 200 lb. Minimum |
|---|---|---|
| **RATE CLASSIFICATIONS:** | | |
| **Warehouse Shipment (200 lb. minimum)** | | |
| Crated or Skidded Shipment | $ 81.25 | 162.50 |
| Special Handling Shipment | $105.75 | 211.50 |
| Carpet and/or Pad Only Shipment | $122.00 | 244.00 |
| **Show Site Shipment (200 lb. minimum)** | | |
| Crated or Skidded Shipment | $ 84.25 | 168.50 |
| Special Handling Shipment | $109.75 | 219.50 |
| Uncrated or Pad Wrapped Shipment | $126.50 | 253.00 |
| Carpet and/or Pad Only Shipment | $126.50 | 253.00 |
| **Small Package - Maximum weight is 30 lbs per shipment*** | $ 40.00 | |
| *A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier. | | |
| **ADDITIONAL SURCHARGES:** | | |
| **Shipment Delivered after Deadline Date (in addition to above rates)** | | |
| Warehouse Shipment after JUNE 20, 2017 | $ 20.50 | 41.00 |
| Show Site Shipment after Show Opening | $ 21.25 | 42.50 |
| **Overtime Charge - Inbound (in addition to above rates)** | | |
| Crated or Skidded Shipment | $ 21.25 | 42.50 |
| Special Handling Shipment | $ 27.50 | 55.00 |
| Uncrated or Pad Wrapped Shipment | $ 31.75 | 63.50 |
| Carpet and/or Pad Only Shipment | $ 31.75 | 63.50 |
| **Overtime Charge - Outbound (in addition to above rates)** | | |
| Crated or Skidded Shipment | $ 21.25 | 42.50 |
| Special Handling Shipment | $ 27.50 | 55.00 |
| Uncrated or Pad Wrapped Shipment | $ 31.75 | 63.50 |
| Carpet and/or Pad Only Shipment | $ 31.75 | 63.50 |

| Description | Weight CWT | Price per CWT | Estimated Total Cost (200 lb. Min.) |
|---|---|---|---|
| | ÷ 100 = | | |
| **Surcharges** | ÷ 100 = | | |
| | | **2% Tax** | |
| | | **Total** | |

H 456155

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

**for frequently asked questions and material handling estimator tools, go to** www.freeman.com

**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, carpet/pad only shipments 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 carpet and/or carpet padding only require additional labor and equipment to unload.

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

**OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS**

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

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

## SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

**BILL TO:** ☐ Same as Ship to:

COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

## METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

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

☐ **Other Carrier**

Carrier Name:
Carrier Phone:

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:**

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



FREEMAN outbound shipping

# FREEMAN

# RUSH

***DO NOT DELAY***

***RECEIVING DATE BEGINS: MAY 26, 2017***

***DEADLINE DATE IS: JUNE 20, 2017***

**TO:** _____

***EXHIBITOR NAME***

**C/O: FREEMAN**

**905 SAMS AVE**

**NEW ORLEANS, LA 70123**

# WAREHOUSE

EVENT: ***RESNA 2017 ANNUAL CONFERENCE***

BOOTH NO: _____ NO. ____ OF ____ PCS


FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 26, 2017

DEADLINE DATE IS: JUNE 20, 2017

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

905 SAMS AVE

NEW ORLEANS, LA 70123

WAREHOUSE

EVENT: RESNA 2017 ANNUAL CONFERENCE

BOOTH NO: _____ NO. ____ OF ____ PCS


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

# FREEMAN

# RUSH

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 27, 2017***

**TO:** _____

***EXHIBITOR NAME***

**C/O: FREEMAN**
**HILTON NEW ORLEANS RIVERSIDE**
**2 POYDRAS ST**

**NEW ORLEANS, LA 70130**

# SHOW SITE

EVENT: ***RESNA 2017 ANNUAL CONFERENCE***

BOOTH NO: _____ NO. ____ OF ____ PCS


FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 27, 2017

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
HILTON NEW ORLEANS RIVERSIDE
2 POYDRAS ST

NEW ORLEANS, LA 70130

SHOW SITE

EVENT: RESNA 2017 ANNUAL CONFERENCE

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.

# FURNISH FORWARD

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

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

# SUPERIOR SEATING

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

## ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**

# SEATING

## Naples

**CHAIR** SELECT
*black leather* **810119**

36"L | 30"D | 28"H

Powered options available

**LOVESEAT** SELECT
*black leather* **830120**

62"L | 30"D | 28"H

Powered options available

**SOFA** SELECT
*black leather* **830119**

87"L | 30"D | 28"H

Powered options available

## Heathrow

**ARMLESS CHAIR** SELECT
*black leather* **810116**

24"L | 24"D | 28"H

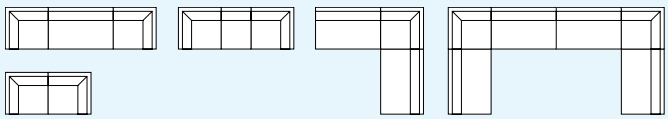
**CORNER CHAIR** SELECT
*black leather* **810117**

24"L | 24"D | 28"H

**SOFA** SELECT
*black leather* **830116**

48"L | 24"D | 28"H

*possible configurations*



***See pages 22 and 23 for all Powered options.***

# SEATING

## South Beach

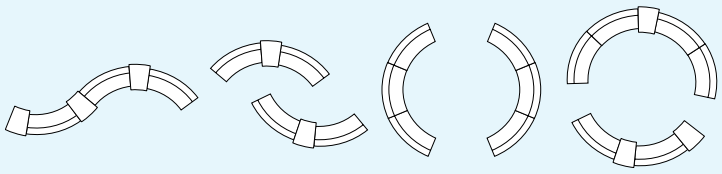
**SOFA** SELECT
*platinum suede* **8301**

69"L | 29"D | 33"H

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

25"L | 31"D | 18"H

*possible configurations*



## Key Largo

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

57"L | 35"D | 34"H

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

79"L | 35"D | 34"H

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

35"L | 35"D | 34"H

# SEATING

## Allegro

**CHAIR** SELECT
*blue fabric* **81019**
36"L | 34.5"D | 30"H

**SOFA** SELECT
*blue fabric* **83015**
73"L | 34.5"D | 30"H

## Fairfax

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

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

## Hopi

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

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

## Tangiers

**CHAIR** SELECT
*beige fabric* **810118**
34"L | 37"D | 36"H

**SOFA** SELECT
*beige fabric* **830118**
78"L | 37"D | 36"H

## Roma

**CHAIR** SELECT
*white vinyl* **81020**
37"L | 31"D | 33"H
Powered options available

**SOFA** SELECT
*white vinyl* **83016**
78"L | 31"D | 33"H
Powered options available

***See pages 22 and 23 for all Powered options.***

# CASUAL SEATING

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

## OTTOMANS

**ENDLESS SQUARE** SELECT
*white leather* **815122**
*black leather* **815123**

34"L | 34"D | 15"H

**ENDLESS CURVED OTTOMAN** SELECT
*white leather* **815953**
*black leather* **815952**

60.5"L | 37.5"D | 15"H

**OTTOMAN BENCH** SELECT
*white leather* **815120**
*black leather* **815121**

60"L | 20"D | 18"H

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

39"L | 22.5"D | 18"H

### ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**
Swanson Chair | 810875 | **Page 10**
Regis End Table | 82075 | **Page 18**
Regis Bench/Table | 82074 | **Page 18**
Work Desk | 820706 | **Page 21**
Ice Side Chair | 810814 | **Page 9**

# OTTOMANS

**VIBE CUBE** SELECT
*blue vinyl* **81518**
*red vinyl* **81519**
*orange vinyl* **81525**
*pink vinyl* **81520**
*yellow vinyl* **81517**
*black vinyl* **81530**
*white vinyl* **81531**

18"L | 18"D | 18"H

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

17"Round | 18"H

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

20"L | 20"D | 20"H

# BANQUETTES

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

38"Round | 51"H

Powered

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

**QUARTER CURVED OTTOMAN** SELECT
**8507**

53"L | 22"D | 18"H

*possible configurations*

72"Round | 18"H

72"Round | 51"H

*See pages 22 and 23 for all Powered options.*

**Electrical power must be ordered separately*

# OCCASIONAL CHAIRS

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

21"W | 23"L | 32"H

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

20"W | 21"L | 33"H

**DIVA CHAIR** *ESSENTIALS*
**71091**

18"W | 16"L | 31"H

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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H

## ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

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

# OCCASIONAL CHAIRS

**MEETING CHAIR** SELECT
*white vinyl* **810948**
*espresso bonded leather* **810835**
*taupe microfiber* **810836**

25.5"L | 23.5"D | 34"H

**TUB CHAIR** SELECT
*black fabric* **8103**

31"L | 31"D | 31"H

**MADDEN CHAIR** SELECT
*light gray vinyl* **810843**

27"L | 32"D | 33"H

**ICE SIDE CHAIR** SELECT
*transparent* **810814**

17.25"L | 20"D | 32"H

**MALBA CHAIR** SELECT
*gray* **810131**
*green* **810130**

20"L | 20"D | 32"H

# OCCASIONAL CHAIRS

**CHRISTOPHER CHAIR** SELECT
*white vinyl/chrome* **810846**

17"L | 19"D | 35"H

**ZENITH CHAIR** SELECT
*white/chrome* **810851**

18.5"L | 22"D | 32"H

**RUSTIQUE CHAIR WITH ARMS** SELECT
*gunmetal* **810841**

20"L | 18"D | 31"H

**RAZOR ARMLESS CHAIR** SELECT
*white high density plastic* **810837**

15.38"L | 15.5"D | 30.5"H

**SWANSON CHAIR** SELECT
*white vinyl* **810875**

28"L | 25"D | 30"H

**BERLIN STACK CHAIR** SELECT
*white & red plastic/chrome* **810811**
*white & black plastic/chrome* **810810**

18"L | 22"D | 32"H

**WENDY CHAIR** SELECT
*clear acrylic* **810847**

15"L | 20"D | 36"H

# CONFERENCE CHAIRS

**GRAY GASLIFT CHAIR** ESSENTIALS
*with arms* **71046**
*without arms* **71045**

26"W | 20"L | 38"H | Adjustable

**LABREA CHAIR** SELECT
*charcoal gray fabric* **810874**

35"L | 27"D | 40"H

**ALTURA CONFERENCE/ GUEST CHAIR** SELECT
*black fabric/black steel* **81063**

25"L | 20"D | 34"H

**LUXOR EXECUTIVE CHAIR** SELECT
*black leather* **810807**

27"L | 28"D | 47"H | Adjustable

**PRO EXECUTIVE HIGH BACK CHAIR** SELECT
*white vinyl* **810844**
*black vinyl* **810946**

25"L | 24"D | 48"H | Adjustable

**PRO EXECUTIVE MID BACK CHAIR** SELECT
*white vinyl* **810945**
*black vinyl* **810944**

24"L | 22"D | 40"H | Adjustable

**PRO EXECUTIVE GUEST CHAIR** SELECT
*black vinyl* **810947**

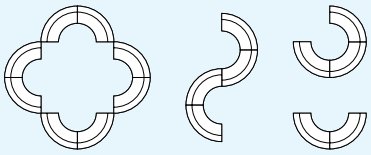
24"L | 22"D | 36"H

# BARS & BARSTOOLS

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

67"L | 22"D | 45"H

*possible configurations*



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

22"W | 18"L | 46"H

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

24"W | 20"L | 46"H | Adjustable

**DIVA COUNTER STOOL** ESSENTIALS
**71092**

17"W | 16"L | 36"H

The Intermediate 25" seating height

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

18"W | 17.75"L | 44"H

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

15" Round | 23-33.5"H | Adjustable

**APEX BARSTOOL** SELECT
*black vinyl* **33010**
*blue ultra suede* **3309**
*red vinyl* **33042**
*white vinyl* **33043**

