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## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape and 3' high gray side drape. Booths 300 sq. ft. or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line booth identification sign upon request.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in plum.

*To enhance the appearance of your booth, rental carpet is **required** and available through Freeman. Please refer to the Carpet Order Form located in this manual.*

### DISCOUNT PRICE DEADLINE DATE

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 30, 2019.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Sunday	September 22, 2019	9:00 AM - 5:00 PM
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### EXHIBIT HOURS

Sunday	September 22, 2019	5:45 PM - 7:15 PM
Monday	September 23, 2019	9:30 AM - 4:00 PM
Tuesday	September 24, 2019	9:30 AM - 4:00 PM

### EXHIBITOR MOVE-OUT

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

Tuesday	September 24, 2019	4:00 PM - 9:00 PM.
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### DISMANTLE AND MOVE-OUT INFORMATION

**We will return empty containers at the close of the show.**

All exhibitor materials must be removed from the exhibit facility by Tuesday, September 24, 2019 at 9:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, September 24, 2019 at 3:00 PM.

### POST SHOW PAPERWORK AND LABELS

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

### EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during 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 (201) 299-7575 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

909 Newark Turnpike  
 Kearny, NJ 07032  
 (201) 299-7575 fax (469) 621-5618  
 FreemanNewYorkES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by August 30, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show.

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

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

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**RAPS - THE REGULATORY CONVERGENCE 2019**  
 C/O FREEMAN  
 9820 BLUE GRASS ROAD  
 PHILADELPHIA, PA 19114

Freeman will accept crated, boxed or skidded material beginning Monday, August 19, 2019 at the above address. Material arriving after September 12, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108' H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**RAPS - THE REGULATORY CONVERGENCE 2019**  
 C/O FREEMAN  
 PENNSYLVANIA CONVENTION CENTER  
 1101 ARCH STREET  
 PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Sunday, September 22, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

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

Official Show Vendors. Refer to the material handling form for charges for the service.

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

**LABOR INFORMATION**

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

**ADDITIONAL SHOW INFORMATION**

Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at 201-299-7575 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 30, 2019.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, 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 you 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 [Pre-Show FAQ](#)

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

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

## Interested in going green and saving money?

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



# 1 BEFORE THE SHOW

## booth structure

### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

### Option 2 One-time Use

**Rent locally** from nearby Freeman offices to reduce both shipping costs and carbon emissions.

# 2 carpet

### Option 1 Rent

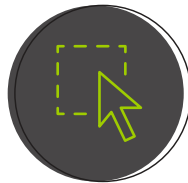
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

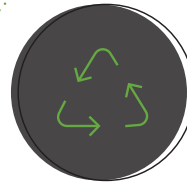
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 3 shipping



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

# 4 graphics

### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

# 5 printing



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



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



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

# 6

## ON SITE

### save energy



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



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



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

# 8

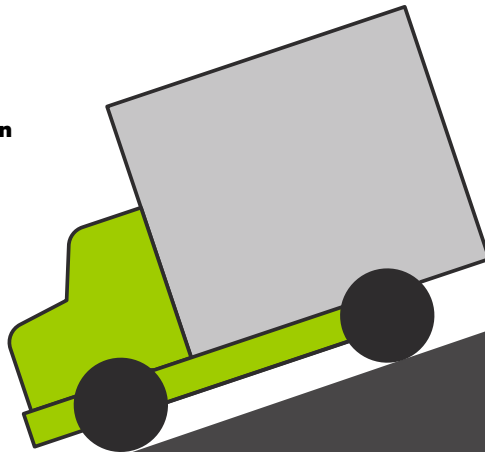
### shipping out

**Pack in, pack out.**

Leave no traces on show site.

