ISMB 2018 July 6 - 10, 2018 Hyatt Regency Chicago Chicago, IL

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high blue/white/white/blue backwall drape, 3' high white side dividers, (1) 6' x 30" white skirted table, (2) Limerick® chairs by Herman Miller, and (1) wastebasket, one 7" x 44" one-line booth identification sign, and (1) 15 amp. 120V electrical outlet.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by FRIDAY, JUNE 15, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <u>http://www.freeman.com/PreShowFAQ</u>

Friday July 6 12:00 p.m. - 4:30 p.m. All exhibits must be fully installed by 4:30 p.m., Friday, July 6, 2018.

EXHIBIT HOURS

Friday	July 6	7:15 p.m	8:30 p.m Opening Reception
Saturday	July 7	9:30 a.m	4:30 p.m.
Sunday	July 8	9:30 a.m	4:30 p.m.
Monday	July 9	9:30 a.m	4:30 p.m.
Tuesday	July 10	9:30 a.m	2:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <u>http://www.freeman.com/PostShowFAQ</u>

Tuesday July 10 2:00 p.m. - 4:30 p.m.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Friday	July 6	12:00 p.m 5:00 p.m.
Saturday	July 7	8:00 a.m 12:00 p.m.
Tuesday	July 10	8:00 a.m 5:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at 2:00 p.m., Tuesday, July 10, 2018.
- All exhibitor materials must be removed from the exhibit facility by 4:30 p.m., Tuesday, July 10, 2018.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by 2:30 p.m., Tuesday, July 10, 2018.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com/store by <u>FRIDAY</u>, <u>JUNE 15, 2018</u>. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new Freeman Online 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 Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

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

CHICAGO FIRE DEPARTMENT REGULATIONS:

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that nothing (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibits booths and behind draperies. All materials that are needed for repacking purposes must be removed from the exhibit area. You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotional items or giveaways. Please see the General Service Contractor at the service desk for assistance.

The Chicago Fire Department strictly enforces these regulations.

SHIPPING INFORMATION

Warehouse shipping address:

ISMB 2018 Exhibiting Company Name Booth # _____ c/o FREEMAN 2500 West 35th Street Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. <u>MUST</u> have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **FRIDAY**, **JUNE 8**, **2018** at the above address. Materials arriving after **WEDNESDAY**, **JUNE 27**, **2018** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday. NOTE: THE WAREHOUSE WILL BE CLOSED ON WEDESDAY, JULY 4, 2018 IN OBSERVANCE OF THE HOLIDAY.

Do NOT ship advance freight to the **Hyatt Regency Chicago.** The hotel has NO storage facilities and *the freight will be returned to the sender.* Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Freeman will accept **DIRECT** freight shipments at the **Hyatt Regency Chicago**, <u>c/o FREEMAN</u>, 151 E. **Wacker Drive**, Chicago, IL 60601 on FRIDAY, JULY 6, 2018 from 12:00 p.m. to 4:30 p.m. for all exhibit halls.

**NOTE: ALL MATERIALS BEING SHIPPED TO THE HYATT MUST BE LABELED AS:

Hyatt Regency Chicago, c/o FREEMAN

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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/ Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

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 Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates. Place your order by FRIDAY, JUNE 15, 2018.

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 and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

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.





DISCOUNT PRICE DEADLINE DATE ILINE 15 2018

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(773) 473	Mc Cook, IL -7080 Fax:	60525 (469) 621-560)3			INCLUDE THIS WITH YOUR C PLEASE USE BLA	DRDER	
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COMPANY NAME:					BOOTH #:			
ADDRESS:					BOOTH SIZE :	Х		
CITY/STATE/ZIP:								
HONE:			EXT.:	FAX #:				
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Please make check payable to: Freeman			Bank transfer to Bank of America, N.A.; Dallas, TX					
Checks must be in U.Ś. funds drawn on a U.S. or Canadian bank.(" U.S. FUNDS " MUST BE PRE-PRINTED on		Wire Transfer						
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FREEMAN method of payment

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MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS		1	GRAND TOTAL

· Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.

• Orders received after the deadline or without payment will be charged the Standard price.

· Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

ISMB 2018 / JULY 6 - 10, 2018

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 I	NFORMATION		
EXHIBITING COMPANY NAME:		BOOTH #:	
EXHIBITING COMPANY ADDRESS:			
CITY/STATE/ZIP:			
PHONE:	EXT.	FAX:	
CONTACT'S E-MAIL:			
Indicate which services an	RVICES		
□ I&D LABOR/SUPE □ MATERIAL HANDL		 RENTAL FURNITURE/CAR BOOTH CLEANING OTHER 	

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 p	provide the e-mail add	dress of the persor	who reconciles your invoices if different than contact's e-mail.
THIRD PARTY CREDIT/DE	BIT CARD AU	JTHORIZAT	ION
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:			

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.

 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 DIS-APPEARANCE 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 RESPON-SIBLE 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 titem, 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, INCIDEN-TAL, 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 INTER-RUPTION 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 CON-TRACT 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 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 TRUCKAND 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 BELONGINGTOYOUREMPLOYEROROTHERSARISINGFROMYOURACTIVITIES WHILEBEING 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 HAZARDSANDAREAWARE OFALL THERULES FORSAFE 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.

FREEMAN terms & conditions

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, agents, assigns, affiliated companies, and related entities obusiness for whom the property is being transported, and includes their respective employees, officers, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered. (c) personal effect

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 dower their respective 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's designated agent. If any part or provision of this Contract shall conture 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 beligerent parties, and any other cause or causes beyond the reasonable control of 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 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 periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

<u>5. REFUSED SHIPMENTS:</u> 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

(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 for the property used by encoded by the property work of the property work o

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.

5. 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, WHICHCYER 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 59.07 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 ROTOCOL, NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDED BY THE MONTREAL ROTOCOL, NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDED BY THE MONTREAL ROTOCOL, NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDED BY THE MONTREAL ROTOCOL, NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRI

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, iewelrv (including costume iewelrv), 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.

<u>8. CLAIMS</u>: 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, which 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 for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman, however, 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 Suide. All claims for overcharge must be made in writing to Sreeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant, lederal or State Law. If the claim section of blo for domestic shipments, claimant must some commence the action within with (02) years from the date of sorecharge must be made in writing to Sreeman unless (a) claimant two (2) years from the date of acceptance of the shipment by freeman unless otherwise required by International, Federal or State Law. If up the shipment by Freeman unless otherwis

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 is top 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 Contract 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's designated agent. If any part or provision of this 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 var or beligerent 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 should be response.

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 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 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 trailer targers are to additioned controls are set to maintain trailer temperature as requested. Freeman will verify that the the trailer time goods were at the proper temperature when they were loaded into the trailer or when the trailer or the proper temperature and y the loaded into the trailer or when the trailer or when the trailer or the proper special 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 at when the container was loaded.

 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 EX-CEEDING 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 pus 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, jewely, including costume jewely, 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 BMORE 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, basiness interruption damages, dualy damages, pescial damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, for tot or breach of contract. This limitation shall bind the parties: (a) WHEREVER 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 POBABILITY 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 lilegal or hazardous materials of any

(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 negligence, willful misconduct, or deliberate act, Shipper's violation of Federal, State, County or Local ordinances; 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 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 the groperty. It 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 wead discovered. Claims filed more than nine (9) months following the date on which the property is claivered or bend elevered near 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 appears 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.



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE

JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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			For fast, easy ordering, g	o to <u>www.freema</u> i	<u>n.com</u>	
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
			SEATING			
laples (Group - Blac	5				
	810119*	Chair		404.65	515.00	
	830120*	Loveseat		543.15	691.25	
	830119*	Sofa		601.90	766.10	
/lunich	Group - Gra	y Fabric				
	810150*	Corner Chair		493.15	627.60	
	810151*	Armless Chair		431.10	548.65	
	830200*	Armless Loveseat		723.05	920.20	
	830201*	Sectional - 3 Piece	1,497.50	1,647.25	2,096.50	
Baja Gro	oup - White \					
		Chair		491.15	625.10	
	83020*	Loveseat		522.50	665.00	
South B	each Group	- Platinum Suede				
	8301*	Sofa	479.55	527.50	671.35	
	8151*	Ottoman		231.55	294.70	
Key Larç	go Group - B	lack Fabric				
	830950*	Loveseat		420.10	534.65	
	830951*	Sofa	424.25	466.70	593.95	
	810950*	Chair		332.20	422.80	
Allegro (Group - Blue	e Fabric				
	81019*	Chair		409.10	520.65	
	83015*	Sofa		652.40	830.35	
airfax C	Group - Whit	e Vinyl				
	810949*	Chair		280.15	356.60	
	830949*	Sofa	406.50	447.15	569.10	
lopi Gro	oup - Gray L	inen				
	810140*	Chair		185.35	235.90	
	830150*	Loveseat		236.80	301.35	
angiers	s Group - Be	ige Fabric				
	810118*	Chair		357.00	454.35	
	830220*	Loveseat		608.10	773.90	
	830118*	Sofa	458.35	504.20	641.70	
			CASUAL SEATING			
ottoman		Endless Square - White Vinyl	225.60	250 15	329.85	
		Endless Square - White Vinyi		259.15		
				259.15	329.85	
		Endless Curve - White Vinyl		345.35	439.55	
		Endless Curve - Black Vinyl		345.35	439.55	
		Half-Bench - White Vinyl		294.60	374.90	
	81518*	Vibe Cube - Blue Vinyl		116.80	148.70	
	81519*	Vibe Cube - Red Vinyl		116.80	148.70	

FREEMAN furnishings

by ordering at www.freeman.com before Take advantage of the Online price JUNE 15, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

E-MAIL ADDRESS :