21"L | 21"D | 33"H

# BARS & BARSTOOLS

**BANANA BARSTOOL** SELECT
*white vinyl/chrome* **810103**
*black vinyl/chrome* **810104**

21"L | 22"D | 30"H

**ZENITH BARSTOOL** SELECT
*white/chrome* **810850**

19"L | 20"D | 44"H

**ZOEY BARSTOOL** SELECT
*white vinyl/chrome* **810840**
*black vinyl/chrome* **810834**

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

**CHRISTOPHER BARSTOOL** SELECT
*white* **810848**

19"L | 15"D | 41"H

**ICE BARSTOOL** SELECT
*transparent/chrome legs* **810815**

16"L | 14"D | 33"H

**SHARK SWIVEL BARSTOOL** SELECT
*white plastic/chrome* **810202**

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

**RUSTIQUE BARSTOOL** SELECT
*gunmetal* **810839**

13"L | 13"D | 30"H

**GIN BARSTOOL** SELECT
*maple wood/chrome* **810505**

16"L | 16"D | 29"H

**OSLO BARSTOOL** SELECT
*blue plastic/chrome* **810200**
*white plastic/chrome* **810201**

17"L | 20"D | 30"H

# TURN THE TABLES IN YOUR FAVOR

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

## ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**

# DRAPED OR UNDRAPED TABLES & COUNTERS

**ESSENTIALS**

| TABLES (30" HEIGHT) | 3' | 4' | 6' | 8' |
|---|---|---|---|---|
| Draped | 130330 | 130430 | 130630 | 130830 |
| Draped on Fourth Side | | | 12404630 | 12404830 |
| Undraped | 131330 | 131430 | 131630 | 131830 |

| COUNTERS (42" HEIGHT) | 3' | 4' | 6' | 8' |
|---|---|---|---|---|
| Draped | 130342 | 130442 | 130642 | 130842 |
| Draped on Fourth Side | | | 12404642 | 12404842 |
| Undraped | 131342 | 131442 | 131642 | 131842 |

*black* *blue* *brown* *green*

*flax* *gold* *gray* *plum*

*red* *white*

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

# PEDESTAL TABLES

## Soho Series

**BLACK-TOP CAFÉ** *ESSENTIALS*
**72069**
24" Round | 30"H

**72067**
36" Round | 30"H

**BLACK-TOP MINI** *ESSENTIALS*
**72066**
18" Round | 18"H

**BLACK-TOP BISTRO** *ESSENTIALS*
**72070**
24" Round | 42"H

**72068**
36" Round | 42"H

## Chelsea Series

**BUTCHER BLOCK-TOP CAFÉ** *ESSENTIALS*
**72063**
30" Round | 30"H

**72064**
36" Round | 30"H

**BUTCHER BLOCK-TOP BISTRO** *ESSENTIALS*
**720163**
30" Round | 42"H

**720164**
36" Round | 42"H

---

**STANDARD BASE CAFÉ TABLE** *SELECT*
*liquid white* **820232**
*blue steel* **8201203**
30" Round | 29"H

**STANDARD BASE BAR TABLE** *SELECT*
*liquid white* **820231**
*blue steel* **8201204**
30" Round | 42"H

---

**HYDRAULIC BASE CAFÉ TABLE** *SELECT*
*liquid white* **820224**
30" Round | 29"H

**HYDRAULIC BASE BAR TABLE** *SELECT*
*liquid white* **820230**
30" Round | 45"H

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

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

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

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

# OCCASIONAL, END & COCKTAIL TABLES

## Studio Series

**BLACK END TABLE** ESSENTIALS
115104

17"W | 17"L | 18"H

**BLACK COCKTAIL TABLE** ESSENTIALS
115103

36"W | 20"L | 15"H

## Silverado

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

24" Round | 22"H

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

36" Round | 17"H

## Alondra

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

20"L | 20"D | 20"H

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

47"L | 24"D | 16"H

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

20"L | 20"D | 21"H

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

47"L | 24"D | 17"H

## Geo

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

20"L | 20"D | 21"H

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

47"L | 24"D | 17"H

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

26"L | 26"D | 20"H

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

50"L | 22"D | 16"H

# OCCASIONAL, END & COCKTAIL TABLES

## Sydney

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

27"L | 23"D | 22"H

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

48"L | 26"D | 18"H

Powered options available

## Oliver

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

22" Round | 22"H

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

47"L | 27"D | 19"H

## Regis

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

16"L | 15.5"D | 16.5"H

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

47"L | 15.5"D | 16"H

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

15"Round | 22"H

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

20"L | 20"D | 20"H

***See pages 22 and 23 for all Powered options.***

****Electrical power must be ordered separately***

# OCCASIONAL, END & COCKTAIL TABLES

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

42"L | 42"D | 29"H

# CONFERENCE TABLES

**GEO CONFERENCE TABLE** SELECT
*glass/black steel* **82041**
*glass/chrome* **82051**

60"L | 36"D | 29"H

**MADISON CONFERENCE TABLE** SELECT
*gray acajou* **820260**

42"Round | 29"H

TABLES

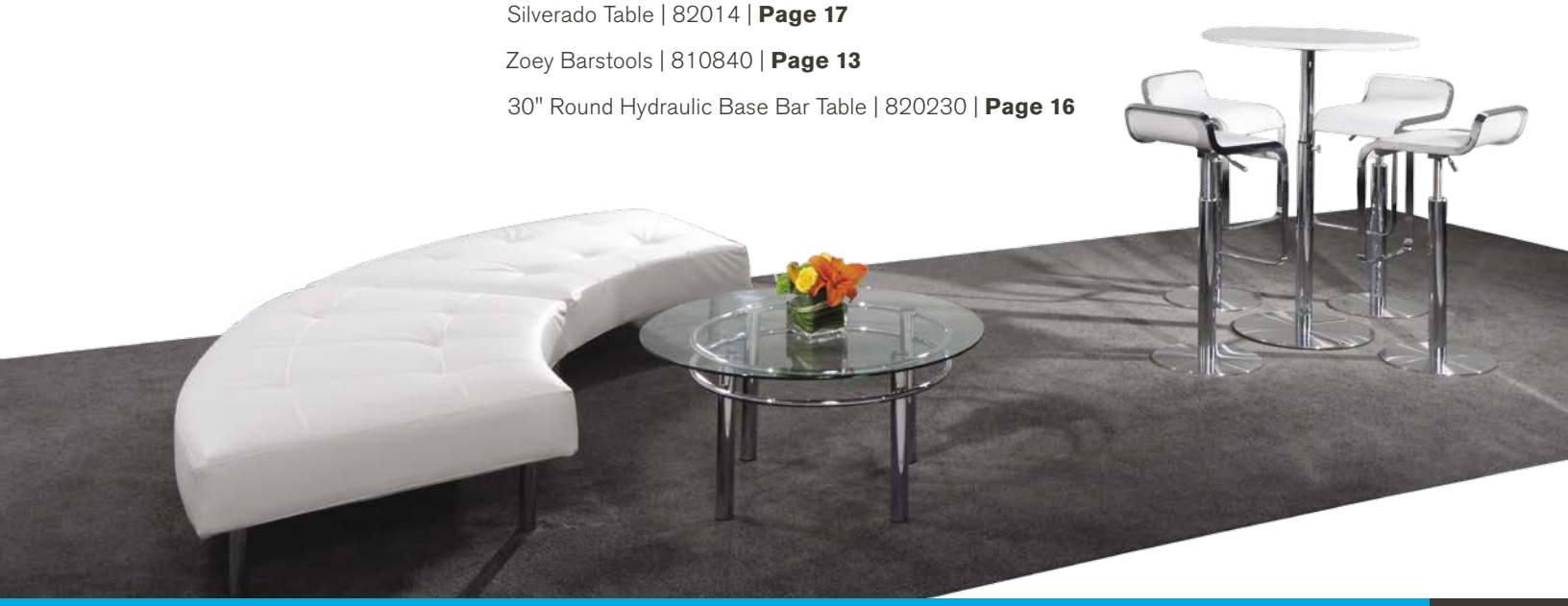
## ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



# CONFERENCE TABLES

**MADISON 5' TABLE** SELECT
*gray acajou* **820261**
60"L | 48"D | 29"H

**MADISON 8' TABLE** SELECT
*gray acajou* **820262**
96"L | 60"D | 29"H

**MADISON 10' TABLE** SELECT
*gray acajou* **820263**
120"L | 48"D | 29"H

**COMMUNAL TABLE (MAPLE WITH GROMMETS)** SELECT
*laminate/metal*
**82058**
72"L | 26"D | 30"H

**82059**
72"L | 26"D | 42"H

**COMMUNAL TABLE (MAPLE)** SELECT
*laminate/metal*
**82067**
72"L | 26"D | 30"H

**82068**
72"L | 26"D | 42"H

**COMMUNAL TABLE (WHITE)** SELECT
*laminate/metal*
**82063**
72"L | 26"D | 30"H

**82066**
72"L | 26"D | 42"H

**42" ROUND WHITE CONFERENCE TABLE** SELECT
*white laminate* **820708**
42" Round | 29"H

**6' OVAL CONFERENCE TABLE** SELECT
*granite nebula* **820203**
72"L | 42"D | 29"H

**8' RECTANGULAR CONFERENCE TABLE** SELECT
*granite* **820115**
96"L | 44"D | 29"H

# OFFICE

**MADISON DESK** SELECT
*gray acajou* **84075**
60"L | 30"D | 29"H

**MADISON CREDENZA** SELECT
*gray acajou* **84077**
60"L | 20"D | 29"H

**MADISON BOOKCASE** SELECT
*gray acajou* **84078**
36"L | 12"D | 72"H

# COMPUTER DESK / TABLE

**WORK DESK** SELECT
*white laminate* **820706**
48"L | 24"D | 30"H

**MERLIN TABLE** SELECT
*gray laminate* **820707**
46"L | 29"D | 30"H

## ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**
Key Largo Chair | 810950 | **Page 4**
Sydney Powered Table | 82052 | **Page 18, 23**
Black Diamond Stool | 71088 | **Page 12**
Soho Black Top Bistro | 36" Round - 72068 | **Page 16**
Aura Round Table | 820844 | **Page 19**

# POWERED

All Powered options will have an **adapter included with rental**. Additional adapters can be ordered separately.