**Join a caravan.**

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



# 9

### leftover materials

**Remember to label.**

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

**Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.



**TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor staging materials

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

**Flooring:** 100 square feet of flooring. Excludes carpet.

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

**TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or shipping boxes

**Glass:** Green, brown, clear

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

**Metal:** Aluminum cans/ steel banding

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

**Wood:** Non-laminate wood

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer  
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (482998) on your remittance.**

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

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

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

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

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

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

**FREEMAN method of payment**

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

## RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.:

FAX:

CONTACT'S E-MAIL:

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

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

01/17 (482998)

FREEMAN third party authorization



# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any 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 EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly 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, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

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

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

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

- 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.
- 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.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this 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 or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

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

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

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

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

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

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

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

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

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

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

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

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

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

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

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

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

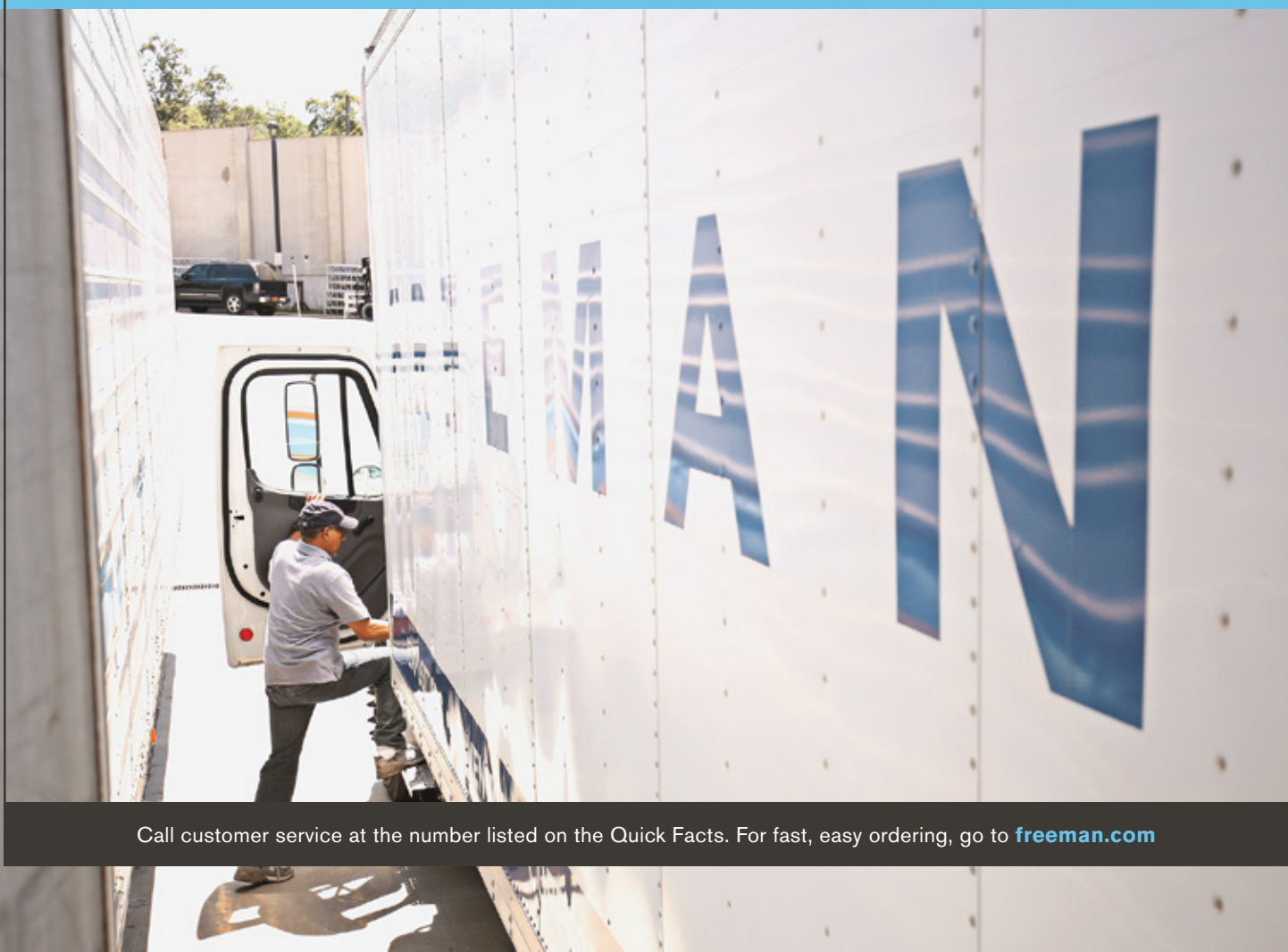
**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE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

# RESULTS, DELIVERED

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With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