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				www.freeman.con		
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		CASUAL	SEATING (co	nt'd)		
	81525*	Vibe Cube - Orange Vinyl	106.20	116.80	148.70	
	81520*	Vibe Cube - Pink Vinyl	106.20	116.80	148.70	
	81517*	Vibe Cube - Yellow Vinyl	106.20	116.80	148.70	
	81530*	Vibe Cube - Black Vinyl	94.00	103.40	131.60	
	81531*	Vibe Cube - White Vinyl	94.00	103.40	131.60	
	81532*	Vibe Cube - Steel Blue Vinyl	106.20	116.80	148.70	
	81533*	Vibe Cube - Silver Vinyl	106.20	116.80	148.70	
	81534*	Vibe Cube - Purple Vinyl	106.20	116.80	148.70	
	815151*	Marche Swivel - Gray Fabric	166.15	182.75	232.60	
	815154*	Marche Swivel - Red Fabric	166.15	182.75	232.60	
		Marche Swivel - Blue Fabric	166.15	182.75	232.60	
	— 815152*	Marche Swivel - Linen Fabric	166.15	182.75	232.60	
		Marche Swivel - Meadow Green Fabric	166.15	182.75	232.60	
	— 815158*	Marche Swivel - Pear Yellow Fabric	166.15	182.75	232.60	
	— 815156*	Marche Swivel - Plum Fabric	166.15	182.75	232.60	
	— 815153*	Marche Swivel - Raspberry Fabric	166.15	182.75	232.60	
	— 815155*	Marche Swivel - Rose Quartz Fabric	166.15	182.75	232.60	
	- 815150*	Marche Swivel - White Vinyl	166.15	182.75	232.60	
		Edge LED Cube - High Density Plastic	149.50	164.45	209.30	
anquette	_	с с <i>;</i>				
inquott	8506*	Center Cone w/Electrical Charging Outlet	442.55	486.80	619.55	
	 8507*	Quarter Curve Ottoman	292.50	321.75	409.50	
verly B	– Bench Otto	mans				
· · · · j =	81550*	Black Vinyl	333.35	366.70	466.70	
	- 81551*	Brown Fabric	333.35	366.70	466.70	
		Gray Fabric	333.35	366.70	466.70	
	- 81553*	Linen Fabric	333.35	366.70	466.70	
	_ 81554*	Ocean Blue Fabric	333.35	366.70	466.70	
	- 81555*	Red Fabric	333.35	366.70	466.70	
	- 81556*	White Vinyl	333.35	366.70	466.70	
	-					
casion	al Chairs					
	71089	Black Diamond Side Chair	187.20	205.90	262.10	
	71090	Black Diamond Arm Chair	236.65	260.30	331.30	
	_	Laguna Chair - Maple/Chrome	103.20	113.50	144.50	
	_ 210108	Limerick® Chair by Herman Miller	133.40	146.75	186.75	
	_ 8102*	Madrid Chair - Black Vinyl/Chrome	560.50	616.55	784.70	
	_	Madrid Chair - White Vinyl/Chrome	560.50	616.55	784.70	
	_	Meeting Chair - White Vinyl.	176.35	194.00	246.90	
	_	Meeting Chair - Espresso Vinyl	137.70	151.45	192.80	
	_	Meeting Chair - Taupe Microfiber	179.00	196.90	250.60	
	8103*	Key West Tub Chair - Black Fabric	298.75	328.65	418.25	
	810843*	Madden Chair - Light Gray Vinyl	338.10	371.90	473.35	

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	х	
CONTACT NAME :	PHONE #:			

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		For fast, easy of				
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ccasion	nal Chairs (810131*	(cont.) Malba Chair - Gray Molded Plastic	74.70	82.15	104.60	
	_	Malba Chair - Green Molded Plastic	71.85	79.05	100.60	
	_	Christopher Chair - White Vinyl/Chrome	90.50	99.55	126.70	
		Zenith Chair - White/Chrome	116.25	127.90	162.75	
	_	Rustique Chair - Gunmetal	72.20	79.40	101.10	
		Razor Armless Chair - White High Density Plastic	42.45	46.70	59.45	
	_	Swanson Swivel Chair - White Vinyl	256.50	282.15	359.10	
	-	Berlin Stack Chair - White & Red Plastic/Chrome	82.60	90.85	115.65	
		Berlin Stack Chair - White & Black Plastic/Chrome	82.60	90.85	115.65	
	_	Wendy Chair - Clear Acrylic	88.25	97.10	123.55	
	_		00.20	01110		
onieren	ce Chairs					
	71046	Gray Gaslift Chair With Arms	364.60	401.05	510.45	
	71045	Gray Gaslift Chair Without Arms	343.35	377.70	480.70	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric	234.10	257.50	327.75	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel	123.50	135.85	172.90	
	810844*	Pro Executive High Back Chair - White Vinyl	205.45	226.00	287.65	
	810946*	Pro Executive High Back Chair - Black Vinyl	205.45	226.00	287.65	
	— 810945*	Pro Executive Mid Back Chair - White Vinyl	260.20	286.20	364.30	
		Pro Executive Mid Back Chair - Black Vinyl	260.30	286.35	364.40	
		Pro Executive Guest Chair - Black Vinyl	269.80	296.80	377.70	
	8501*	Martini Bar	999.40	1,099.35	1,399.15	
	 71088	Black Diamond Stool	298.50	328.35	417.90	
		Gray Gaslift Stool with Arms	501.65	551.80	702.30	
		Gray Gaslift Stool without Arms	440.80	484.90	617.10	
		Laguna Barstool - Maple/Chrome	129.30	142.25	181.00	
	210109	Limerick® Stool by Herman Miller	187.50	206.25	262.50	
		Lift Barstool - Gray VinylChrome	121.60	133.75	170.25	
	810873*	Lift Barstool - Red Vinyl/Chrome	121.60	133.75	170.25	
	810871*	Lift Barstool - Black Vinyl/Chrome	121.60	133.75	170.25	
	810870*	Lift Barstool - White Vinyl/Chrome	121.60	133.75	170.25	
	810951*	Apex Barstool - Black Vinyl	150.10	165.10	210.15	
	810952*	Apex Barstool - Blue Ultra Suede	150.10	165.10	210.15	
	810953*	Apex Barstool - Red Vinyl	150.10	165.10	210.15	
	810954*	Apex Barstool - White Vinyl	150.10	165.10	210.15	
	810103*	Banana Barstool - White Vinyl/Chrome	142.55	156.80	199.55	
	810104*	Banana Barstool - Black Vinyl/Chrome	142.55	156.80	199.55	
	810850*	Zenith Barstool - White/Chrome	116.25	127.90	162.75	
	810840*	Zoey Barstool - White Vinyl/Chrome	223.70	246.05	313.20	
	810834*	Zoey Barstool - Black Vinyl/Chrome	233.70	257.05	327.20	
	810848*	Christopher Barstool - White	155.70	171.25	218.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome	248.60	273.45	348.05	
	810839*	Rustique Barstool - Gunmetal	79.80	87.80	111.70	
	810200*	Oslo Barstool - Blue Plastic/Chrome	179.65	197.60	251.50	
	810201*	Oslo Barstool - White Plastic/Chrome	179.65	197.60	251.50	

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For fact apply ordering as to

For fast, easy ordering, go to <u>www.freeman.com</u>							
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total	
Draped	Tables & Co	ounters					
	d Tables -	Tables are 24" wide Blue □ Brown □ Green □ Flax					
		Gray Plum Red White					
	124330	Draped Table 3'L x 30"H	134.65	148.10	188.50		
	124430	Draped Table 4'L x 30"H	173.00	190.30	242.20		
	124630	Draped Table 6'L x 30"H	222.10	244.30	310.95		
	124830	Draped Table 8'L x 30"H	268.90	295.80	376.45		
	12404630	4th Side Drape 6'L x 30"H	55.20	60.70	77.30		
	12404830	4th Side Drape 8'L x 30"H	55.20	60.70	77.30		
	124342	Draped Counter 3'L x 42"H	182.80	201.10	255.90		
	124442	Draped Counter 4'L x 42"H	216.15	237.75	302.60		
	124642	Draped Counter 6'L x 42"H	267.10	293.80	373.95		
	124842	Draped Counter 8'L x 42"H	309.55	340.50	433.35		
	12404642	4th Side Drape 6'L x 42"H	73.20	80.50	102.50		
	12404842	4th Side Drape 8'L x 42"H	73.20	80.50	102.50		
Indrap	ed Tables &	Counters			_		
	125330	Undraped Table 3'L x 30"H	. 50.30	55.35	70.40		
	125430	Undraped Table 4'L x 30"H	. 58.20	64.00	81.50		
	125630	Undraped Table 6'L x 30"H	77.35	85.10	108.30		
	125830	Undraped Table 8'L x 30"H	. 91.70	100.85	128.40		
	125342	Undraped Counter 3'L x 42"H	91.70	100.85	128.40		
	125442	Undraped Counter 4'L x 42"H	98.85	108.75	138.40		
	125642	Undraped Counter 6'L x 42"H	116.65	128.30	163.30		
	125842	Undraped Counter 8'L x 42"H	132.25	145.50	185.15		
Table T	op Risers	- Risers are 8" wide					
	1504100	Black 4'L x 7"H Corrugated Riser	39.20	43.10	54.90		
	1504101	White 4'L x 7"H Corrugated Riser	39.20	43.10	54.90		
	1506100	Black 6'L x 7"H Corrugated Riser	45.95	50.55	64.35		
	1506101	White 6'L x 7"H Corrugated Riser	45.95	50.55	64.35		
	1508100	Black 8'L x 7"H Corrugated Riser	53.05	58.35	74.25		
	1508101	White 8'L x 7"H Corrugated Riser	53.05	58.35	74.25		
	1504200	Black 4'L x 14"H Corrugated Riser	59.95	65.95	83.95		
	1504201	White 4'L x 14"H Corrugated Riser	. 59.95	65.95	83.95		
	1506200	Black 6'L x 14"H Corrugated Riser	. 73.40	80.75	102.75		
	1506201	White 6'L x 14"H Corrugated Riser	. 73.40	80.75	102.75		
	1508200	Black 8'L x 14"H Corrugated Riser	. 86.80	95.50	121.50		
	1508201	White 8'L x 14"H Corrugated Riser	. 86.80	95.50	121.50		
Pedesta	I Tables - S	oho Series					
	72069	Black Top Cafe Table - 30"H x 24"W	274.70	302.15	384.60		
	72067	Black Top Cafe Table - 30"H x 36"W	282.55	310.80	395.55		
	72066	Black Top Mini Table - 18"H x 18"W	150.40	165.45	210.55		
	72070	Black Top Bistro Table - 42"H x 24"W	300.00	330.00	420.00		
	72068	Black Top Bistro Table - 42"H x 36"W	308.35	339.20	431.70		
Pedesta	l Tables - C	helsea Series			_		
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	. 282.55	310.80	395.55		
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	. 282.55	310.80	395.55		

BOOTH #:

PHONE #:

BOOTH SIZE:

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COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
edestal	Tables - Ch	elsea Series (continued)				
	720163 E	Butcher Block Top Bistro Table - 42"H x 30"W	308.35	339.20	431.70	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W	308.35	339.20	431.70	
edestal	Tables					
	8201208*	Hydraulic Base Cafe Table - Maple	259.05	284.95	362.65	
	8201207*	Hydraulic Base Bar Table - Maple	269.75	296.75	377.65	
	8201203**	Standard Base Cafe Table - Blue Steel	179.35	197.30	251.10	
	8201204**;	Standard Base Bar Table - Blue Steel	188.10	206.90	263.35	
	8201209*	Hydraulic Base Cafe Table - Graphite	288.85	317.75	404.40	
	8201211*	Hydraulic Base Bar Table - Graphite	296.60	326.25	415.25	
	8201206*	Hydraulic Base Cafe Table - Maple	294.70	324.15	412.60	
	8201205*	Hydraulic Base Bar Table - Maple	290.85	319.95	407.20	
	820126*	Hydraulic Base Cafe Table - White Laminate	294.70	324.15	412.60	
	820125*	Hydraulic Base Bar Table - White Laminate	308.25	339.10	431.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	230.60	253.65	322.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou	230.60	253.65	322.85	
	820265*	Madison Cafe Table - Gray Acajou	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou	199.10	219.00	278.75	
	8201220*	30" Cafe Table Black Base - White Laminate	193.30	212.65	270.60	
	_	30" Bar Table Black Base - White Laminate	207.95	228.75	291.15	
	_	30" Bar Table Chrome Base - White Laminate				
		30" Cafe Table Chrome Base - White Laminate	297.80	327.60	416.90	
			297.80	327.60	416.90	
		30" Bar Table Chrome Hydraulic Base - Red 30" Cafe Table Chrome Hydraulic Base - Red	230.60	253.65	322.85	
			230.60	253.65	322.85	
		30" Bar Table Chrome Hydraulic Base - Gray	230.60	253.65	322.85	
		30" Cafe Table Chrome Hydraulic Base - Gray	230.60	253.65	322.85	
	_	30" Bar Table Chrome Hydraulic Base - Silver	281.10	309.20	393.55	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver	281.10	309.20	393.55	
ccasio	nal, End & C	cocktail Tables				
	820151	Silverado End Table - Tempered Glass/Painted Steel	192.75	212.05	269.85	
		Silverado Cocktail Table - Tempered Glass/Painted	204.60	225.05		
	_	Steel			_	
		Alondra End Table - Glass/Chrome	168.50	185.35	235.90	
		Alondra Cocktail Table - Glass/Chrome	233.80	257.20	327.30	
		Alondra End Table - Wood/Chrome	168.50	185.35	235.90	
		Alondra Cocktail Table - Wood/Chrome	233.80	257.20	327.30	
		Atomic 36" Round Table - Glass/Chrome	260.20	286.20	364.30	
		Atomic 42" Round Table - Glass/Chrome	260.20	286.20	364.30	
		Geo End Table - Wood/Black Steel	199.60	219.55	279.45	
		Geo Cocktail Table - Wood/Black Steel	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome	147.55	162.30	206.55	
	82034*	Geo Cocktail Table - Glass/Chrome	137.70	151.45	192.80	
	82054*	Sydney End Table - Black Laminate/Brushed Steel	179.00	196.90	250.60	
		Sydney End Table - White Laminate/Brushed Steel	179.00	196.90	250.60	
	820521	Sydney Cocktail Table - Black Laminate/Brushed Steel	216.60	238.25	303.25	
		Sydney Cocktail Table - White Laminate/Brushed Steel	216.60	238.25	303.25	

Take advantage of the Online price by ordering at <u>www.freeman.com</u> before JUNE 15, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	х
CONTACT NAME ·	PHONE #:		

E-MAIL ADDRESS :

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		For fast, easy or	dering, go to <u>w</u>	ww.freeman.com		
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasior	nal, End &	Cocktail Tables (continued)				
	82075*	Regis End Table - Brushed Metal	176.60	194.25	247.25	
		Regis Bench Table - Brushed Metal	249.75	274.75	349.65	
	- 820844*	Aura Round Table - White Metal	97.50	107.25	136.50	
	- 82057*	Edge LED Cube Table-White Plastic/Clear Acrylic	149.50	164.45	209.30	
	- 82043*	Geo Square-Round Table - Glass/Black Steel	236.05	259.65	330.45	
		Geo Square-Round Table - Glass/Chrome	236.05	259.65	330.45	
	- 82088*	Oliver End Table - Walnut Finish	173.10	190.40	242.35	
	82087*	Oliver Table - Walnut Finish	194.75	214.25	272.65	
	_	Rustique Square Metal Bar Table - Gray	228.85	251.75	320.40	
onforon	_ ce Tables					
Unicien	82041*	Geo Conference Table - Glass/Black Steel	294.50	323.95	412.30	
	- 82051*	Geo Conference Table - Glass/Chrome	294.30	320.25	407.60	
	_	Madison Conference Table - Gray Acajou	311.40	342.55	435.95	
	_	42" Round Conference Table - White Laminate	306.55	337.20	429.15	
	_	6' Oval Conference Table - Graphite Nebula	419.00	460.90	586.60	
	_	Madison 5' Conference Table - Gray Acajou	377.25	415.00	528.15	
	_	Madison 8' Conference Table - Gray Acajou	753.45	828.80	1,054.85	
	_	Madison 10' Conference Table - Gray Acajou	753.45	828.80	1,054.85	
	- 82058*	G30 Cafe Table - Maple w/ Grommets	375.70	413.25	526.00	
		G30 Cafe Table - Maple	375.70	413.25	526.00	
	- 82063*	G30 Cafe Table - White	375.70	413.25	526.00	
	_					
	_	Ventura Bar Table - Maple w/ Grommets	564.55	621.00	790.35	
		Ventura Communal Bar Table - Black	552.90	608.20	774.05	
	820953*	Ventura Bar Table - White w/ Grommets	564.55	621.00	790.35	
	820954*	Ventura Communal Bar Table - Maple	564.55	621.00	790.35	
	820956*	Ventura Communal Bar Table - White	564.55	621.00	790.35	
Office						
	84075*	Madison Desk - Gray Acajou	443.80	488.20	621.30	
	84077*	Madison Credenza - Gray Acajou	370.15	407.15	518.20	
	84078*	Madison Bookcase - Gray Acajou	415.90	457.50	582.25	
Compute	er Desks/Ta	ables				
	820706	* Work Desk - White Laminate	264.10	290.50	369.75	
	820707	* Merlin Table - Gray Laminate	274.70	302.15	384.60	
		P	OWERED			
Powered	Seating					
	5	* Naples Chair, Powered - Black Vinyl	522.40	574.65	731.35	
	_	* Naples Loveseat, Powered - Black Vinyl	701.35	771.50	981.90	
	_	* Naples Sofa, Powered - Black Vinyl	807.45	888.20	1,130.45	
	81021*	Roma Chair, Powered - White Vinyl	522.40	574.65	731.35	
	83017*	Roma Sofa, Powered - White Vinyl	807.45	888.20	1,130.45	
Powered	Tables					
	820950*	Ventura Communal Bar Table, Powered - Black	684.00	752.40	957.60	
		Ventura Communal Bar Table, Powered - White	621.80	684.00	870.50	
		G30 Cafe Table, Powered - White	476.00	523.60	666.40	
	— 82069*	G30 Cafe Table w/ Grommets, Powered - White	375.70	413.25	526.00	

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

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01	De 11 ll			www.freeman.com		T : 4 - 1
Qty	Part #	Description	Online Price POWERED	Discount Price	Standard Price	Total
Powered	Tables (co		FOWERED			
rowereu		Tech Desk w/ 3 Drawer File Cabinet, Powered -	150 75	504.05	0.40.05	
	84083*	Black Metal		504.65	642.25	
	84084*	Tech Desk, Powered - Black Metal		442.55	563.20	
	82076*	Sydney Cocktail Table, Powered - Black		342.55	435.95	
	82073*	Sydney Cocktail Table, Powered - White	. 311.40	342.55	435.95	
Powered	Product P					
	85060*	Powered Locking Pedestal 36" H, Black		418.90	533.10	
	85061*	Powered Locking Pedestal 36" H, White		418.90	533.10	
	85062*	Powered Locking Pedestal 42" H, Black		500.55	637.05	
	85063*	Powered Locking Pedestal 42" H, White		500.55	637.05	
		DISPLA	Y & ACCESSO	RIES		
Product	Storage					
	84080*	3 Door File Cabinet on Castors - Black	140.05	154.05	196.05	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size	. 207.70	228.45	290.80	
	74081	File Cabinet w/Lock - Four Drawer - Standard Size	324.15	356.55	453.80	
	85020*	Posh Shelving w/ Chrome Frame - White	416.10	457.70	582.55	
Refrigera	itor					
	75057	Small Refrigerator	539.30	593.25	755.00	
	8503001	* Refrigerator - White	. 592.80	652.10	829.90	
Lighting	_				_	
	850707	* Mason Table Lamp - White/Brushed Silver	116.05	127.65	162.45	
	850708	* Mason Floor Lamp - White/Brushed Silver	173.10	190.40	242.35	
Display						
	75020	Display Cylinder - Black - Low	350.55	385.60	490.75	
	75021	Display Cylinder - Black - Medium	350.55	385.60	490.75	
	75022	Display Cylinder - Black - High	350.55	385.60	490.75	
	75030	Display Cube - Black - 12" Small	345.65	380.20	483.90	
	75031	Display Cube - Black - 18" Medium	. 370.05	407.05	518.05	
	75032	Display Cube - Black - 24" Large	419.15	461.05	586.80	
	75079	Orion Computer Kiosk - Black	. 680.30	748.35	952.40	
	72056	Display Counter - Black	341.15	375.25	477.60	
Tablet St						
		* Mobile Tablet Stand - White		156.75	199.50 _	
T-1-1-1-01	_	* Mobile Tablet Stand - Black	142.50	156.75	199.50	
i ablet St	and Acces	\$ SOri es * Brochure Holder - Black	21.65	23.80	30.30	
		* Wireless Printer Holder - Black		23.80	30.30	
		* Charging Shelf - Black		23.80	30.30	
Accesso		Charging Choir - Didok	21.05	23.00		
nuud 220		Chroma Stanchion W/ 8' Patrastable Palt	110.00	121.00	167.95	
		Chrome Stanchion w/ 8' Retractable Belt		131.90	167.85	
	_	Chrome Sign Holder		168.10	213.90 —	
		Round Literature Rack		353.00	449.25	
	750136	Flat Literature Rack	283.80	312.20	397.30	

FREEMAN furnishings

Take advantage of the Online price by ordering at <u>www.freeman.com</u> before JUNE 15, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

E-MAIL ADDRESS :

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		For fast, easy o	rdering, go to <u>v</u>	www.freeman.com	<u>1</u>	
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		DISPLAY	& ACCESSO	RIES		
ccessor	ries (contin	ued)				
	220109	Chrome Coat Tree	56.90	62.60	79.65	
	220134	Aluminum Easel	61.70	67.85	86.40	
	220110	Chrome Bag Rack	152.80	168.10	213.90	
	10201484	Floor Standing Bulletin Board	333.45	366.80	466.85	
	220106	Corrugated Wastebasket	18.00	19.80	25.20	
	220107	Wastebasket	N/A	N/A	N/A	
oecial D	Drape					
☐ Black ☐ Gold		- 0.00011 -				
	12103	Special Drape 3'H (per ft.)	28.05	30.85	39.25	
	12108	Special Drape 8'H (per ft.)	38.15	41.95	53.40	