## POWERED SEATING

### NAPLES CHAIR, POWERED* SELECT

*black vinyl* **810120**

36"L | 30"D | 28"H

Power Panel Detail

### NAPLES LOVESEAT, POWERED* SELECT

*black vinyl* **830122**

62"L | 30"D | 28"H

Power Panel Detail

### NAPLES SOFA, POWERED* SELECT

*black vinyl* **830121**

87"L | 30"D | 28"H

Power Panel Detail

### ROMA CHAIR, POWERED* SELECT

*white vinyl* **81021**

37"L | 31"D | 33"H

Power Panel Detail

### ROMA SOFA, POWERED* SELECT

*white vinyl* **83017**

78"L | 31"D | 33"H

Power Panel Detail

***Electrical power must be ordered separately***

# POWERED TABLES

**G30 COCKTAIL TABLE, POWERED*** SELECT
*white top* **82070**

72"L | 26"D | 18"H

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

72"L | 26"D | 30"H

**G30 BAR TABLE, POWERED*** SELECT
*white top* **82072**

72"L | 26"D | 42"H

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

60"L | 30"D | 30"H

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

48"L | 26"D | 18"H

# POWERED PRODUCT PEDESTALS

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

24"L | 24"D | 36"H

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

24"L | 24"D | 42"H

Power Panel Detail

# ADAPTERS

**4-WAY CHARGING ADAPTER*** SELECT
*black* **850800**
*white* **850801**

36"L

All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

# BANQUETTE

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

38"Round | 51"H

Powered

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

***Electrical power must be ordered separately***

# STORAGE

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

16"L | 20"D | 28"H

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

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

15"W | 29"L | 28"H

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

15"W | 29"L | 50"H

# REFRIGERATOR

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

19"W | 19"L | 34"H

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

28"L | 28"D | 64"H

# LIGHTING

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

16" Round | 26"H

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

18" Round | 55"H

***Electrical power must be ordered separately***

# DISPLAY

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

**DISPLAY CYLINDERS** ESSENTIALS
*black*

*low* **75020**
30"W | 15"H

*medium* **75021**
18"W | 20"H

*high* **75022**
24"W | 36"H

Available in rectangular sizes.

**DISPLAY CUBES** ESSENTIALS
*black*

*12" small* **75030**
12"W | 12"L | 42"H

*18" medium* **75031**
18"W | 18"L | 36"H

*24" large* **75032**
24"W | 24"L | 42"H

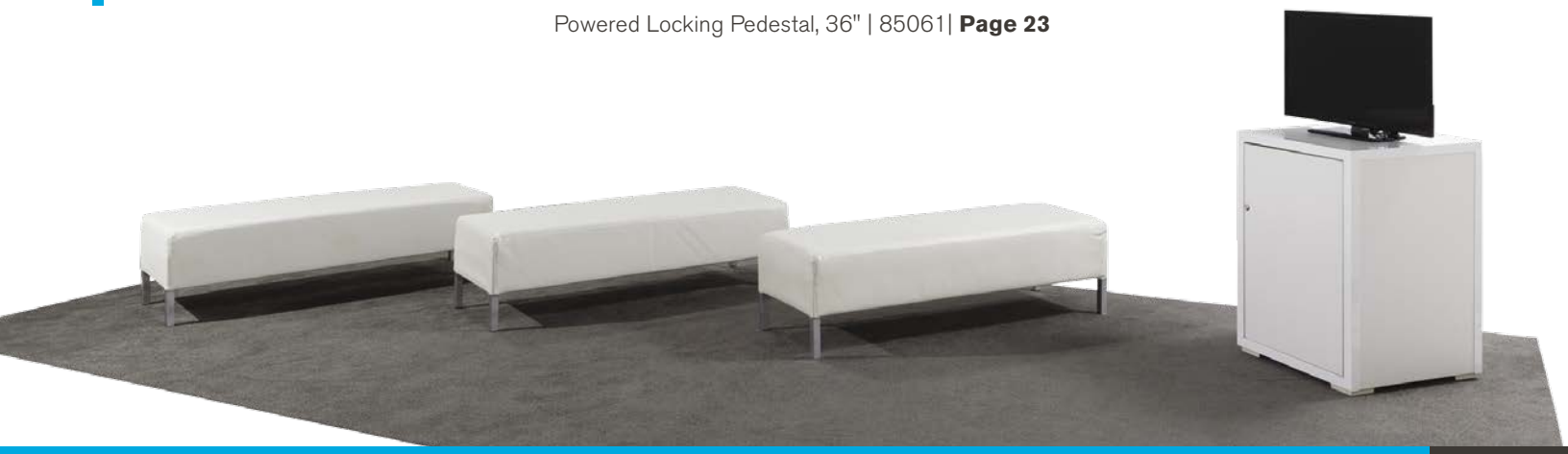
**ORION COMPUTER KIOSK** ESSENTIALS
*black* **75079**
28"L | 28"D | 40.5"H
(Computer not included.)

**DISPLAY COUNTER** ESSENTIALS
*black* **72056**
24"W | 49"L | 42"H

## ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061| **Page 23**



# ACCESSORIES

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

## TABLET STAND

**MOBILE TABLET STAND** SELECT
*white* **850714**
*black* **850715**

14"L | 13"D | 44.5"H

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

## TABLET STAND ACCESSORIES

**BROCHURE HOLDER*** SELECT
*black* **850711**

8.625"L | 1.1"D | 11.325"H

**WIRELESS PRINTER HOLDER*** SELECT
*black* **850712**

3.3"L | 1.9"D | 5.28"H

**CHARGING SHELF*** SELECT
*black* **850713**

14.85"L | 7.17"D | 1"H

**To be ordered with the tablet stand*

# ACCESSORIES

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

42"H

**CHROME SIGN HOLDER** ESSENTIALS
220118

Holds 22" x 28" sign

**ROUND LITERATURE RACK** ESSENTIALS
750135

17"W | 17"L | 57"H

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

**FLAT LITERATURE RACK** ESSENTIALS
750136

10"W | 55"H

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

**CHROME COAT TREE** ESSENTIALS
220109

**ALUMINIUM EASEL** ESSENTIALS
220134

**CHROME BAG RACK** ESSENTIALS
220110

**SPECIAL DRAPING** (not pictured)

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

**FLOOR-STANDING BULLETIN BOARD** ESSENTIALS
10201484

48"W | 96"L | 78"H

**CORRUGATED WASTEBASKET** ESSENTIALS
220106

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

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

**ONLINE PRICE DISCOUNT PRICE DEADLINE DATE**

**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| **SEATING** | | | | | | |
| **Naples Group - Black Leather** | | | | | | |
| | 810119* | Chair | 457.80 | 503.60 | 640.90 | |
| | 830120* | Loveseat | 615.40 | 676.95 | 861.55 | |
| | 830119* | Sofa | 681.40 | 749.55 | 953.95 | |
| **Heathrow Group -Black Leather** | | | | | | |
| | 810116* | Armless Chair | 347.10 | 381.80 | 485.95 | |
| | 810117* | Corner Chair | 404.60 | 445.05 | 566.45 | |
| | 830116* | Sofa | 587.70 | 646.45 | 822.80 | |
| **South Beach Group - Platinum Suede** | | | | | | |
| | 8301* | Sofa | 610.50 | 671.55 | 854.70 | |
| | 8151* | Ottoman | 257.35 | 283.10 | 360.30 | |
| **Key Largo Group - Black Fabric** | | | | | | |
| | 830950* | Loveseat | 472.70 | 519.95 | 661.80 | |
| | 830951* | Sofa | 523.10 | 575.40 | 732.35 | |
| | 810950* | Chair | 372.70 | 409.95 | 521.80 | |
| **Allegro Group - Blue Fabric** | | | | | | |
| | 81019* | Chair | 482.25 | 530.50 | 675.15 | |
| | 83015* | Sofa | 769.75 | 846.75 | 1,077.65 | |
| **Fairfax Group - White Vinyl** | | | | | | |
| | 810949* | Chair | 314.35 | 345.80 | 440.10 | |
| | 830949* | Sofa | 501.65 | 551.80 | 702.30 | |
| **Hopi Group - Gray Linen** | | | | | | |
| | 810140* | Chair | 200.00 | 220.00 | 280.00 | |
| | 830150* | Sofa | 256.00 | 281.60 | 358.40 | |
| **Tangiers Group - Beige Fabric** | | | | | | |
| | 810118* | Chair | 406.70 | 447.35 | 569.40 | |
| | 830118* | Sofa | 568.55 | 625.40 | 795.95 | |
| **Roma Group - White Vinyl** | | | | | | |
| | 81020* | Chair | 539.75 | 593.75 | 755.65 | |
| | 83016* | Sofa | 827.35 | 910.10 | 1,158.30 | |
| **CASUAL SEATING** | | | | | | |
| **Ottomans** | | | | | | |
| | 815122* | Endless Square - White Leather | 293.85 | 323.25 | 411.40 | |
| | 815123* | Endless Square - Black Leather | 293.85 | 323.25 | 411.40 | |
| | 815953* | Endless Curved - White Leather | 388.25 | 427.10 | 543.55 | |
| | 815952* | Endless Curved - Black Leather | 388.25 | 427.10 | 543.55 | |
| | 815120* | Bench - White Leather | 353.50 | 388.85 | 494.90 | |
| | 815121* | Bench - Black Leather | 353.50 | 388.85 | 494.90 | |
| | 815119* | Half-Bench - White Vinyl | 318.00 | 349.80 | 445.20 | |

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|---|---|---|---|---|---|---|
| **CASUAL SEATING** | | | | | | |
| | 81518* | Vibe - Blue Vinyl | 137.20 | 150.90 | 192.10 | |
| | 81519* | Vibe - Red Vinyl | 137.20 | 150.90 | 192.10 | |
| | 81525* | Vibe - OrangeVinyl | 137.20 | 150.90 | 192.10 | |
| | 81520* | Vibe - Pink Vinyl | 137.20 | 150.90 | 192.10 | |
| | 81517* | Vibe - Yellow Vinyl | 137.20 | 150.90 | 192.10 | |
| | 81530* | Vibe - Black Vinyl | 112.00 | 123.20 | 156.80 | |
| | 81531* | Vibe - White Vinyl | 112.00 | 123.20 | 156.80 | |
| | 815151* | Marche Swivel Ottoman - Gray Fabric | 198.00 | 217.80 | 277.20 | |
| | 815154* | Marche Swivel Ottoman - Red Fabric | 198.00 | 217.80 | 277.20 | |
| | 815159* | Marche Swivel Ottoman - Blue Fabric | 198.00 | 217.80 | 277.20 | |
| | 815152* | Marche Swivel Ottoman - Linen Fabric | 198.00 | 217.80 | 277.20 | |
| | 815157* | Marche Swivel Ottoman - Meadow Green Fabric | 198.00 | 217.80 | 277.20 | |
| | 815158* | Marche Swivel Ottoman - Pear Yellow Fabric | 198.00 | 217.80 | 277.20 | |
| | 815156* | Marche Swivel Ottoman - Plum Fabric | 198.00 | 217.80 | 277.20 | |
| | 815153* | Marche Swivel Ottoman - Raspberry Fabric | 198.00 | 217.80 | 277.20 | |
| | 815155* | Marche Swivel Ottoman - Rose Quartz Fabric | 198.00 | 217.80 | 277.20 | |
| | 815150* | Marche Swivel Ottoman - White Vinyl | 198.00 | 217.80 | 277.20 | |
| | 81526* | Edge LED Cube - High Density Plastic | 183.60 | 201.95 | 257.05 | |
| **Banquettes** | | | | | | |
| | 8506* | Banquette, Center Cone w/Electrical Charging Outlet | 536.00 | 589.60 | 750.40 | |
| | 8507* | Banquette, Quarter Curve Ottoman | 354.00 | 389.40 | 495.60 | |
| **Occasional Chairs** | | | | | | |
| | 71089 | Black Diamond Side Chair | 118.10 | 129.90 | 165.35 | |
| | 71090 | Black Diamond Arm Chair | 140.40 | 154.45 | 196.55 | |
| | 71091 | Diva Chair | 184.15 | 202.55 | 257.80 | |
| | 210108 | Limerick® Chair by Herman Miller | 70.45 | 77.50 | 98.65 | |
| | 8102* | Madrid Chair - Black Leather/Chrome | 763.15 | 839.45 | 1,068.40 | |
| | 810816* | Madrid Chair - White Leather/Chrome | 763.15 | 839.45 | 1,068.40 | |
| | 810948* | Meeting Chair - White Vinyl | 258.85 | 284.75 | 362.40 | |
| | 810835* | Meeting Chair - Espresso Bonded Leather | 184.80 | 203.30 | 258.70 | |
| | 810836* | Meeting Chair - Taupe Microfiber | 242.50 | 266.75 | 339.50 | |
| | 8103* | Tub Chair - Black Fabric | 367.80 | 404.60 | 514.90 | |
| | 810843* | Madden Chair - Light Gray Vinyl | 421.60 | 463.75 | 590.25 | |
| | 810814* | ICE Side Chair - Transparent/Chrome | 194.05 | 213.45 | 271.65 | |
| | 810131* | Malba Chair - Gray Molded Plastic | 88.00 | 96.80 | 123.20 | |
| | 810130* | Malba Chair - Green Molded Plastic | 88.00 | 96.80 | 123.20 | |
| | 810846* | Christopher Chair - White Vinyl/Chrome | 114.95 | 126.45 | 160.95 | |
| | 810851* | Zenith Chair - White/Chrome | 138.00 | 151.80 | 193.20 | |
| | 810841* | Rustique Chair with Arms | 114.95 | 126.45 | 160.95 | |
| | 810837* | Razor Armless Chair - White High Density Plastic | 49.70 | 54.65 | 69.60 | |
| | 810875* | Swanson Chair - White Vinyl | 249.15 | 274.05 | 348.80 | |
| | 810811* | Berlin Stack Chair - White & Red Plastic/Chrome | 99.70 | 109.65 | 139.60 | |
| | 810810* | Berlin Stack Chair - White & Black Plastic/Chrome | 99.70 | 109.65 | 139.60 | |
| | 810847* | Wendy Chair - Clear Acrylic | 112.85 | 124.15 | 158.00 | |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| **Conference Chairs** | | | | | | |
| | 71046 | Gray Gaslift Chair With Arms | 214.75 | 236.25 | 300.65 | |
| | 71045 | Gray Gaslift Chair Without Arms | 184.15 | 202.55 | 257.80 | |
| | 810874* | Labrea Chair - Charcoal Gray Fabric | 293.85 | 323.25 | 411.40 | |
| | 81063* | Altura Conference/Guest Chair - Black Fabric/Black Steel | 295.00 | 324.50 | 413.00 | |
| | 810807* | Luxor Executive Chair - Black Leather | 390.75 | 429.85 | 547.05 | |
| | 810844* | Pro Executive High Back Chair - White Vinyl | 256.50 | 282.15 | 359.10 | |
| | 810946* | Pro Executive High Back Chair - Black Vinyl | 258.75 | 284.65 | 362.25 | |
| | 810945* | Pro Executive Mid Back Chair - White Vinyl | 321.10 | 353.20 | 449.55 | |
| | 810944* | Pro Executive Mid Back Chair - Black Vinyl | 308.00 | 338.80 | 431.20 | |
| | 810947* | Pro Executive Guest Chair - Black Vinyl | 334.90 | 368.40 | 468.85 | |
| **Bars & Bar Stools** | | | | | | |
| | 8501* | Martini Bar | 1,287.95 | 1,416.75 | 1,803.15 | |
| | 71088 | Black Diamond Stool | 176.45 | 194.10 | 247.05 | |
| | 71048 | Gray Gaslift Stool with Arms | 276.10 | 303.70 | 386.55 | |
| | 71047 | Gray Gaslift Stool without Arms | 248.50 | 273.35 | 347.90 | |
| | 71092 | Diva Counter Stool | 210.10 | 231.10 | 294.15 | |
| | 210109 | Limerick® Stool by Herman Miller | 116.85 | 128.55 | 163.60 | |
| | 810872* | Lift Hydraulic Barstool - Gray VinylChrome | 151.15 | 166.25 | 211.60 | |
| | 810873* | Lift Hydraulic Barstool - Red Vinyl/Chrome | 151.15 | 166.25 | 211.60 | |
| | 810871* | Lift Hydraulic Barstool - Black Vinyl/Chrome | 151.15 | 166.25 | 211.60 | |
| | 810870* | Lift Hydraulic Barstool - White Vinyl/Chrome | 151.15 | 166.25 | 211.60 | |
| | 33010* | Apex Barstool - Black Vinyl | 187.20 | 205.90 | 262.10 | |
| | 3309* | Apex Barstool - Blue Ultra Suede | 187.20 | 205.90 | 262.10 | |
| | 33042* | Apex Barstool - Red Vinyl | 187.20 | 205.90 | 262.10 | |
| | 33043* | Apex Barstool - White Vinyl | 187.20 | 205.90 | 262.10 | |
| | 810103* | Banana Barstool - White Vinyl/Chrome | 175.15 | 192.65 | 245.20 | |
| | 810104* | Banana Barstool - Black Vinyl/Chrome | 175.15 | 192.65 | 245.20 | |
| | 810850* | Zenith Barstool - White/Chrome | 138.00 | 151.80 | 193.20 | |
| | 810840* | Zoey Barstool - White Vinyl/Chrome | 283.20 | 311.50 | 396.50 | |
| | 810834* | Zoey Barstool - Black Vinyl/Chrome | 283.20 | 311.50 | 396.50 | |
| | 810848* | Christopher Barstool - White | 192.15 | 211.35 | 269.00 | |
| | 810815* | ICE Barstool - Transparent/Chrome | 214.60 | 236.05 | 300.45 | |
| | 810202* | Shark Swivel Barstool - White Plastic/Chrome | 323.00 | 355.30 | 452.20 | |
| | 810839* | Rustique Barstool - Gunmetal | 114.95 | 126.45 | 160.95 | |
| | 810505* | Gin Barstool - Maple Wood/Chrome | 154.95 | 170.45 | 216.95 | |
| | 810200* | Oslo Barstool - Blue Plastic/Chrome | 220.95 | 243.05 | 309.35 | |
| | 810201* | Oslo Barstool - White Plastic/Chrome | 220.95 | 243.05 | 309.35 | |

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| **Draped Tables & Counters** | | | | | | |
| **Draped Tables -** Tables are 30" wide ☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White | | | | | | |
| | 130330 | Draped Table 3'L x 30"H | 113.10 | 124.40 | 158.35 | |
| | 130430 | Draped Table 4'L x 30"H | 128.60 | 141.45 | 180.05 | |
| | 130630 | Draped Table 6'L x 30"H | 186.10 | 204.70 | 260.55 | |
| | 130830 | Draped Table 8'L x 30"H | 197.60 | 217.35 | 276.65 | |
| | 12404630 | 4th Side Drape 6'L x 30"H | 38.30 | 42.15 | 53.60 | |
| | 12404830 | 4th Side Drape 8'L x 30"H | 38.30 | 42.15 | 53.60 | |
| | 130342 | Draped Counter 3'L x 42"H | 150.60 | 165.65 | 210.85 | |
| | 130442 | Draped Counter 4'L x 42"H | 186.40 | 205.05 | 260.95 | |
| | 130642 | Draped Counter 6'L x 42"H | 188.30 | 207.15 | 263.60 | |
| | 130842 | Draped Counter 8'L x 42"H | 218.35 | 240.20 | 305.70 | |
| | 12404642 | 4th Side Drape 6'L x 42"H | 38.30 | 42.15 | 53.60 | |
| | 12404842 | 4th Side Drape 8'L x 42"H | 38.30 | 42.15 | 53.60 | |
| **Undraped Tables & Counters** | | | | | | |
| **Undraped Tables -** Tables are 30" wide | | | | | | |
| | 131330 | Undraped Table 3'L x 30"H | 52.60 | 57.85 | 73.65 | |
| | 131430 | Undraped Table 4'L x 30"H | 59.10 | 65.00 | 82.75 | |
| | 131630 | Undraped Table 6'L x 30"H | 67.75 | 74.55 | 94.85 | |
| | 131830 | Undraped Table 8'L x 30"H | 75.30 | 82.85 | 105.40 | |
| | 131342 | Undraped Counter 3'L x 42"H | 75.30 | 82.85 | 105.40 | |
| | 131442 | Undraped Counter 4'L x 42"H | 90.40 | 99.45 | 126.55 | |
| | 131642 | Undraped Counter 6'L x 42"H | 105.45 | 116.00 | 147.65 | |
| | 131842 | Undraped Counter 8'L x 42"H | 120.45 | 132.50 | 168.65 | |
| **Table Top Risers - Risers are 8" wide** | | | | | | |
| | 1504100 | Black 4'L x 7"H Corrugated Riser | 30.40 | 33.45 | 42.55 | |
| | 1504101 | White 4'L x 7"H Corrugated Riser | 30.40 | 33.45 | 42.55 | |
| | 1506100 | Black 6'L x 7"H Corrugated Riser | 35.60 | 39.15 | 49.85 | |
| | 1506101 | White 6'L x 7"H Corrugated Riser | 35.60 | 39.15 | 49.85 | |
| | 1508100 | Black 8'L x 7"H Corrugated Riser | 41.10 | 45.20 | 57.55 | |
| | 1508101 | White 8'L x 7"H Corrugated Riser | 41.10 | 45.20 | 57.55 | |
| | 1504200 | Black 4'L x 14"H Corrugated Riser | 46.55 | 51.20 | 65.15 | |
| | 1504201 | White 4'L x 14"H Corrugated Riser | 46.55 | 51.20 | 65.15 | |
| | 1506200 | Black 6'L x 14"H Corrugated Riser | 56.95 | 62.65 | 79.75 | |
| | 1506201 | White 6'L x 14"H Corrugated Riser | 56.95 | 62.65 | 79.75 | |
| | 1508200 | Black 8'L x 14"H Corrugated Riser | 67.35 | 74.10 | 94.30 | |
| | 1508201 | White 8'L x 14"H Corrugated Riser | 67.35 | 74.10 | 94.30 | |
| **Pedestal Tables - SoHo Series** | | | | | | |
| | 72069 | Black Top Cafe - 30"H x 24"W | 201.65 | 221.80 | 282.30 | |
| | 72067 | Black Top Cafe - 30"H x 36"W | 201.65 | 221.80 | 282.30 | |
| | 72066 | Black Top Mini - 18"H x 18"W | 122.70 | 134.95 | 171.80 | |
| | 72070 | Black Top Bistro - 42"H x 24"W | 201.65 | 221.80 | 282.30 | |
| | 72068 | Black Top Bistro - 42"H x 36"W | 201.65 | 221.80 | 282.30 | |