TOTAL COST					
	+	=			
Sub-Total		9% 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

FREEMAN furnishings

FREEMAN 8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE

JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER



FREEMAN accessorie

ake advantage of the Online price by ordering at <u>www.freeman.com</u> before JUNE 15, 2018

8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603 ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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NAME OF SHOW: ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 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 <u>www.freeman.com</u> 10' CLASSIC CARPET , PADDING & PLASTIC COVERING CHOOSE YOUR CARPET COLOR:

	CHOUSE TOUR CARPET CO	JLU	л.						
Black	🗌 Blue 🔲 Gray 🗌 Green 🗌 Latte 🗌 Midnight Blue	P	lum 🗌 R Online	Rec	Discount	Pep	oper D ⁻ Standard	Tuxedo	
Qty	Description		Price		Price		Price		Total
	10' x 10' Classic Carpet	\$	468.85	\$	515.75	\$	656.40		
	10' x 20' Classic Carpet	\$	937.70	\$	1,031.45	\$ ·	1,312.80		
	10' x 30' Classic Carpet	\$	1,406.55	\$	1,547.20	\$ ·	1,969.15		
	10' x 40' Classic Carpet	\$	1,875.35	\$	2,062.90	\$ 2	2,625.50		
	10' x 10' Carpet Padding - Single Layer	\$	148.85	\$	163.75	\$	208.40		
	10' x 20' Carpet Padding - Single Layer	\$	297.70	\$	327.45	\$	416.80		
	10' x 30' Carpet Padding - Single Layer	\$	446.50	\$	491.15	\$	625.10		
	10' x 40' Carpet Padding - Single Layer	\$	595.35	\$	654.90	\$	833.50		
	10' x 10' Carpet Padding - Double Layer	\$	297.70	\$	327.45	\$	416.80		
	10' x 20' Carpet Padding - Double Layer	\$	595.35	\$	654.90	\$	833.50		
	10' x 30' Carpet Padding - Double Layer	\$	893.05	\$	982.35	\$ ·	1,250.25		
	10' x 40' Carpet Padding - Double Layer	\$	1,190.70	\$	1,309.75	\$ ·	1,667.00		
	Plastic Covering (price per sq. ft.)	\$.75	\$.85	\$	1.05		

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

ty	Description	Online Price		Discount Price		Standard Price	Total
	9' x 10' Classic Carpet	\$ 301.70	\$	331.85	\$	422.40	
	9' x 20' Classic Carpet	\$ 603.00	\$	663.30	\$	844.20	
	9' x 30' Classic Carpet	\$ 904.80	\$	995.30	\$ *	1,266.70	
	9' x 40' Classic Carpet	\$ 1,206.15	\$	1,326.75	\$ *	1,688.60	
	9' x 10' Carpet Padding - Single Layer	\$ 134.00	\$	147.40	\$	187.60	
	9' x 20' Carpet Padding - Single Layer	\$ 267.90	\$	294.70	\$	375.05	
	9' x 30' Carpet Padding - Single Layer	\$ 401.90	\$	442.10	\$	562.65	
	9' x 40' Carpet Padding - Single Layer	\$ 535.80	\$	589.40	\$	750.10	
	9' x 10' Carpet Padding - Double Layer	\$ 267.90	\$	294.70	\$	375.05	
	9' x 20' Carpet Padding - Double Layer	\$ 535.80	\$	589.40	\$	750.10	
	9' x 30' Carpet Padding - Double Layer	\$ 803.70	\$	884.05	\$ -	1,125.20	
	9' x 40' Carpet Padding - Double Layer	\$ 1,071.65	\$ ·	1,178.80	\$ *	1,500.30	
	Plastic Covering (price per sq. ft.)	\$.75	\$.85	\$	1.05	

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

07/17 (413929) 8488

 TOTAL COST

 +
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 Sub- Total
 9% Tax
 Total Cost

EEMAN standard size carpet

Page 1 of 2

8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

YOUR CARPET COLOFnarcoalGray Pearlnimum)=sq. ft. @=sq. ft. @=sq. ft. @size is not listed on the 25 = 25 sq. ft. @(ft. minimum)or%\$(sq. ft.)\$(sq. ft.)\$	H #:	BOO	TH SIZE:	Х
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$= \ sq. ft. @ $$ YOUR CARPET COLOF harcoal \square Gray Pearl himum) $= _ \ sq. ft. @ $$ $= _ \ sq. ft. @ $$ material handling, installat size is not listed on the $25 = 250 \text{ sq. ft. @} $$ $(1, ft. minimum) \qquad \qquad$	Online Price	Discount Price	Standard Price	Total
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YOUR CARPET COLOF harcoalGray Pearl Gray Pearlimmum)=sq. ft. @=sq. ft. @s=sq. ft. @smaterial handling, installat size is not listed on thes 25 = 250 sq. ft. @ 25 = 250 sq. ft. @ 1 ft. minimum) p $sq. ft.$ \$ $sq. ft.$ \$ $sq. ft.$ \$ $sq. ft.$ \$	\$ 5.50	\$ 6.05	\$ 7.70	
harcoalGray Pearlehimum)=sq. ft. @=sq. ft. @sq. ft. @=sq. ft. @sq. ft. @material handling, installatr size is not listed on the 25 = 25 = 25 = 25 sq. ft. @(h. ft. minimum)p\$(h. ft. minimum)\$\$\$(h. ft. minimum)\$(h. ft. minimum)\$	D (2)	•		
$= \underline{\qquad} sq. ft. @ sq. ft. % sq. ft.$	0 R - <i>40 oz.</i> □ Nav		/hite	
$= \underbrace{\qquad}_{sq. ft.} @ \\ sq. ft. @ \\ sq. ft. @ \\ size is not listed on the \\ \underline{25} = \underbrace{250}_{sq. ft.} sq. ft. @ \\ structure \\ st$	Online Price	Discount Price	Standard Price	I Total
$= \ sq. ft. @ $$ material handling, installate size is not listed on the 25 = 250 sq. ft. @ 1. ft. minimum) P_{P} sq. ft.) \$ 0 sq. ft.) \$	\$ 7.60		\$ 10.65	
material handling, installat size is not listed on the 25 = 250 sq. ft. @ r, ft. minimum) s sq. ft.) sq. ft.) sq. ft.) sq. ft.)	\$ 6.85	\$ 7.55	\$ 9.60	
25 = 250 sq. ft. @ 25 = 250 sq. ft. @ 1. ft. minimum) P \$ 9 sq. ft.) \$ \$ 9 sq. ft.) \$ \$				
25 = 250 sq. ft. @ I. ft. minimum) P I. ft. minimum) \$				
I. ft. minimum) Pr \$ \$ 9 sq. ft.) \$ 0 sq. ft.) \$	standard	size order fo	orm.	
p. ft. minimum) Pr \$ \$ 9 sq. ft.) \$ 9 sq. ft.) \$		1.50		
\$ 9 sq. ft.) \$ 9 sq. ft.) \$	Online I Price		andard Price	Total
sq. ft.) \$ 0 sq. ft.) \$	1.50 \$	1.65 \$	2.10	
) sq. ft.) \$	1.30 \$	1.45 \$		
	3.00 \$	3.30 \$		
	2.60 \$	2.90 \$	3.60	
	TOTAL C	OST		
+		1.30 \$ 3.00 \$ 2.60 \$ TOTAL C	1.30 \$1.45 \$3.00 \$3.30 \$	1.30 \$ 1.45 \$ 1.80

9% Tax

Take advantage of the Online price by ordering at www.freeman.com before JUNE 15, 2018

Page 2 of 2



Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603 INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PHONE #:		

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

CLEANING SERVICES

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

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

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

Qty (sq. ft.)		er sq. ft 100 sq. ft. minimum) # Description	Advance Price	Show Site Price	Total
Includes e	mptying o	f your booth's wastebasket(s) at the time of vacuuming.			
	610100	Booth Vacuuming - One Time	.60	.75	
	610200	Booth Vacuuming - 2 Days	1.00	1.45	
	610300	Booth Vacuuming - 3 Days	1.35	2.10	
	610400	Booth Vacuuming - 4 Days	1.65	2.60	
SHAMPO	OING	(per sq ft - 100 sq ft minimum)			
Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
	630100	Shampoo Carpet - One Time	N/A	N/A	
	630200	Shampoo Carpet - 2 Days	N/A	N/A	
	630300	Shampoo Carpet - 3 Days	N/A	N/A	
PORTER	SERVIC	E (per day)	Aduces	Chang Cita	
Qty (# days	s) Part	# Description	Advance Price	Show Site Price	Total
Includes er	mptying of	your booth's wastebasket(s) and policing of your exhibit a	rea at two-	hour intervals	during show he
	620500	Exhibit Area / Under 500 sq.ft	63.55		
	6201500	Exhibit Area / 501 - 1,500 sq. ft	83.40	116.75	
	6202500	Exhibit Area / 1,501 - 2,500 sq. ft	105.25	147.35	
	0000500	Exhibit Area / Over 2,500 sq.ft			Coll for Ou

		TOTAL COST		
	+		_	
Sub-Total		N/A %Tax	_	Total Cost



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

ISMB 2018 / JULY 6 - 10, 2018 NAME OF SHOW: BOOTH #: BOOTH SIZE: COMPANY NAME: Х CONTACT NAME : PHONE #: E-MAIL ADDRESS : For Assistance, please call (773) 473-7080 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 SmartFabric Rental Exhibit Includes: re-use on future events. • 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 our Marketing Message H • 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 Total Discount Standard 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 Frame Only Unit Includes: rented the SmartFabric exhibit (above) and have the fabric graphic ready Classic Carpet 9' X 10' or 9' X 20' (Select color below) Installation & Dismantle of Exhibit for re-use. If you need a new graphic made, please select the SmartFabric • Material Handling of Exhibit Rental Exhibit (above). No fabric graphics will be printed without the rental Nightly Vacuuming unit. • 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 \$ 91.00 150.00 \$ 210.00 SmartFabric Acrylic Shelf (supports up to 15 lbs)......\$ 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 **TOTAL COST** for access to utility ports.**

07/17 (413929) 8488

+ ____ = ____ Sub-Total 9 % Tax Total Cost



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603 DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

BOOTH SIZE:

Х

NAME OF SHOW: ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME:

CONTACT NAME :

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to <u>www.freeman.com</u>

BOOTH #:

PHONE #:

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

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

RENTAL EXHI	BITS									
			Discount Price	Standard Price				Discount	Standard	
Package 1		10' x 10'	4,080.60	5,712.85		10' x 2	20'	Price 7,991.50	Price 11,188.10	
Package 2		10' x 10'	2,428.90	3,400.45		10' x 2	20'	4,687.85		
Package 3		10' x 10'	3,448.60	4,828.05		10' x 2	20'	6,727.30		
Package 4		10' x 10'	3,457.80	4,840.90		10' x 2	20'	6,729.05	9,420.65	
Package 5		10' x 10'	3,632.40	5,085.35		10' x 2	20'	7,120.40	9,968.55	
Package 6		10' x 10'	3,786.65	5,301.30		10' x 2	20'	7,486.15	10,480.60	
CHOOSE YOUR	r PA	NEL								
Black Fabric	;	Blue	Fabric	Gray F	abrio	;	🗌 WI	nite Hardwall	White	e Perfboard
CARPET										
Our Classic Carpet a Check color choice	nd nig	htly vacuuming	are included in t	the price of you	ur Re	ntal Exh	ibit. The f	ollowing colors	are available	:
Black		Blue		Gray				Green	[Latte
Midnight Blue	;	🗌 Plum		Red				Red Peppe	er [Tuxedo
You may want to add and 40 oz. weight. R								RESTIGE carpe	et line. Now a	ailable in 28 oz.
						s and pi	ioing.			
Each Rental Exhib Note: Power and lab Watts. Additional power m	or to I	hang the lights	are included in o	,	ntal e	exhibit pa	ackage pr	ice. Power co	nsumption no	t to exceed 500
HEADER IDEN	TIFIC	CATION SIG	N							
Indicate which color	letter	ing you would li	ke. We have a v	vide variety of	stand	lard cold	ors availat			
Black		Blue	Brown			lundy		PMS Color		
Red] Teal	White		Gree	en		Font Type		
Indicate exactly hov	v you v	want your comp	pany name to app	pear:			^U	nless font type is	indicated, Helv	etica will be used.
ENHANCE YOU	JR E	XHIBIT								
Enhance your exhit	oit and	I have an Exhib	itor Sales Specia	alist contact yo	u for	pricing b	y checkir	g any of the fo	llowing boxes	:
Slatwall & She	ves		abinets & Cour	nters	🗆 S	pecialty	/ Colored			ble Graphics
Colored Panel	S	C	eating a Custo	m Exhibit	G	raphics	& Custo	om Logo i 🌭	White E	co-Board
The product offered attributes and is 100 specifications.						Sub-1	Fotal	+9 % Ta	_ =	Total Cost

REEMAN

8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

COMPANY NAME:		BOOTH #:	BOOTH SIZE:	Х
CONTACT NAME :		PHONE #:		
E-MAIL ADDRESS :				
For Assistance, please call (773) 473				
		g, go to <u>www.freeman.co</u> FOR RENTAL UNITS	<u>m</u>	
LIGHTS (use only on renta	als) SHELVES (u	use only on rentals)	CABINETS	
GONDOLAS	RAD	US CABINET	LITERATURE PO	CKETS
	(does r	not have doors)		
	scount Standard Price Price Total	Qty Part # Des	Cription Discoun Price	t Standard Price
electrical service & labor to install lig	hts not included)	Gondolas	GONDOLAS	
72512 Arm Light 154.90	0 216.85	Blue Fabric G	ray Fabric 🗌 Perfboard	White PVC
72514 4' Tracklight (3 lights) 470.9	5 659.35	174541 Single Sid	ded 1M x 4' High 552.2	20 773.10
7252 Halogen Light N/A	A N/A	174542 Double S		966.30
CABINETS & LOCKS	3	174581 Single Sid	-	· · ·
binets		174582 Double S	ided 1M x 8' High 955.8	80 1,338.10
lack Fabric 🗌 Blue Fabric 🗌 Gray Fab	oric White PVC		SHELVES	
6	2.90 1,138.05	17201 1м Straig	ht (37" x12") 141.1	5 197.60
· - 5	0.25 1,274.35	17206 1м Angle	ed (37" x 12") 141.1	5 197.60
7308 2м х ½м х 36" High 1,02 7309 2м х ½м х 42" High 1,07			ITERATURE POCKETS	
Ũ	1.15 1,065.60	174015 For 8½ x	11 Literature 48.9	68.45
0	0.40 1,246.55	-		
(Radius Cabinets do not have do		-		
7301 Cabinet Lock 3	3.00 46.20			
Inside Shelves Available Q	uoted on Request			
Inside Shelves Available Q	uoted on Request		TOTAL COST	

07/17 (413929)

* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SH	ISMB	2018 / JULY	(6-10	, 2018						
COMPANY N	1011.				BO	OTH #:	В	DOTH SIZE:	Х	
CONTACT N	AME :				PH	ONE #:				
E-MAIL ADDI	RESS :									
		II (773) 473-70	80 to sp	eak with one	of our experts.					
					g, go to <u>www.f</u>		n			
	1				Rental Units	Include:		Purchase	Jnits Include:	
					Draped Table (Classic Carpet Installation & D Material Handli Nightly Vacuun 1-200 Watt Hal to hang lights)	9' X 10 '(seleo Dismantle of E ing of Exhibit ning logen Light (P	ct color below) xhibit		nstallation & Dis	
RENTAL			QTY	TOTAL	Header Identifica	tion Sign - (whit	te with black text) Indicate copy I	below:	
Size	DiscountPrice	e Standard Price	QII	TOTAL						
<u>5126</u> 40"H x 6'W		2,104.75								
40"H x 8'W	,	2,455.40			Fabric Panel	Colors for Al	lUnits: ⊓] Black [∃ Gray □ E	Rue
PURCHAS	,	2,100.10					Also Availab		_ , _	nao
Size		e Standard Price			🍇 9' x 10'	Classic Carp	et: 🗌 Blac	k 🗌 Blue	Green	Gray
40"H x 6'W	1,880.85	2,633.20							d Pepper	-
40"H x 8'W	2,129.75	2,981.65			Table Drape:					
*Shipping Not	t Included] Blue		Green [Red [Flax White	
				FLO	OR UNIT					
RENTAL			QTY	TOTAL	Rental Units Classic Carpet Installation & D Material Handli Nightly Vacuun 1-Podium - 8'H 2-200 Watt Hal to hang lights)	9' X 10' (sele Dismantle of E ning of Exhibit ning I X 10'W unit of logen Lights (xhibit only Power (500 w) 2-Cases One Time In 1-Podium - t atts) for LIGH		smant only
<u>Size</u> 8'H x 8'W	Discount Price 2,508.90	Standard Price 3,512.45			Header Identifica	tion Sign - (whit	e with black text) Indicate copy I	below:	
8'H x 10'W	3,000.00	4,200.00								
PURCHASE	*							_		
<u>Size</u>	Discount Price	Standard Price			Fabric Panel		_		Gray 🗌 B	lue
8'H x 8'W	4,264.35	5,970.10			123		Also Availab			
8'H x 10'W	5,006.05	7,008.45							Green	
*Shipping Not	Included				Latte	vidnight Blue	🗌 Plum 🗌	Red 🗌 Re	d Pepper 🗌 T	uxed
👞 • All	Classic carpe	t contain recy	cled cor	ntent and are	e recyclable.					
	1 -				,					
					HIC / PHOTO					
1					natically enhan				ovhibit	
			an Exn		Specialist conta	ici you to as	sist in creati	•		
	L ACCESSO	DRIES			NTAL			PURCH		
Part #	Description		<u>Qty</u>	Discount Price	Standard Price	<u>Total</u>	<u>Qty</u> <u>Di</u>		Standard Price	I
1715800	2-200 Watt Halo			259.10	362.75			368.55	515.95	
1715801	1-200 Watt Halo	gen Light Kit -		136.40	190.95			268.30 205.40	375.60	
	Straight Shelf			104.50	146.30			∠00.40	287.55	
1715802 1715803	Angled Shelf	-		104.50	146.30			205.40	287.55	

* 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 TOTA	AL COST	RENTAL	UNITS TOTAL C	OST
07/17 (413929) 8488	+ =	Total Cost	+ Sub-Total	= .	Total Cost

8201 West 47th Street McCook, IL 60525 Ph: (773) 473-7080 • Fax: (469) 621-5603 FreemanChicagoES@freeman.com

ONLINE PRICE DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:	ISMB 2018 / JULY 6 - 2	IO, 2018
COMPANY NAME:	E	300TH #:
CONTACT NAME:	F	PHONE #:
E-MAIL ADDRESS:		
For Assistance, please call (773) 473-70	80 to speak with one of our experts.	
	For fast, easy ordering, go to SHOWCAS	

FULL VISION CASE

HALF VISION CASE



, easy ordering, go to www.freeman.com QUARTER VISION

WALLCASE

CORNER VISION CASE

CASE

Qty Part # Descrip	Online tion Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE I-8" & 1-10" Glass Shelf 26" High Front Glass Dis Case is 20" Deep Available in 4', 5' and 6' I	play Section	e Bracket	S		12" H Case	ligh Front is 20" Dec	Glass Display ep 5' and 6' lengtl				
101043 4' 101051 5' 101061 6'	\$828.70 \$828.70	\$911.55	\$1160.20	\$		101052 5	, , ,	\$828.70	\$911.55	\$1160.20	5
HALF VISION CASE I-10" Glass Shelf with Ac 18" High Front Glass Dis Case is 20" Deep Available in 4', 5' and 6' I	play Section	kets			Incluc Case Availa *Case	is 20" Dec able in Ful es on the s	ccess and Glass ep I, Half, and Qu sides in picture	arter Size above a	es re not incl		
101042 4' 101050 5' 101060 6'	\$828.70	\$911.55	\$1160.20	\$		101090 H 101092 Q	ull alf warter	\$1012.95	\$1114.25	\$1418.15	\$
TOWER CASE Dimensions are 20"L x 20 3 Glass Shelves .ights .ocks Available in 20 x 20 Squa					Dime (4) 12 Adjus Lights Locks 60" H	2" Glass S stable Brac s s ligh Sliding			and Solic		
1010200 20 x 20	\$1086.55	\$1195.20	\$1521.15	\$		1010203 S	olid	\$1049.65	\$1154.60	\$1469.50	

Electrical services are NOT included. Please order the electrical service from the electrical contractor.