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|---|---|---|---|---|---|---|
| **Pedestal Tables - Chelsea Series - Butcher Block Top** | | | | | | |
| | 72063 | Butcher Block Top Cafe Table - 30"H x 30"W..... | 191.70 | 210.85 | 268.40 | |
| | 72064 | Butcher Block Top Cafe Table - 30"H x 36"W..... | 191.70 | 210.85 | 268.40 | |
| | 720163 | Butcher Block Top Bistro Table - 42"H x 30"W..... | 191.70 | 210.85 | 268.40 | |
| | 720164 | Butcher Block Top Bistro Table - 42"H x 36"W..... | 191.70 | 210.85 | 268.40 | |
| **Pedestal Tables** | | | | | | |
| | 820232* | Standard Base Cafe Table - Liquid White..... | 248.00 | 272.80 | 347.20 | |
| | 8201203* | Standard Base Cafe Table - Blue Steel..... | 214.00 | 235.40 | 299.60 | |
| | 820231* | Standard Base Bar Table - Liquid White..... | 228.00 | 250.80 | 319.20 | |
| | 8201204* | Standard Base Bar Table - Blue Steel..... | 256.00 | 281.60 | 358.40 | |
| | 820224* | Hydraulic Base Cafe Table - Liquid White..... | 344.00 | 378.40 | 481.60 | |
| | 820230* | Hydraulic Base Bar Table - Liquid White..... | 344.00 | 378.40 | 481.60 | |
| | 820241* | Madison Hydraulic Base Cafe Table - Gray Acajou. | 274.00 | 301.40 | 383.60 | |
| | 820240* | Madison Hydraulic Base Bar Table - Gray Acajou.. | 274.00 | 301.40 | 383.60 | |
| | 820265* | Madison Cafe Table - Gray Acajou..... | 216.00 | 237.60 | 302.40 | |
| | 820264* | Madison Bar Table - Gray Acajou..... | 236.00 | 259.60 | 330.40 | |
| **Occasional End & Cocktail Tables** | | | | | | |
| | 115104 | Studio Black End Table..... | 84.35 | 92.80 | 118.10 | |
| | 115103 | Studio Black Cocktail Table..... | 115.00 | 126.50 | 161.00 | |
| | 82015* | Silverado End Table-Tempered Glass/Painted Steel | 235.80 | 259.40 | 330.10 | |
| | 82014* | Silverado Table - Tempered Glass/Painted Steel..... | 250.55 | 275.60 | 350.75 | |
| | 820252* | Alondra End Table - Glass/Chrome..... | 200.00 | 220.00 | 280.00 | |
| | 820250* | Alondra Cocktail Table - Glass/Chrome..... | 278.00 | 305.80 | 389.20 | |
| | 820253* | Alondra End Table - Wood/Chrome..... | 200.00 | 220.00 | 280.00 | |
| | 820251* | Alondra Cocktail Table - Wood/Chrome..... | 278.00 | 305.80 | 389.20 | |
| | 82028* | Geo End Table - Wood/Black Steel..... | 236.00 | 259.60 | 330.40 | |
| | 82027* | Geo Cocktail Table - Wood/Black Steel..... | 242.00 | 266.20 | 338.80 | |
| | 82035* | Geo End Table - Glass/Chrome..... | 212.90 | 234.20 | 298.05 | |
| | 82034* | Geo Cocktail Table - Glass/Chrome..... | 235.80 | 259.40 | 330.10 | |
| | 82054* | Sydney End Table - Black Laminate/Brushed Steel.. | 219.60 | 241.55 | 307.45 | |
| | 82055* | Sydney End Table - White Laminate/Brushed Steel.. | 219.60 | 241.55 | 307.45 | |
| | 82052* | Sydney Table - Black Laminate/Brushed Steel..... | 265.45 | 292.00 | 371.65 | |
| | 82053* | Sydney Table - White Laminate/Brushed Steel..... | 265.45 | 292.00 | 371.65 | |
| | 82088* | Oliver End Table - Walnut Finish..... | 214.25 | 235.70 | 299.95 | |
| | 82087* | Oliver Table - Walnut Finish..... | 241.30 | 265.45 | 337.80 | |
| | 82075* | Regis End Table - Brushed Metal..... | 217.95 | 239.75 | 305.15 | |
| | 82074* | Regis Bench Table - Brushed Metal..... | 308.20 | 339.00 | 431.50 | |
| | 820844* | Aura Round Table - White Metal..... | 121.35 | 133.50 | 169.90 | |
| | 82057* | Edge LED Lighted Table-White Plastic/Clear Acrylic | 183.60 | 201.95 | 257.05 | |
| | 82043* | Geo Square-Round Table - Glass/Black Steel..... | 287.05 | 315.75 | 401.85 | |
| | 82044* | Geo Square-Round Table - Glass/Chrome..... | 287.05 | 315.75 | 401.85 | |
| **Conference Tables** | | | | | | |
| | 82041* | Geo Conference Table - Glass/Black Steel..... | 397.45 | 437.20 | 556.45 | |
| | 82051* | Geo Conference Table - Glass/Chrome..... | 397.45 | 437.20 | 556.45 | |
| | 820260* | Madison Conference Table - Gray Acajou..... | 370.00 | 407.00 | 518.00 | |

FREEMAN furnishings

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NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| | 820261* | Madison 5' Conference Table - Gray Acajou | 448.00 | 492.80 | 627.20 | |
| | 820262* | Madison 8' Conference Table - Gray Acajou | 894.00 | 983.40 | 1,251.60 | |
| | 820263* | Madison 10' Conference Table - Gray Acajou | 894.00 | 983.40 | 1,251.60 | |
| | 82058* | Communal Table 30"H (Maple with Grommets) | 457.10 | 502.80 | 639.95 | |
| | 82059* | Communal Table 42"H (Maple with Grommets) | 640.05 | 704.05 | 896.05 | |
| | 82067* | Communal Table 30"H Maple | 457.10 | 502.80 | 639.95 | |
| | 82068* | Communal Table 42"H Maple | 640.05 | 704.05 | 896.05 | |
| | 82063* | Communal Table 30"H White | 457.10 | 502.80 | 639.95 | |
| | 82066* | Communal Table 42"H White | 640.05 | 704.05 | 896.05 | |
| | 820708* | 42" Round Conference Table - White Laminate | 381.15 | 419.25 | 533.60 | |
| | 820203* | 6' Oval Conference Table - Graphite Nebula | 509.60 | 560.55 | 713.45 | |
| | 820115* | 8' Rectangular Conference Table - Granite | 605.30 | 665.85 | 847.40 | |
| **Computer Desk/Tables** | | | | | | |
| | 84075* | Madison Desk - Gray Acajou | 547.05 | 601.75 | 765.85 | |
| | 84077* | Madison Credenza - Gray Acajou | 455.50 | 501.05 | 637.70 | |
| | 84078* | Madison Bookcase - Gray Acajou | 388.95 | 427.85 | 544.55 | |
| | 820706* | Work Desk - White Laminate | 327.90 | 360.70 | 459.05 | |
| | 820707* | Merlin Table - Gray Laminate | 342.85 | 377.15 | 480.00 | |
| **POWERED** | | | | | | |
| **Powered Seating** | | | | | | |
| | 810120* | Naples Chair, Powered - Black Vinyl | 618.55 | 680.40 | 865.95 | |
| | 830122* | Naples Loveseat, Powered - Black Vinyl | 831.50 | 914.65 | 1,164.10 | |
| | 830121* | Naples Sofa, Powered - Black Vinyl | 957.20 | 1,052.90 | 1,340.10 | |
| | 81021* | Roma Chair, Powered - White Vinyl | 618.55 | 680.40 | 865.95 | |
| | 83017* | Roma Sofa, Powered - White Vinyl | 957.20 | 1,052.90 | 1,340.10 | |
| **Powered Tables** | | | | | | |
| | 82070* | G30 Cocktail Table 18" H, Powered - White Top | 407.65 | 448.40 | 570.70 | |
| | 82071* | G30 Cafe Table 30" H, Powered - White Top | 563.80 | 620.20 | 789.30 | |
| | 82072* | G30 Bar Table 42" H, Powered - White Top | 736.15 | 809.75 | 1,030.60 | |
| | 84083* | Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal | 566.10 | 622.70 | 792.55 | |
| | 84084* | Tech Desk, Powered - Black Metal | 496.50 | 546.15 | 695.10 | |
| | 82076* | Sydney Cocktail Table, Powered Black | 384.30 | 422.75 | 538.00 | |
| | 82073* | Sydney Cocktail Table, Powered White | 384.30 | 422.75 | 538.00 | |
| **Powered ProductsPedestals** | | | | | | |
| | 85060* | Powered Locking Pedestal 36" H, Black | 452.25 | 497.50 | 633.15 | |
| | 85061* | Powered Locking Pedestal 36" H, White | 452.25 | 497.50 | 633.15 | |
| | 85062* | Powered Locking Pedestal 42" H, Black | 539.45 | 593.40 | 755.25 | |
| | 85063* | Powered Locking Pedestal 42" H, White | 539.45 | 593.40 | 755.25 | |
| **Adapters** | | | | | | |
| | 850800* | 4-Way Charging Adapter - Black | 24.35 | 26.80 | 34.10 | |
| | 850801* | 4-Way Charging Adapter - White | 24.35 | 26.80 | 34.10 | |
| **DISPLAY & ACCESSORIES** | | | | | | |
| **Product Storage** | | | | | | |
| | 84080* | 3 Door File Cabinet on Castors - Black | 172.80 | 190.10 | 241.90 | |
| | 74082 | File Cabinet w/Lock - Two Drawer - Standard Size | 120.45 | 132.50 | 168.65 | |
| | 74081 | File Cabinet w/Lock - Four Drawer - Standard Size | 150.60 | 165.65 | 210.85 | |



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NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| **Refrigerator** | | | | | | |
| | 75057 | Small Refrigerator | 421.90 | 464.10 | 590.65 | |
| | 8503001* | Refrigerator - White | 728.95 | 801.85 | 1,020.55 | |
| **Lighting** | | | | | | |
| | 850707* | Mason Table Lamp - White/Brushed Silver | 143.50 | 157.85 | 200.90 | |
| | 850708* | Mason Floor Lamp - White/Brushed Silver | 223.45 | 245.80 | 312.85 | |
| **Display** | | | | | | |
| | 75020 | Display Cylinder - Black - Low | 199.40 | 219.35 | 279.15 | |
| | 75021 | Display Cylinder - Black - Medium | 237.75 | 261.55 | 332.85 | |
| | 75022 | Display Cylinder - Black - High | 276.10 | 303.70 | 386.55 | |
| | 75030 | Display Cube - Black - 12" Small | 214.75 | 236.25 | 300.65 | |
| | 75031 | Display Cube - Black - 18" Medium | 253.10 | 278.40 | 354.35 | |
| | 75032 | Display Cube - Black - 24" Large | 291.40 | 320.55 | 407.95 | |
| | 75079 | Orion Computer Kiosk | 383.55 | 421.90 | 536.95 | |
| | 72056 | Display Counter - Black | 383.55 | 421.90 | 536.95 | |
| **Tablet Stand** | | | | | | |
| | 850714* | Mobile Tablet Stand - White | 278.95 | 306.85 | 390.55 | |
| | 850715* | Mobile Tablet Stand - Black | 278.95 | 306.85 | 390.55 | |
| **Tablet Stand Accessories** | | | | | | |
| | 850711* | Brochure Holder - Black | 27.65 | 30.40 | 38.70 | |
| | 850712* | Wireless Printer Holder - Black | 27.65 | 30.40 | 38.70 | |
| | 850713* | Charging Shelf - Black | 27.65 | 30.40 | 38.70 | |
| **Accessories** | | | | | | |
| | 220121 | Chrome Stanchion w/8' Retractable Belt | 127.85 | 140.65 | 179.00 | |
| | 220118 | Chrome Sign Holder | 92.00 | 101.20 | 128.80 | |
| | 750135 | Round Literature Rack | 199.40 | 219.35 | 279.15 | |
| | 750136 | Flat Literature Rack | 168.80 | 185.70 | 236.30 | |
| | 220109 | Chrome Coat Tree | 61.40 | 67.55 | 85.95 | |
| | 220134 | Aluminum Easel | 45.95 | 50.55 | 64.35 | |
| | 220110 | Chrome Bag Rack | 99.70 | 109.65 | 139.60 | |
| | 10201484 | Floor Standing Bulletin Board | 204.20 | 224.60 | 285.90 | |
| | 220106 | Corrugated Wastebasket | 22.20 | 24.40 | 31.10 | |
| | 220107 | Wastebasket | 29.05 | 31.95 | 40.65 | |
| **Special Drape** | | | | | | |
| | 12103 | Special Drape 3'H (per ft.) | 18.40 | 20.25 | 25.75 | |
| | 12108 | Special Drape 8'H (per ft.) | 23.15 | 25.45 | 32.40 | |

**Special Drape**
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

**TOTAL COST**

_____ + _____ = _____

Sub-Total 12% Tax Total Cost

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

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

01/17 (456155) 7418



FREEMAN furnishings

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FreemanNewOrleansES@freeman.com

**ONLINE PRICE & DISCOUNT PRICE DEADLINE DATE JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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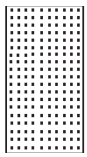
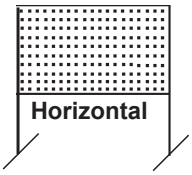
## ACCESSORIES

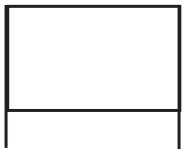
### PERFBOARD - SINGLE SIDED

Vertical



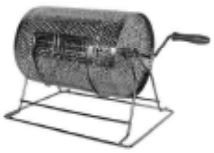



### BULLETIN BOARD

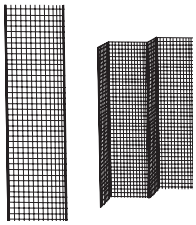


### CHROME GARMENT RACK

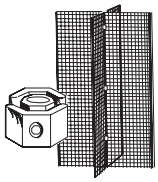
### SMALL TICKET TUMBLER



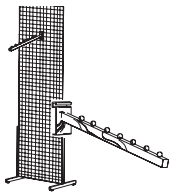
### 2' x 8' GRID PANELS



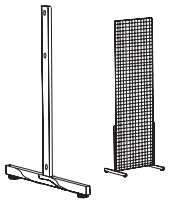
### 4 WAY CONNECTORS



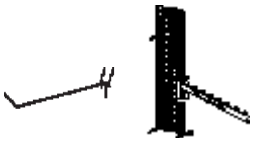
### 7-Ball WATERFALL



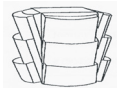
### GRID LEGS



### PERFBOARD HOOKS AND ACCESSORIES

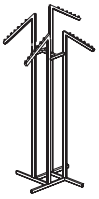


### REVOLVING LITERATURE RACK



### 2-WAY STRAIGHT ARM

### 4-WAY SLANT ARM



### PERFBOARD / BULLETIN BOARDS

**Please indicate for Perfboard**
☐ Horizontal ☐ Vertical

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| _____ | 10201280 | 2'x8'-Perfboard/Single Sided | 107.40 | 118.15 | 150.35 | _____ |
| _____ | 10201480 | 4'x8'-Perfboard/Single Sided | 204.20 | 224.60 | 285.90 | _____ |
| _____ | 10201484 | 4'x8'-Bulletin Board/Horz | 204.20 | 224.60 | 285.90 | _____ |
| _____ | 1020410 | 4' x 10" Perfboard Shelf | 76.55 | 84.20 | 107.15 | _____ |
| _____ | 10201 | Straight Hook | .95 | 1.05 | 1.35 | _____ |
| _____ | 10202 | Loop Hook | 1.15 | 1.25 | 1.60 | _____ |
| _____ | 10203 | Single Hook | 2.40 | 2.65 | 3.35 | _____ |
| _____ | 10204 | Double Hook | 3.40 | 3.75 | 4.75 | _____ |

### ACCESSORIES

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| _____ | 10406 | Garment Rack | 111.85 | 123.05 | 156.60 | _____ |
| _____ | 15905 | Fish Bowl | 38.45 | 42.30 | 53.85 | _____ |
| _____ | 159011 | Ticket Tumbler - small | 115.50 | 127.05 | 161.70 | _____ |
| _____ | 10404 | 4-way Slant Arm | 137.95 | 151.75 | 193.15 | _____ |
| _____ | 10402 | 2-way Straight Arm | 115.00 | 126.50 | 161.00 | _____ |
| _____ | 108020 | Revolving Literature Rack | 191.70 | 210.85 | 268.40 | _____ |

### GRIDS

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|---|
| _____ | 103028 | Chrome Grid | 135.00 | 148.50 | 189.00 | _____ |
| _____ | 103029 | Grid Legs | 19.40 | 21.35 | 27.15 | _____ |
| _____ | 10307 | 7-Ball Waterfall (for grids) | 19.25 | 21.20 | 26.95 | _____ |
| _____ | 103030 | 4 Way Grid Connectors | 11.70 | 12.85 | 16.40 | _____ |

### TOTAL COST

*Sub-Total* _____ *+ Tax (12%)* _____ *= TOTAL* _____

Don't see what you need?
Please call Exhibitor Services at 504-731-6137

456155

FREEMAN accessories

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**ONLINE PRICE**
**DISCOUNT PRICE**
**DEADLINE DATE**
**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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## SHOWCASES

**FULL VISION CASE**

**QUARTER VISION CASE**

**WALL CASE**

**TOWER CASE**

**HALF VISION CASE**

**QUARTER VISION CORNER CASE**

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

### FULL VISION CASE
Available in 4' and 6' lengths

| | | | | | | |
|---|---|---|---|---|---|---|
| _____ | 101043 | 4' | $563.75 | $620.15 | $789.25 | $ _____ |
| _____ | 101061 | 6' | $563.75 | $620.15 | $789.25 | $ _____ |

### HALF VISION CASE
Available in 4' and 6' lengths

| | | | | | | |
|---|---|---|---|---|---|---|
| _____ | 101042 | 4' | $563.75 | $620.15 | $789.25 | $ _____ |
| _____ | 101060 | 6' | $563.75 | $620.15 | $789.25 | $ _____ |

### TOWER CASE

| | | | | | | |
|---|---|---|---|---|---|---|
| _____ | 1010200 | 80"H x 20"D x 20"W | $739.20 | $813.10 | $1034.90 | $ _____ |

### WALL CASE

| | | | | | | |
|---|---|---|---|---|---|---|
| _____ | 1010203 | 80"H x 19"D x 70"W | $714.10 | $785.50 | $999.75 | $ _____ |

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

### QUARTER VISION CASE
Available in 4' and 6' lengths

| | | | | | | |
|---|---|---|---|---|---|---|
| _____ | 101044 | 4' | $563.75 | $620.15 | $789.25 | $ _____ |
| _____ | 101062 | 6' | $563.75 | $620.15 | $789.25 | $ _____ |

### CORNER QUARTER VISION CASE

| | | | | | | |
|---|---|---|---|---|---|---|
| ____ | 101092 | Quarter View | $689.05 | $757.95 | $964.65 | $ _____ |

**PLEASE NOTE:**
- Include the Freeman Method of Payment form with your order
- All Showcases have lights, locks, sliding doors, white exterior, and aluminum frames.
- All keys must be left with the showcase or a charge of $10.00 will be assessed.
- Electrical hook-up service is NOT included. Please order this from the electrical contractor.
- Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

**TOTAL COST**

*Sub-Total* _____ *+ 12% Tax* _____ *= TOTAL* _____

456155

FREEMAN showcases

# FROM THE GROUND UP

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

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

# PRESTIGE CARPET

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

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

## Custom Options

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

*black**

*cardinal*

*charcoal**

*cream*

*gray pearl**

*navy**

*toast*

*wedgewood*

*white**

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

# CLASSIC CARPET

## Custom Cut

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

## Standard Cut

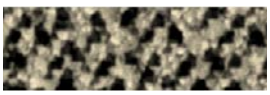
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

*black*

*blue*

*gray*

*green*



*latte*

*midnight blue*

*plum*

*red*

*red pepper*

*tuxedo*

***Actual colors may vary slightly***

**FREEMAN**

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

**ONLINE PRICE DISCOUNT PRICE DEADLINE DATE**
**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard price.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
- **Pricing includes delivery, material handling, installation and removal.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**

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

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

***CHOOSE YOUR CARPET COLOR:***

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

| Qty | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| | 10' x 10' Classic Carpet | $ 306.80 | $ 337.50 | $ 429.50 | |
| | 10' x 20' Classic Carpet | $ 613.60 | $ 674.95 | $ 859.05 | |
| | 10' x 30' Classic Carpet | $ 920.40 | $ 1,012.45 | $ 1,288.55 | |
| | 10' x 40' Classic Carpet | $ 1,227.20 | $ 1,349.90 | $ 1,718.10 | |
| | 10' x 10' Carpet Padding - Single Layer | $ 150.00 | $ 165.00 | $ 210.00 | |
| | 10' x 20' Carpet Padding - Single Layer | $ 300.00 | $ 330.00 | $ 420.00 | |
| | 10' x 30' Carpet Padding - Single Layer | $ 450.00 | $ 495.00 | $ 630.00 | |
| | 10' x 40' Carpet Padding - Single Layer | $ 600.00 | $ 660.00 | $ 840.00 | |
| | 10' x 10' Carpet Padding - Double Layer | $ 300.00 | $ 330.00 | $ 420.00 | |
| | 10' x 20' Carpet Padding - Double Layer | $ 600.00 | $ 660.00 | $ 840.00 | |
| | 10' x 30' Carpet Padding - Double Layer | $ 900.00 | $ 990.00 | $ 1,260.00 | |
| | 10' x 40' Carpet Padding - Double Layer | $ 1,200.00 | $ 1,320.00 | $ 1,680.00 | |
| | Plastic Covering (price per sq. ft.) | $ .35 | $ .40 | $ .50 | |