TOWER CASE



by ordering online at <u>www.freeman.com</u> Take advantage of the Online price

REEMAN showcases



The grid below may be printed to layout the placement of your showcase. Please complete as clearly as possible, indicating the following:

1. Booth orientation. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Adjacent Aisle or Booth # _____ Adjacent Aisle or Booth Adjacent Aisle or Booth # # Adjacent Aisle or Booth # A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____FOOT/FEET or _____INCHES



8201 West 47th St Mc Cook, IL 60525 (773) 473-7080 Fax: (469) 621-5603 DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

Х

BOOTH SIZE:

NAME OF SHOW:	ISMB	2018 /	JULY	6 -	10,	2018

COMPANY NAME

BOOTH #: PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts

For fast, easy ordering, go to <u>www.freeman.com</u> 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.		\$ 24.00 per sq. ft. x or = \$. discount price

\$ 36.00 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.

price quotes on graphics over 80 sq. ft. File Information: Electronic File Name	IND * Plea
Application PMS Colors	
Backing Material: Freeman Foam (Foamcore) Masonite Freeman PVC (PVC) Plexi Freeman HD Foam (Gatorfoam) Freeman Honeycomb (Eco-Board) Freeman Polyfoam (Ultra Board) Other	v
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	Back

Charge.						
STANDARD	SIZES					
CHOOSE YO	UR SIZE: <u>QTY.</u>	-	Discount Price	Standard Price		TOTAL
7" x 11"	(D	44.30	66.45	=	
7" x 22"	(D	44.30	66.45	=	
7" x 44"	(D	62.35	93.55	=	
9" x 44"	(D	80.55	120.85	=	
11" x 14"	(D	44.30	66.45	=	
14" x 22"	(D	62.35	93.55	=	
14" x 44"	(D	124.60	186.90	=	
22" x 28"	(D	124.60	186.90	=	
28" x 44"	(D	251.50	377.25	=	
20" x 60"	(D	251.50	377.25	=	

(white only)

Sub-Total

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

NDICATE YOUR SIGN COPY HERE:

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

Vertical	Horizontal	Use Your Judgment	
	Holizonia	For Sign Layout	
ackground Color:			
ettering Color:			
	TOTAL	COST	
	+		

10.25 % Tax

Special Instructions

Total Cost

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 (773) 473-7080 for assistance.

CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS

(1) Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery and equipment.

(3) Consistent with safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to assemble and disassemble machinery or equipment.

(4) Please note: An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

CHICAGO AREA UNION JURISDICTIONS

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups') if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

Please return form to:

NAME OF SHOW:

INTL SOC FOR COMPUTATIONAL BIOLOGY, INC. 9500 GILMAN DRIVE, DEPT. 0505 LA JOLLA, CA 92093-0505 Attn: STEVEN LEARD Phone: 858-822-1193 Email: steven@iscb.org

DEADLINE DATE

JUNE 8, 2018

ISMB 2018 / JULY 6 - 10, 2018

EXHIBITING COMPANY NAME:		
PRINT NAME:	BOOTH SIZE:	х
SIGNATURE:	DATE:	

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name:	Booth No.:
Contact at Show:	
Exhibitor Appointed Contractor:	
Address of Contractor:	
Type of Service to be Performed:	

Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 imail: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

AAIL ADDRESS Assistance, please call 773-473-7080 to speak with one of our e For fast, easy ordering go (CARPENTER LABOR (o cription aight Time - 8:00 a.m. to 4:30 p.m. Monday through Friday ertime - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m a Display Laborer has not worked eight (8) straight time hours of 6:30 p uble Time - 8:30 PM - 8:00 AM Monday through Friday (unless m Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL TE: On the break of a show occurring on Monday through Frida 0 P.M. to 8:30 PM - shall be charged in Straight Time; from 8:30 P.M. Show Site prices will apply to all labor orders placed at show Price is per person/per hour Start time guaranteed only when labor is requested for the start of begins later in the day. Dne hour minimum per manlabor thereafter is charged in half (1 Supervisor must check in at Service Desk to pick up laborers. Upco o release laborers. Labor must be cancelled in writing, 24 hours in advance to avoid When scheduling dismantle labor, be sure to allow sufficient time Freeman supervising jobs will be completed at our discretion prio	PHONE #:
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 \Box Reroute via Freeman's choice

□ Delivery back to warehouse at Exhibitor's Expense.

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.
8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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For Assistance, please call 773-473-7080 to speak with one of our experts. Per fast, easy ordering go to www/reeman.com DECORATOR LABOR (one Hour Minimum per Worker) Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Strates (Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Strates (Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday (Straight Time) - 8:00 A.M. to 4:30 P.M. Monday through Friday (Straight Time) - 8:00 A.M. to 4:30 P.M. Monday through Friday (Straight Time) - 8:00 A.M. to 4:30 P.M. Monday through Friday (Straight Time) - 8:00 A.M. to 4:30 P.M. Status (Straight Time) - 8:00 A.M. to 4:30 P.M. Status (Straight Time) - 12:00 Midnight Staturday (Straight Time) - 8:00 A.M. Monday through Friday, work performed trom: Stop M. to 8:30 P.M. shall be charged in Straight Time, from (Straight at the working day (8:00 a.m.), unless the official set up time begins later in the day. Price is per person/per hour Statu mag guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day. One hour minimum per man-labor thereafter is charged in half (1/2) hour increments. Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Dest to release laborers. Labor must be cancelled 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 both. Freeman supervising 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 and inbound shipping information with this order. Labor must be achieve is 30% of the total installation labor bill, with a minimum of \$45.00. Emergency Contact:	CONTACT NAM	ЛЕ:			P	HONE #:		
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(800) 995-3579 Toll Free US & Canada (817) 607-5183 Local & International

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	Х
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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 TR	ANSPORTATION		
TIPS FOR EASY ORDERING	SHIPPING INFORM	IATION	
Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.	Items to be shipped Number of Pieces		Est. Weight
International Exhibitors remember - Shipments originating			Lott troight
from countries other than the US must be cleared through customs. Please call for additional information:	Crates (wooden) Cartons (cardboard)		
(800) 995-3579 Toll Free US & Canada	Cases/Trunks (fiber))
(817) 607-5183 Local & International COMPLETE THE FOLLOWING ITEMS	Skids/Pallets		
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2500 WEST 35TH ST			
CHICAGO, IL 60632			
MUST BE DELIVERED BY JUNE 27, 2018			<u> </u>
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Second Day Air: Delivery second business day by 5:00 PM			
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FREIGHT SERVICES

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

FREIGHT SERVICES

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information.
 Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

F R E E M A N

8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com

ISMB 2018 / JULY 6 - 10, 2018

NAME OF SHOW: _ COMPANY NAME _

_ BOOTH #:____ _ PHONE #:____

CONTACT NAME: _

E-MAIL ADDRESS_

For Assistance, please call 773-473-7080 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
Special Handling (See definitions on ba	
Uncrated:	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
Carpet and/or Pac	d Only: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
Straight Time -	8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime -	4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday
Double Time-	ALL DAY Sunday and Holidays
	(Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
	Description 200 lbs

Description		Price er CWT		200 lbs. Ainimum
RATE CLASSIFICATIONS:	·			
Warehouse Shipment (200 lb. minimum) Crated or Skidded Shipment Special Handling Shipment Carpet and/or Pad Only Shipment	\$	220.50	\$	339.00 441.00 508.50
Showsite Shipment (200 lb. minimum) Crated or Skidded Shipment Special Handling Shipment Uncrated or Pad Wrapped Shipment Carpet and/or Pad Only Shipment	\$ \$	230.75 266.25	\$ \$	355.00 461.50 532.50 532.50
Small Package - Maximum weight is 30 lbs. per shipment* * A small package shipment is a shipment totaling any number of pieces with a exceed 30 lbs. that is received on the same day, from the same shipper and d	a comb	ined weight		ier.
ADDITIONAL SURCHARGES: Shipment Delivered after Deadline Date (in addition to above rates) Warehouse Shipment after JUNE 27, 2018 Showsite Shipment after JULY 6, 2018			\$ \$	85.00 89.00
Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in add Crated or Skidded Shipment Special Handling Shipment Uncrated or Pad Wrapped Shipment Carpet and/or Pad Only Shipment	\$ \$ \$	44.50 57.75 66.75	\$ \$ \$	89.00 115.50 133.50 133.50
Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition Crated or Skidded Shipment Special Handling Shipment Uncrated or Pad Wrapped Shipment Carpet and/or Pad Only Shipment	n to ab \$ \$	ove rates) 88.75 115.50 133.25	\$ \$	177.50 231.00 266.50 266.50

Description	Weight	СМТ	Price per CWT	Estimated Total Cost
	÷ 100	=		
Surcharges	÷ 100	=		
			Sub-Total	
			TOTAL	

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 at 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 by-passed to reach target 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 place 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?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

What are Mixed Shipments?

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

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME ____

NAME OF SHOW: ____

PHONE #:____

CONTACT NAME: ______

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freeman.com **RIGGING EQUIPMENT AND LABOR**

STRAIGHT TIME HOURS

8:00 a.m. to 4:30 p.m., Monday through Friday

Day the Show Closes - 4:30 p.m. to 8:30 p.m., Monday though Friday

*Flexible Start Times - 10:00 a.m. to 6:30 p.m. and 12:30 p.m. to 8:30 p.m. Monday through Friday

- Must be ordered 24 hours in advance
- Four (4) hour minimum charge
- Rigger availability not guaranteed
- After 4:30 p.m. the prorated share of stewards costs may be an additional charge
- Six (6) hour minimum applies after four (4) hours

OVERTIME HOURS

Monday through Friday 4:30 p.m. to 6:30 p.m. *Flexible Start Times 6:30 p.m. to 8:30 p.m. with 10:00 a.m. start 8:30 p.m. to 10:30 p.m. with 12:30 p.m. start Day the Show Closes - 8:30 p.m. to 12:30 a.m. Saturday - All Day

DOUBLE TIME HOURS

Monday through Friday After 6:30 p.m. *Flexible Start Times After 8:30 p.m. with 10:00 a.m. start After 10:30 p.m. with 12:30 p.m. start Day the Show Closes - 12:30 a.m. to 8:00 a.m. Sunday and Holidays - All Day

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

Part #	Description	Advance Price per Hour	Standard
Forklift Labor			
Prices do not in	clude crew (One hour minimum per forklift)		
3090600	Man Cage for Forklift	\$ 87.50	\$ 122.50
3090700	Boom for Forklift	\$116.25	\$ 162.75
30405	Sm.Forklift - up to 5,000 lbs	\$147.25	\$ 206.15
304015	Lg.Forklift - up to 15,000 lbs	\$193.75	\$ 271.25
30404	4- Stage Forklift	\$ Quoted of	on Request

Two Man Rigging Crew

(Can be used with up to 15,000 lbs forklifts, depending on type of work to be done.)

3020500	Rigging Crew - ST\$361.00	\$ 505.40
3020501	Rigging Crew - OT\$541.50	\$ 758.10
3020502	Rigging Crew - DT\$722.00	\$1010.80

*Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work plus display headers exceeding 16 ft. or 200 lbs.