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

***CHOOSE YOUR CARPET COLOR:***

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

| Qty | Description | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| | 9' x 10' Classic Carpet | $ 180.85 | $ 198.95 | $ 253.20 | |
| | 9' x 20' Classic Carpet | $ 361.40 | $ 397.55 | $ 505.95 | |
| | 9' x 30' Classic Carpet | $ 542.20 | $ 596.40 | $ 759.10 | |
| | 9' x 40' Classic Carpet | $ 722.85 | $ 795.15 | $ 1,012.00 | |
| | 9' x 10' Carpet Padding - Single Layer | $ 135.00 | $ 148.50 | $ 189.00 | |
| | 9' x 20' Carpet Padding - Single Layer | $ 270.00 | $ 297.00 | $ 378.00 | |
| | 9' x 30' Carpet Padding - Single Layer | $ 405.00 | $ 445.50 | $ 567.00 | |
| | 9' x 40' Carpet Padding - Single Layer | $ 540.00 | $ 594.00 | $ 756.00 | |
| | 9' x 10' Carpet Padding - Double Layer | $ 270.00 | $ 297.00 | $ 378.00 | |
| | 9' x 20' Carpet Padding - Double Layer | $ 540.00 | $ 594.00 | $ 756.00 | |
| | 9' x 30' Carpet Padding - Double Layer | $ 810.00 | $ 891.00 | $ 1,134.00 | |
| | 9' x 40' Carpet Padding - Double Layer | $ 1,080.00 | $ 1,188.00 | $ 1,512.00 | |
| | Plastic Covering (price per sq. ft.) | $ .35 | $ .40 | $ .50 | |

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

**TOTAL COST**

| Sub- Total | + | **12% Tax** | = | Total Cost |
|---|---|---|---|---|
| | + | | = | |

01/17 (456155) 7418



FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before JUNE 20, 2017

**FREEMAN**

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

**ONLINE PRICE DISCOUNT PRICE DEADLINE DATE**
**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

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

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

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

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

**Sample:** Booth Size: 10 x 25 = 250 sq. ft. @ $ 3.20

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

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

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

| | | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| **Per sq. ft.** | Booth Size: ____ X ____ = ____ sq. ft. @ | $ 3.20 | $ 3.50 | $ 4.50 | |

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

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

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

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

| | | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| **1 - 700 sq. ft.** | Booth Size: ____ X ____ = ____ sq. ft. @ | $ 4.80 | $ 5.30 | $ 6.70 | |
| **Over 700 sq. ft.** | Booth Size: ____ X ____ = ____ sq. ft. @ | $ 4.50 | $ 4.95 | $ 6.30 | |

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

| | | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| **1 - 700 sq. ft.** | Booth Size: ____ X ____ = ____ sq. ft. @ | $ 5.25 | $ 5.80 | $ 7.35 | |
| **Over 700 sq. ft.** | Booth Size: ____ X ____ = ____ sq. ft. @ | $ 4.85 | $ 5.35 | $ 6.80 | |

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

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

**Sample:** Booth Size: 10 x 25 = 250 sq. ft. @ $ 1.60

| Qty | Description Price per sq. ft. (90 sq. ft. minimum) | Online Price | Discount Price | Standard Price | Total |
|---|---|---|---|---|---|
| ____ | Carpet Padding -1/2" (90 - 700 sq. ft.) | $ 1.60 | $ 1.75 | $ 2.25 | |
| ____ | Carpet Padding-1/2" (Over 700 sq. ft.) | $ 1.30 | $ 1.45 | $ 1.80 | |
| ____ | Double Carpet Padding - 1/2" (90 - 700 sq. ft.) | $ 3.20 | $ 3.50 | $ 4.50 | |
| ____ | Double Carpet Padding -1/2" (Over 700 sq. ft.) | $ 2.60 | $ 2.85 | $ 3.65 | |

| TOTAL COST | | |
|---|---|---|
| Sub- Total | + 12% Tax | = Total Cost |



FREEMAN cut to size carpet

Take advantage of the Online price by ordering at www.freeman.com before JUNE 20, 2017

FREEMAN

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New Orleans, LA 70123
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FreemanNewOrleansES@freeman.com

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

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

| Qty (sq. ft.) | Part # | Description | Advance Price | Show Site Price | Total |
|---|---|---|---|---|---|
| | | •Includes emptying of your booth's wastebasket(s) at the time of vacuuming. | | | |
| _____ | 610100 | Booth Vacuuming - One Time ..... | .50 | .70 | _____ |
| _____ | 610200 | Booth Vacuuming - 2 Days ..... | .85 | 1.20 | _____ |
| _____ | 610300 | Booth Vacuuming - 3 Days ..... | N/A | N/A | _____ |
| _____ | 610400 | Booth Vacuuming - 4 Days ..... | N/A | N/A | _____ |

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

| Qty (sq. ft.) | Part # | Description | Advance Price | Show Site Price | Total |
|---|---|---|---|---|---|
| _____ | 630100 | Shampoo Carpet - One Time ..... | .85 | 1.20 | _____ |
| _____ | 630200 | Shampoo Carpet - 2 Days ..... | 1.65 | 2.30 | _____ |
| _____ | 630300 | Shampoo Carpet - 3 Days ..... | 2.35 | 3.30 | _____ |

### PORTER SERVICE *(per day)*

| Qty (# days) | Part # | Description | Advance Price | Show Site Price | Total |
|---|---|---|---|---|---|
| | | • Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. | | | |
| _____ | 620500 | Exhibit Area / Under 500 sq.ft. ..... | 103.70 | 145.20 | _____ |
| _____ | 6201500 | Exhibit Area / 501 - 1,500 sq. ft. ..... | 120.90 | 169.25 | _____ |
| _____ | 6202500 | Exhibit Area / 1,501 - 2,500 sq. ft. ..... | 140.90 | 197.25 | _____ |
| _____ | 6203500 | Exhibit Area / Over 2,500 sq.ft..... | | | Call for Quote |

**TOTAL COST**

_____ + _____ = _____

Sub-Total 12 %Tax Total Cost



FREEMAN cleaning

# FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.

# SMARTFABRIC™ RENTAL EXHIBITS

## 10 x 10 ft. unit

**FRAME**

117"W 93.5"H

## 10 x 20 ft. unit

**FRAME**

234"W 93.5"H

**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D

(up to 15lbs each)

### RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selctions on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth(36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

# FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

## 10 x 10 ft. frame

## 10 x 20 ft. frame

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selctions on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)



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

# CLASSIC CARPET

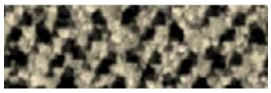
**9'x10' or 9'x20' (16 oz.) –** Color Options Included with Rental Package Options Above

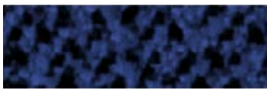
*black*

*blue*

*gray*

*green*

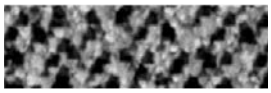

*latte*


*midnight blue*

*plum*

*red*

*red pepper*


*tuxedo*

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

# PRESTIGE CARPET

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

*black**

*cardinal*

*charcoal**

*cream*

*gray pearl**

*navy**

*toast*

*wedgewood*

*white**

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

# ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

**SMARTFABRIC ZIPPERED CARRYING CASE**

20"W | 8"H | 16"D

**CLEAR ACRYLIC SHELF**

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

(up to 15lbs each)

## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

## "CLEAN FOOTPRINT" BOOTH PACKAGE

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

FREEMAN

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**DISCOUNT PRICE DEADLINE DATE**
**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## SMARTFABRIC EXHIBIT

**SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.**

**SmartFabric Rental Exhibit Includes:**
- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

| Qty | Description | Discount | Standard | Total |
|---|---|---|---|---|
| _____ | 10' x 10' SmartFabric Exhibit..... | $ 1,895.00 | $ 2,653.00 | _____ |
| _____ | 10' x 20' SmartFabric Exhibit..... | $ 3,695.00 | $ 5,173.00 | _____ |

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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

**Frame Only Unit Includes:**
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

| Qty | Description | Discount | Standard | Total |
|---|---|---|---|---|
| _____ | 10' x 10' Frame Only Unit..... | $ 1,195.00 | $ 1,673.00 | _____ |
| _____ | 10' x 20' Frame Only Unit..... | $ 1,995.00 | $ 2,793.00 | _____ |

## ACCESSORIES

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

## QUICK TIPS

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

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

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

| TOTAL COST | | |
|---|---|---|
| _____ + | _____ = | _____ |
| Sub-Total | 12 % Tax | Total Cost |

01/17 (456155) 7418



FREEMAN smartfabric

# FLEXING TO FIT YOUR NEEDS

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

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

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

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

**FLOOR UNITS**

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

**TABLE TOP UNITS**

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



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

**FREEMAN**

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**DISCOUNT PRICE DEADLINE DATE**
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**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## TABLETOP UNIT

**RENTAL**

| Size | DiscountPrice | Standard Price | QTY | TOTAL |
|---|---|---|---|---|
| 40"H x 6'W | 1,016.55 | 1,423.15 | | |
| 40"H x 8'W | 1,167.15 | 1,634.00 | | |

**PURCHASE***

| Size | Discount Price | Standard Price | QTY | TOTAL |
|---|---|---|---|---|
| 40"H x 6'W | 1,197.20 | 1,676.10 | | |
| 40"H x 8'W | 1,347.85 | 1,887.00 | | |

*Shipping Not Included

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

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

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

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

**Additional Fabric Panel Colors for Purchase Units Only:**
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

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

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

## FLOOR UNIT

**RENTAL**

| Size | Discount Price | Standard Price | QTY | TOTAL |
|---|---|---|---|---|
| 8'H x 8'W | 1,649.00 | 2,308.60 | | |
| 8'H x 10'W | 1,950.15 | 2,730.20 | | |

**PURCHASE***

| Size | Discount Price | Standard Price | QTY | TOTAL |
|---|---|---|---|---|
| 8'H x 8'W | 2,710.65 | 3,794.90 | | |
| 8'H x 10'W | 3,162.50 | 4,427.50 | | |

*Shipping Not Included

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

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

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

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

**Additional Fabric Panel Colors for Purchase Units Only:**
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

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

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

## OPTIONAL ACCESSORIES

| | | RENTAL | | | | PURCHASE | | | |
|---|---|---|---|---|---|---|---|---|---|
| Part # | Description | Qty | Discount Price | Standard Price | Total | Qty | Discount Price | Standard Price | Total |
| 1715800 | 2-200 Watt Halogen Light Kit | | 218.35 | 305.70 | | | 293.65 | 411.10 | |
| 1715801 | 1-200 Watt Halogen Light Kit | | 113.10 | 158.35 | | | 218.35 | 305.70 | |
| 1715802 | Straight Shelf | | 82.85 | 116.00 | | | 149.10 | 208.75 | |
| 1715803 | Angled Shelf | | 82.85 | 116.00 | | | 149.10 | 208.75 | |

## QUICK TIPS

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

| PURCHASE UNITS TOTAL COST | | | | | |
|---|---|---|---|---|---|
| | + | | = | |
| Sub-Total | | 12% Tax | | Total Cost |

| RENTAL UNITS TOTAL COST | | | | | |
|---|---|---|---|---|---|
| | + | | = | |
| Sub-Total | | 12% Tax | | Total Cost |

01/17
(456155) 7418

totalflex

FREEMAN

# SEEING IS BELIEVING

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

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

# CREATING VISUAL EXCITEMENT

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

# STATE-OF-THE-ART CAPABILITIES

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

# SUPERIOR QUALITY CONTROL

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

# DEPTH OF RESOURCES

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

# REPRODUCTION AND INSTALLATION

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

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

**DISCOUNT PRICE DEADLINE DATE**
**JUNE 20, 2017**

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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

## GRAPHICS

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

### DIGITAL GRAPHICS

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

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

**sq. ft.** _____ **x** **$ 21.85** **per sq. ft. discount price** **or** **= $** _____
**$ 32.80** **per sq. ft. standard price**

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

**Backing Material:**

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

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

**Special Instructions** _____

### STANDARD SIZES

**CHOOSE YOUR SIZE:**

| | QTY. | | Discount Price | Standard Price | | TOTAL |
|---|---|---|---|---|---|---|
| 7" x 11" | _____ | @ | 50.10 | 75.15 | = | _____ |
| 7" x 22" | _____ | @ | 53.85 | 80.80 | = | _____ |
| 7" x 44" | _____ | @ | 61.00 | 91.50 | = | _____ |
| 9" x 44" | _____ | @ | 71.05 | 106.60 | = | _____ |
| 11" x 14" | _____ | @ | 53.85 | 80.80 | = | _____ |
| 14" x 22" | _____ | @ | 73.85 | 110.80 | = | _____ |
| 14" x 44" | _____ | @ | 85.10 | 127.65 | = | _____ |
| 22" x 28" | _____ | @ | 113.60 | 170.40 | = | _____ |
| 28" x 44" | _____ | @ | 156.15 | 234.25 | = | _____ |
| 20" x 60" (white only) | _____ | @ | 213.00 | 319.50 | = | _____ |

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

**TOTAL COST**

_____ Sub-Total + _____ 12 % Tax = _____ Total Cost



FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

## PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

## ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

## ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

## WAYS TO SEND ARTWORK

•Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (504) 731-6137 for assistance.