Additional Rigging Labor (One hour minimum per person)

3020100	Rigger - ST\$180.50	\$ 252.70
3020101	Rigger - OT\$270.75	\$ 379.05
3020102	Rigger - DT\$361.00	\$ 505.40

Please complete and return Page 2 with your Method of Payment Form

F R E E M A N 8201 West 47th Street

McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

_ PHONE #: _____

___ BOOTH #: ____

ISMB 2018 / JULY 6 - 10, 2018

CONTACT NAME: ____

NAME OF SHOW:____ COMPANY NAME ____

E-MAIL ADDRESS

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freeman.com **RIGGING EQUIPMENT AND LABOR**

Please complete the forms below and return with your completed Method of Payment Form.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be do	Sub-Total							
							Тах	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be dor	ne:						Sub-Total	
							Тах	N/A
							Total	

DIRECTIONS TO THE HYATT REGENCY CHICAGO



EXHIBITORS' TRUCK ROUTES:

FROM THE KENNEDY EXPRESSWAY (90/94): Exit to your right onto Ohio Street. Continue East past Michigan Avenue to Fairbanks/Columbus Drive. Turn right, proceed over the Chicago River to 2nd stop light, South Water Street. Turn right at bottom ramp. The Hyatt's exposition docks will be on your right almost immediately.

FROM THE EISENHOWER EXPRESSWAY (290): Take the Eisenhower to the Kennedy. Go North, exit at Ohio Street and follow above directions. **FROM THE DAN RYAN EXPRESSWAY (290):** Turn right onto Ohio Street and follow the directions from the Kennedy Expressway and follow the above directions.

PUBLIC TRANSPORTATION

TO O'HARE AIRPORT: Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 5 blocks West to the State of Illinois Building at Lake and Clark Streets and board the Blue Line to O'Hare.

TO MIDWAY AIRPORT: Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 3 blocks West to State and Lake Streets, go up the stairs and board the Orange Line to Midway Airport.

DRIVING DIRECTIONS

TO O'HARE AIRPORT: Left on Wacker Drive, 4 blocks to Dearborn, turn Right. Dearborn to Ontario, turn Left. Follow Ontario Street to the Kennedy Expressway (I-90/94). Follow I-90 to O'Hare Airport.

TO MIDWAY AIRPORT: Turn Right on to Wacker Drive, at first Light do down ramp to Lake Shore Drive. Go South on Lake Shore Drive to the Stevenson Expressway (I-55) South to the Cicero Avenue Exit and turn Left. Go about 1 Mile South to Midway Airport.

PARKING FOR SEMI TRAILER TRUCKS:

Upon leaving the Hyatt Docks, go up one level to South Water Street ramp and turn Left onto Columbus Drive. Cross the Chicago River and continue on Columbus Drive to Ontario Street. Turn Left onto Ontario Street. Drive approximately 1 Mile to East 90/94 Indiana Exit. Take 90/94 to I-55 (Stevenson Expressway) North to Lake Shore Drive (41) South. Exit south and continue to 31st Street West. Enter the well marked Marshalling Area. You may pay the attendant in advance or by the day.

OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS

8201 \	Vest 47th St
	ok, IL 60525
(773) 473-7080	Fax: (469) 621-5603

NAME OF SHOW: ISMB 2018 / JU	JLY 6 - 10, 2018			
COMPANY NAME:	BC	OTH #:	BOOTH SIZE:	Х
CONTACT NAME :	PH	IONE #:		
E-MAIL ADDRESS :				
For Assistance, please call (773) 473	3-7080 to speak with one of our	experts.		
	For fast, easy ordering, go to	o <u>www.freeman.c</u>	<u>com</u>	
EVERY OUTBOUND SHIPMENT WILL HAPPY TO PREPARE THESE FOR ADVANTAGE OF THIS SERVICE, PLE	R YOU AND DELIVER THEM EASE COMPLETE AND RETUR	TO YOUR BOO N THIS FORM TO	TH PRIOR TO SHOW (CLOSE. TO TAKE
	SHIPPING INFO	RMATION		
SHIP TO: COMPANY NAME:				
DELIVERY ADDRESS	S:			
CITY:	STATE/ PROVINCE:		ZIP/ POSTAL CODE [.]	
	ONS:			
BILL TO: Same as Ship to: COMPANY NAME:				
DELIVERY ADDRESS	S:			
CITY:	STATE/ PROVINCE:		ZIP/ — POSTAL CODE: —	
	METHOD OF S			
Select a Carrier:				
Freeman Exhibit Transport	tation 🗌 Other	Carrier		
No need to schedule your outbo Charges will appear on your Fre	•		er Name: er Phone:	
Arrangements for p	e arrangements for all Freen ick-up by other carriers is the			
Select a Level of Service:				
 1 Day: Delivery next but 2 Day: Delivery by 5:00 Deferred: Delivery within 	PM second business day	☐ Standard (☐ Specialized)	Ground d: Pad wrapped, uncra	ted, or truckload
Select Shipment Options (if ap	oplicable)			
 Have loading dock Inside delivery 		☐ Lift gate re☐ Air ride red		

Select Desired Number of Labels:

□ Pad wrap required

Do not stack

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

Residential



WELCOME TO THE HYATT REGENCY CHICAGO

In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:

Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or behind a booth display at any time during the show. You may keep one day's supply of your product or materials on display in your booth space and/or under your table. All materials that are needed for repacking purposes must be removed from the exhibit area. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. "Empty" labels are provided for your convenience and are available at the Exhibitor Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.

The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.

WE APPRECIATE YOUR COOPERATION.



CHICAGO FIRE DEPARTMENT REGULATIONS

STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

- 1. All material including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certification of flame proofing to the booth.
- 2. No storage of any kind is allowed behind the back drapes or behind booth displays. A maximum of one-day's supply of materials may be kept in your booth space.
- 3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
- 4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
- 5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
- 6. Exhibits with enclosed ceilings are not permitted. All exhibit should remain 18" below the ceiling/sprinkler system.
- 7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
- 8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
- 9. Smoking is not permitted at any time.
- 10. Report emergencies immediately by dialing 55 on any house phone.

QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HYATT REGENCY CHICAGO 151 East Wacker Drive Chicago, IL 60601 Phone: (312) 239-4408 Fax: (312) 239-4409 F REEMAN 8201 West 47th Street

McCook, IL 60525 (773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

ISMB 2018 / JULY 6 - 10, 2018

COMPANY NAME

BOOTH #:____

PHONE #:___

CONTACT NAME: _ E-MAIL ADDRESS

NAME OF SHOW:

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on this form and on the Electrical Service Order Form.

Electrical Labor Rates:

Straight Time:	Monday-Friday 7:00 a.m 3:00 p.m	\$150.00
Over Time:	Monday-Friday 3:00 p.m 7:00 a.m.;	
	Saturday until 3:00 p.m	\$ 225.00
Double Time:	All Day Sunday and Holidays	\$ 300.00
	(3:00 p.m. Saturday - 7:00 a.m. Monday)	

PLEASE SUBMIT A FLOOR PLAN OF ALL BOOTHS 20' X 20' OR LARGER INDICATING PLACEMENT OF ELECTRICAL SERVICE.

INSTALLATION

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done:					Sub-Total		
						Тах	N/A
						Total	

DISMANTLE

Description	Date	Start Time	# of	Approx Hrs	Total	Hourly Rate	Estimated Total Cost
		Time	persons	per person	Hours	ка	Total Cost
Describe work to be done:						Sub-Total	
						Тах	N/A
						Total	

THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT

Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S funds. Invoices can be paid by company check, Visa, MasterCard or American Express. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

METHOD OF PAYMENT FORM MUST BE INCLUDED WITH YOUR ORDER

8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:	ISMB	2018 / JULY 6 - 10), 2018			
COMPANY NAME			BOOTH #:			
CONTACT NAME:			PHONE #:			
E-MAIL ADDRESS						
	ease contact Doug Castl	e at 312-239-4678 or e-ma	ail at doug.castle@hyatt.com.			
	-		at FreemanChicagoES@freeman.com			
	For fast, easy	ordering go to www.freem	an.com			
ELECTRICAL (OUTLETS (Single Phas	e)	PLEASE NOTE			
Part Description #	QTY Discount <u>Price</u>	t Standard <u>Price TOTAL</u>	Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in			
40715 1500 Watts (120 volt (6 Plug Multi Strip)	s) 225.00	250.00 = \$	peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see			
40720 2000 Watts (120 volts (6 Plug Multi Strip)	s) 260.00	310.00 = \$	the Electrical Labor order form for rates and instructions. A scaled floor plan is required for orders with 			
40915 15 Amps (208 volts) (1 HP)	Quoted	on Request = \$	multiple outlet locations and/or island booths. Submit a scaled floor plan indicating a main power			
40930 30 Amps (208 volts) (5 HP)	Quoted	on Request = \$	drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See			
List AV Equipment:			example on reverse. If a power location in an island booth is not provided prior to show move-in, a location			
			will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be			
			charged on a time and material basis.			
ELECTRICAL	OUTLETS (Three Phase	e)	 Labor is required for any and all electrical work over and above the installation of the main power drop. 			
Part Description #	QTY Discount <u>Price</u>	t Standard <u>Price TOTAL</u>	Please see the Electrical Labor form for complete details.			
401015 15 Amps (208 volts) (Heavy Duty Service Unit)	Quoted on	Request = \$	Labor Is Required For: 1. Floorwork - Distribution of electrical under carpet			
401030 30 Amps (208 volts) (Heavy Duty Service Unit)	Quoted on	Request = \$	 and flooring. Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through 			
Above 30 Special Instructions:	Amps or 208 Volts Call for	Quote.	booth structure. 3. Hook Up - Connection and hard-wiring of all 208 or			
			 higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. Lighting - 			
			a) Assembly and installation of all lighting to exhibit structure.			
ELECTR	RICAL EQUIPMENT		b) Assembly, installation and dismantle of electrical			
Part Description #	QTY Discount <u>Price</u>	t Standard <u>Price TOTAL</u>	 headers and/or light boxes. 5. Cabling - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply 			
403010 Extension Cord	22.20	35.75 = \$	cable). 6. Mounting of single monitors over 6' (to include plasma			
LED Track Heads 1/2 hr. Labor Install (Up to 3 trac 1/2 hr. Labor Dismantle (Up to 3	,	a. 105.00 = \$	 AV screens, LCD & CRT) and installation of hanging brackets. 7. Please also submit the Freeman Method of 			
40305 Power Strip - #40-30-5 (5 HP)	,	37.90 = \$	Payment Form with credit card information. Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable			
	TOTAL	COST	floor plan and authorization to proceed. It is highly recommended to choose this option so that work is			
Outlet(s)	\$		completed prior to your arrival and booth set up can begin immediately.			
Equipment	\$					
Tax 9% (Rental)	\$					
GRAND TOTAL	\$					
	1		1			

FREEMAN Attn: Doug Castle, Chief Electrician c/o Hyatt Regency Chicago 151 East Wacker Drive, Chicago, IL 60601 Phone: 312-616-6881 Fax: 312-239-4682

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop. (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/ desk or in another location that keeps it out of sight.) Please provide specific dimensions.
- 2. Location and load to all outlets. Please provide specific dimensions and wattages/amperages. Please do not simply place an X where your power is required.
- **3.** Booth orientation. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: ______ Dates: ______

Adjacent Aisle or Booth # ____



ELECTRICAL SERVICES Conditions and Regulations

- Deadline Date: Your order must be received not later than 22 days before opening day to insure installation in time for the opening of the show. A 30% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are included in this 22 day period.
- 2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
- 3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
- 4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
- All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
- 7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
- 8. Under no circumstances shall anyone other than the show electrician make electrical connections.
- 9. Rates are based on prevailing union contracts and are subject to change without notice.
- Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
- Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
- 12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
- 13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
- Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
- Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

- No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
- 2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
- 3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
- Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
- No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
- 6. Termination of extensions to the building electrical system shall bein assemblies specifically approved for the purpose by the Electrical Inspection Section.
- All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
- 8. No electrical equipment shall be attached to or supported from booth dividers.
- Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
- 10. All splices and terminations shall be made in an approved metal enclosure.
- 11. There shall be no exposed live metal parts.
- All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
- 13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
- 14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
- 15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
- 16. No clamp-on fixtures of any type will be allowed.
- 17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
- All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.