# LET US DO THE HEAVY LIFTING

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

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

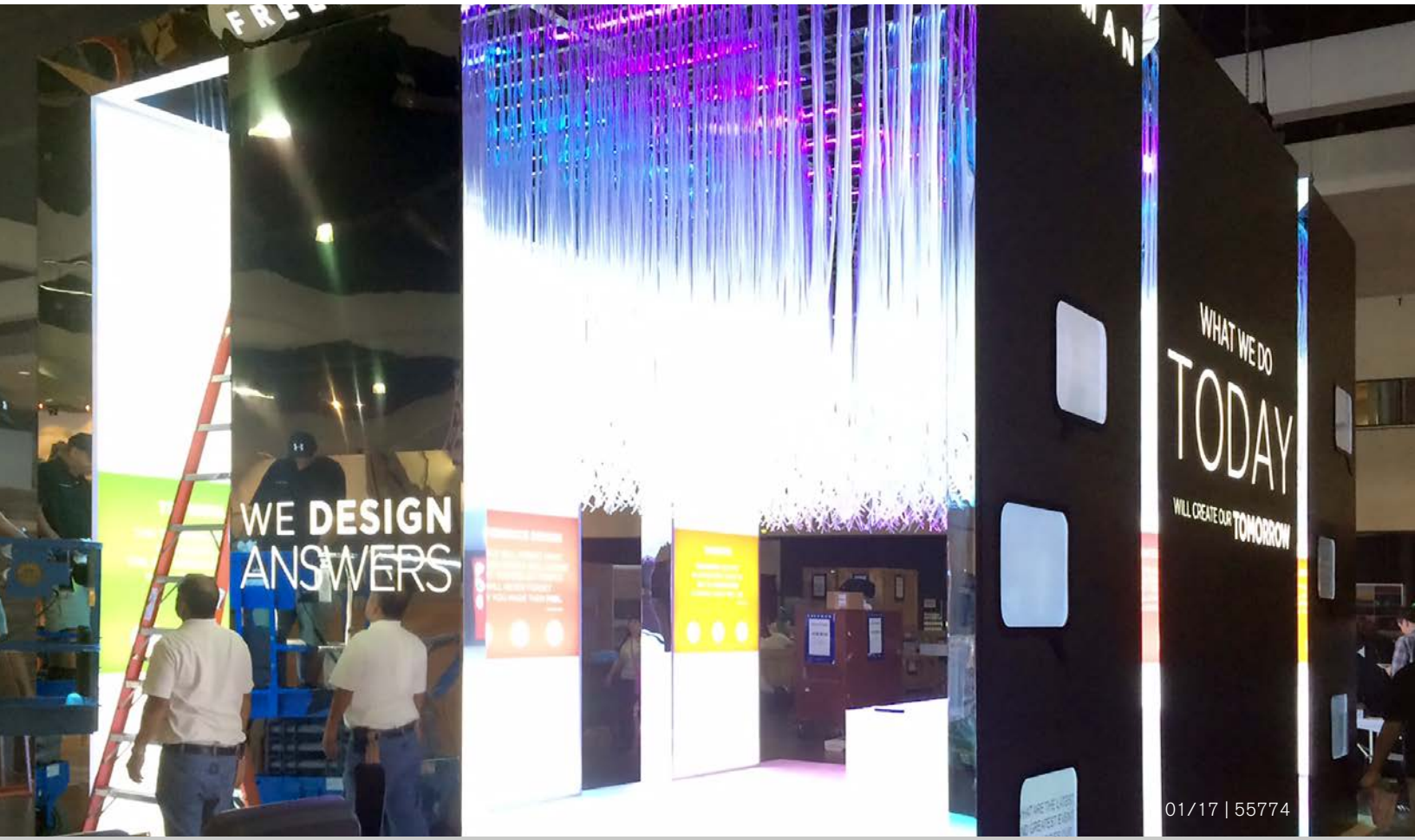
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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



# LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

## LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

## TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

## SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

FREEMAN
1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freeman.com

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

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

| Description | | Advance Price | Show Site Price |
|---|---|---|---|
| **Straight Time-** | 8:00 A.M. to 5:00 P.M. Monday through Friday | $ 96.75 | $ 135.50 |
| **Overtime-** | 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday | $ 145.25 | $ 203.50 |
| **Double Time-** | Holidays | $ 193.50 | $ 271.00 |

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

## INSTALLATION LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

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

2% Tax = $_____

Total Installation = $_____

## DISMANTLE LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

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

2% Tax = $_____

Total Dismantle = $_____

FREEMAN installation & dismantle labor

NAME OF SHOW: **RESNA 2017 ANNUAL CONFERENCE / JUNE 28 - 29, 2017**

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 _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color_____ Size_____

Electrical Placement: Drawing Attached _____Drawing With Exhibit_____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

## OUTBOUND SHIPPING INFORMATION

**SHIP TO:** _____

_____

_____

_____

**METHOD OF SHIPMENT**

☐ **Freeman Exhibit Transportation:**

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

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

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

**FREIGHT CHARGES**

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

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

☐ **Reroute via Freeman's choice**

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

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

FREEMAN installation & dismantle labor

# EXHIBITOR ORDER FORM-2017

PSAV PRESENTATION SERVICES

Hilton

## Video Equipment

| | Qty | DAILY RATE Advanced* | DAILY RATE On Site** | Days Used | Total |
|---|---|---|---|---|---|
| DVD Player | | $100.00 | $135.00 | | |
| 46" Plasma Monitor (Includes monitor stand)*** | | $645.00 | $755.00 | | |
| 55" Plasma Monitor (Includes monitor stand)*** | | $1,450.00 | $2,010.00 | | |
| 70" Plasma Monitor (Includes monitor stand)*** | | $2,950.00 | $5,660.00 | | |
| | | | | | |
| ***** PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***** | | | | | |
| | | | | | |
| LCD Package Including projector, cart, power, VGA cable and 5', 6', 7' or 8' tripod screen | | $825.00 | $1,130.00 | | |
| Rolling Cart with Black Spandex Cover | | $37.00 | $54.00 | | |
| | | | | | |
| | | | | | |

## Internet

| | Qty | DAILY RATE Advanced | DAILY RATE On Site | Days Used | Total |
|---|---|---|---|---|---|
| Per Device-Basic Service-Wireless (includes 1 device connection and 1/8 Mbps of bandwidth) | | $98.00 | $198.00 | | |
| Per Device-Basic Service-Wired (includes 1 device connection and 1/2 Mbps of bandwidth) | | $395.00 | $790.00 | | |
| | | | | | |

## PC Compatible Systems

| | Qty | DAILY RATE Advanced | DAILY RATE On Site | Days Used | Total |
|---|---|---|---|---|---|
| Laptop Computer with CD drive | | $295.00 | $365.00 | | |
| **Please Note Specific Software/Hardware Needs Below:** | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## Power

| | Qty | *ONE-TIME FEE* Advanced | *ONE-TIME FEE* On Site | Total |
|---|---|---|---|---|
| 10 amp Single Phase Power | | $195.00 | $305.00 | |
| 20 amp Single Phase Power | | $290.00 | $410.00 | |
| Power strip | | $24.00 | $48.00 | |
| 25' extension cord | | $24.00 | $48.00 | |
| | | | | |
| **Labor may apply to under carpet or complex booth sets.** | | | | |

## Computer Accessories

| | Qty | DAILY RATE Advanced | DAILY RATE On Site | Days Used | Total |
|---|---|---|---|---|---|
| 20" Wide Screen LCD Monitor (tabletop) | | $170.00 | $240.00 | | |
| | | | | | |
| | | | | | |
| | | | | | |

## Audio Equipment

| | Qty | DAILY RATE Advanced | DAILY RATE On Site | Days Used | Total |
|---|---|---|---|---|---|
| CD Player | | $85.00 | $130.00 | | |
| Sound System with (2) speakers | | $435.00 | $580.00 | | |
| UHF Wireless Microphone (specify lapel or hand held) | | $235.00 | $295.00 | | |
| 4 Channel Mixer | | $120.00 | $205.00 | | |
| | | | | | |

## Rental Totals

**PAYMENT IS DUE WHEN ORDER IS PLACED**

| | | |
|---|---|---|
| A | **TOTAL of all items ordered** | |
| B | **SALES TAX** *(12% of line A)* | |
| C | **SUBTOTAL** *(add lines A & B)* | |
| D | **SET UP/PICKUP** *(25.5% of line C or $80.00 minimum- **WHICHEVER IS HIGHER**)* | |
| E | **TOTAL DUE** *(add lines C & D)* | |

## Method of Payment

**PLEASE CHECK ONE**

Card Number:

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp Date __ / __

Cardholder's Name (as it appears on card):

_____

Cardholders Signature:

_____

American Express ☐

Visa ☐

MasterCard ☐

Billing Address Zip Code _____

## Customer Information

Show/Convention Name:

Show/Convention Dates:

Company/Organization Name:

Billing Address 1:

Billing Address 2:

City:

State: | Zip:

Ordered By:

Telephone #:

Fax #:

Email:

## Ordering Instructions

- **The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. One-day charge for power.**
- Please include applicable Sales Tax on all items. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided in advance for prior approval.
- Please fill in all pink areas plus the item(s) you are requesting!
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- **Call if you do not receive an email confirmation from PSAV!**
- Cancellation of your order must be received **48 hours prior** to delivery date to avoid a minimum one day charge.

**Advanced = Order received by PSAV on 11 days or more prior to installation date.**

**On-site = Order received by PSAV on 10 days or less prior to installation date.**

## Delivery Information

| | |
|---|---|
| On-Site Contact: | |
| Booth #: | Room: |
| Installation Date: | Time: |
| Show Start Date: | Time: |
| End Date: | Time: |

## Return For Processing


***PSAV***

**Hilton New Orleans Riverside Hotel**

**2 Poydras Street**

**New Orleans, LA 70130**

**504-592-8000 Ph**

**504-592-8001 Fax**

**4117exhibits@psav.com**