8201 West 47th Street McCook, Illinois 60525 (773) 473-7080 • Fax (469) 621-5603 Email: FreemanChicagoES@freeman.com DISCOUNT PRICE DEADLINE DATE JUNE 15, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

JAME OF SHOW: ISMB 2018 / JULY 6 - 10, 2018					
COMPANY NAME	BOOTH #:				
CONTACT NAME:	PHONE #:				
E-MAIL ADDRESS					
For Assistance, please call 773-473-7080 to spea	k with one of our experts.				
For fast, easy ordering go to www.freeman.com					

Hot and Cold Water and Drainage are strategically located at five positions in Wacker Hall, each capable of serving up to 20 booths. All prices include single hook-up. Please include a sketch or blue print showing service location in booth. All prices subject to a 9% rental tax. 50% charge for cancellations.

ALL ORDERS SUBJECT TO GENERAL INFORMATION AS SET FORTH ON REVERSE SIDE

Freeman requires 100% of amount owed, including applicable tax, be paid in advance. Invoices can be paid by company check, VISA, MasterCard, or American Express. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders - accompanied by full payment must be received by (JUNE 15, 2018). Mail the advance payments with order forms to the above address. Payments should be payable to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. Please indicate method of payment. The Method of Payment and the Order Form must be completed before your orders can be processed. A credit card authorization is a deposit against additional charges incurred and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your credit card. Prices subject to change without notice.

Installation Labor Rates per hour

Monday thru Friday 8:00 a.m. to 4:30 p.m\$ 77.20	
After 4:30 p.m. Weekdays, and all day Weekends\$ 154.35	

Please indicate services desired:

i lease indicate se	i vices desired.					
AIR	One time charge					
90 psi delivered in 3/8" ID hose						
Indicate pipe end of	f equipment					
Discount Price/Stand	dard Price					
□ Air at \$275.65 /	\$441.00 each \$					
_ · · ·	your own regulator					
WATER	One time charge					
80 psi delivered hos	se will have					
3/4" garden hose co	onnection					
Indicate pipe end of	f equipment					
Discount Price/Stanc						
	/ \$441.00 each \$					
□ Cold at \$275.65	/ \$441.00 each \$					
DRAIN	One time charge					
Water hose 1-1/2" I	D					
Discount Price/Stand	ard Price					
□ Drain at \$275.65 / \$441.00 each \$						
SUBTOTAL:						
AIR/WATER/DF	RAIN \$					
CABLE HOOK-U	JP					
Discount Price/Stand	lard Price					

Discount Price/Standard Price

Hook-up at \$200.00 / \$250.00 each \$_____ Add 9% rental tax

Special Instructions:

-REEMAN compressed air - water - drai

The plumbing service rates listed on the reverse side of this form cover only the plumbing service where specified and in the most convenient manner plus the removal of those lines at the close of the exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment will be charged at the prevailing rates for labor and material. Because of responsibility Facility Service Center must make all connections to and from the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing services should be sent in as promptly as possible since orders received within three (3) days prior to the opening of the exposition will be subject to 50% increase in the published rates. To avoid delay in installation, all equipment should be properly tagged and labeled with full information as to kind of service, size of line, etc. ready to connection.

Freeman nor Facility Service Center will not be responsible for moisture or water in the air lines. Exhibitor should supply their own filter or other equipment to handle moisture or water. FSC must have (15) days notice if they are to supply special regulators, strainers, traps, etc. Pressure for service listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of FSC; such material and equipment will be removed by FSC after close of the exposition.

Changes to order after installation and connections and disconnects to equipment form service valve will be additionally charged at labor and material rates quoted herein.

A completed METHOD OF PAYMENT form must accompany this order.

For technical questions please contact: Doug Castle, Chief Electrician Hyatt Regency Chicago 151 East Wacker Drive Chicago, IL 60601 (312) 616-6881

Exhibit Request Form

Exhibit Rentals and Exhibit Networking Guide

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,400.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
55" HD Monitor (Includes Stand)	\$2,000.00		
46" HD Monitor (Includes Stand)	\$1,250.00		
32" HD Monitor (Includes Stand)	\$750.00		
24" HD Monitor (Includes Stand)	\$500.00		
7' Executive LCD and Screen Package	\$2,750.00		
Apple TV Media Player	Please Call		
Solid State Media Player (Suggested for all Monitor HD Video Playback Needs)	\$325.00		
Standard DVD or BluRay (Please Cirlcle one)	\$350.00		

All monitor rentals are sold on floor stands. Custom installations such as wall or exhibit mounting, nonstandard orientation, desktop placement may require additional labor and equipment. Please contact Encore Event Technologies prior to submitting this form. Onsite design changes may result in emergency fees.

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
Windows Laptop (includes current Windows operating system and Microsoft Office)	\$750.00		
Macbook Laptop (includes current macOS with Keynote)	\$1,250.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Media Player	\$325.00		
Apple TV Media Player	Please Call		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

SUBTOTAL: ____

Rental tax=10.25% of Subtotal:

Service Charge=24% of Subtotal: _____

City tax=9% of Service: _____



REGENCY

CHICAGO

GRAND TOTAL: _____

Calculated by Encore



Exhibit Rental Contract

Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcexhibits@ Encore-us.com.

Master Account #:	Authorized Signer's Name:		
Credit Card #:	CCID:	Type:	Exp:
Billing Address:		Billing Zip Code	2:
Customer Signature Print Name (as	s it appears on credit card)	Date:	

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.

2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.

3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

4. Rentals in the City of Chicago are subject to city tax of 9%.

5. Insurance for the subject equipment is Lessee's responsibility.

6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged Freeman Electrical Services. Please contact Freeman Electrical Services at 773-473-7080.

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.

9. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

I understand the above condition:

Authorized Signature: ____

Print Name:

_D**ate:____**



Electrical and Networking Request Form

Exhibit Rentals and Exhibit Networking Guide

NOTE: ALL SECTIONS MUST BE COMPLETED

Client/Exhibitor Information

Group/Organization:	Event:
On-Site Contact	
On-Site Cell #	Phone #
Fax #	Fax #
E-mail Address	E-mail Address
Address	_CityStateZip

Service Request

BOOTH NAME/NUMBER: _____BOOTH LOCATION: _____

DATES:			
Start Time:			
End Time:			

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.

Cost Worksheet

	SHOW RATE	QUANTITY	TOTAL
Wired Internet Access	\$500.00/show \$100.00 additional device/day		
Wireless Internet access can be purchased on-site via room.	the Hyatt Conference Web Portal b	oy using a credit card or c	harging to a guest
Encore Event Technologies is the unified network p team. For all advanced networking services such as: Wi-Fi Networks, QOS Configuration, or Dedicated F	high density wireless solutions, S	static IP Addresses, VLA	N Setup, custom
Note: Custom installations or dedicated Internet ser request. An additional 24% service charge will be add the items. Illinois state sales tax will be assessed on th	led to all transactions. The service		
		SUBTOTAI	

Service Charge=24% of Subtotal: _____

City tax=9% of Service: _____

Calculated by Encore

GRAND TOTAL: _____





F.A.Q. Riverside Exhibition Hall

Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: hrcexhibits@Encore-us.com. Please include your show dates, name of your company, and your contact information.

Q. What are the deadlines and/or cut-off dates?

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and are SUBJECT TO EQUIPMENT AVAILABILITY & A 25% ADDITIONAL On-site EXPEDIATE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive on-site by using the web portal. You can use a credit card to book or place your charge to your room.

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to hrcexhibits@Encore-us.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

Q. Can I pay with a company check?

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to Encore Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

Q. Are wire transfers an acceptable form of payment?

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact hrcexibits@Encore-us.com for written instructions.

Q. Where is my equipment?

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

Q. Can I bring my own networking equipment?

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at <u>hrcexhibits@Encore-us.com</u> for more information.

Q. Who do I contact if I have problems with equipment during the show?

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

Q. Does Encore require a diagram of my booth?

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to Encore, Encore will process them and will send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.





Northern Greenhouses

1800 W. LAKE ST. - CHICAGO, IL 60612

Phone (312) 666-9177 | Fax (312) 666-8978 | Email: Northerngreenhouses@hotmail.com

PREPAYMENT REQUIRED

Show Name:				
Show Dates:	Show Locatio	Show Location:		
Exhibitor:	Booth #	n #Order Date:		
Billing Address:				
City, State, Zip:				
Company Representative:				
E-Mail Address:				
Credit Card (circle): VISA MC	AMEX DISCOVER	CVV Code:	Exp. Date:	
Credit Card #		Signature		
01	architectural containers are p service throughout show, ren	1 2		
	GREEN PLANTS			
CONTAINERS: (Please specify) [] V			- · ·	
QUANTITY (Please specify quantity, heig			e Ea. Line Ext. Price	
3 Ft. Plants				
4 Ft. Plants 5 Ft. Plants				
6-7 Ft. Plants				
8 - 9 Ft. Plants Table				
	G PLANTS AND FLOWER A			
Phalaenopsis Orchid Plant (in ceramic): qty:				
Potted Mums (circle one) Yellow		· · · · · · · · · · · · · · · · · · ·	\$ 35.00	
Potted Azalea: (circle one) Red	White Pink OR Bromeli	0		
Floral Arrangements: Please specify size & write	a brief description: Small (\$60		60 & up \$115- up)	
	,	SUBTOTAL:	, ·	
			ıx:	
	GRANI	D TOTAL (Add Subtota		

Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.