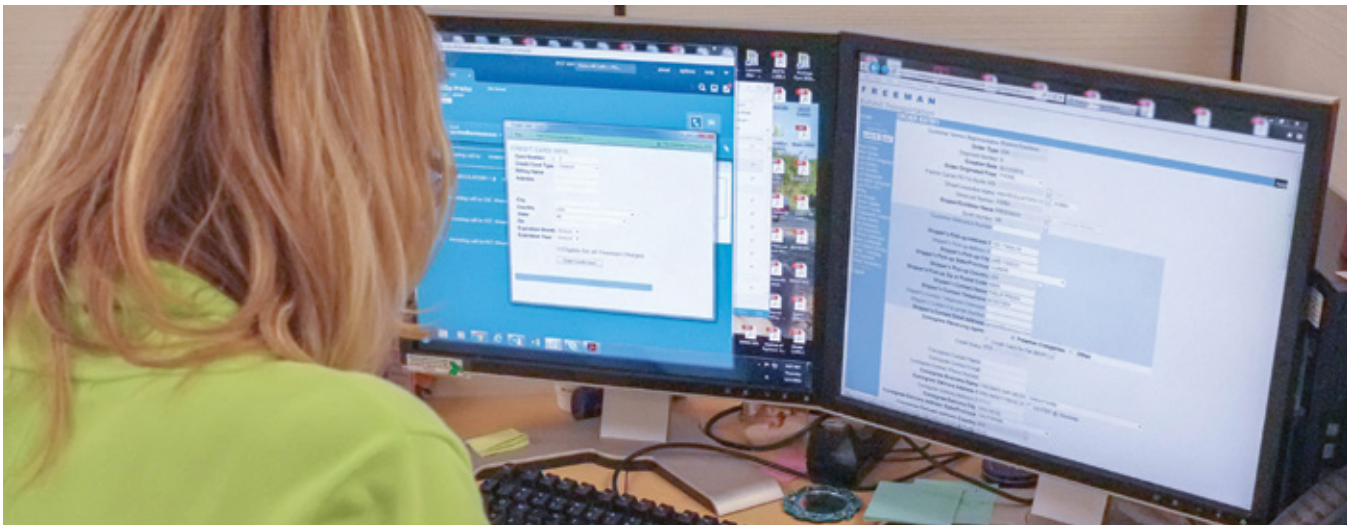
### Questions?

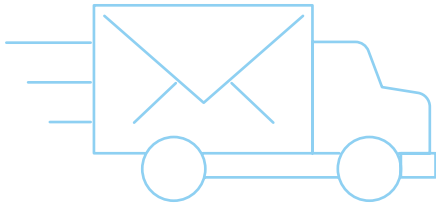
For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

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

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

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





# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# FREEMAN

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

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**RAPS - THE REGULATORY CONVERGENCE 2019**  
 C/O: FREEMAN  
 9820 BLUE GRASS ROAD  
 PHILADELPHIA, PA 19114  
**MUST BE DELIVERED BY SEPTEMBER 12, 2019**

- I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**  
**RAPS - THE REGULATORY CONVERGENCE 2019**  
 C/O: FREEMAN  
 PENNSYLVANIA CONVENTION CENTER  
 1101 ARCH STREET  
 PHILADELPHIA, PA 19107  
**CANNOT BE DELIVERED BEFORE SEPTEMBER 22, 2019**

#### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM  
 Second Day Air: Delivery second business day by 5:00 PM  
 3-5 Day Service: Delivery within 3 - 5 business days  
 Declared Value \$ \_\_\_\_\_  
**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**
- Standard Ground: Dependent on distance  
 Expedited Ground: Tailored to specific requirements  
 Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

#### OUTBOUND SHIPPING

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

Ship to address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Labels : \_\_\_\_\_

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (482998) \_\_\_\_\_

FREEMAN exhibit transportation



# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. The warehouse cannot receive uncrated or loose shipments.
- SPECIAL HANDLING:** Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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### INBOUND AND OUTBOUND OVERTIME RATES ARE INCLUDED

#### RATE CLASSIFICATIONS:

##### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$346.50	693.00
Special Handling Shipment.....	\$450.75	901.50
Carpet and/or Pad Only Shipment.....	\$519.75	1,039.50

##### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$318.00	636.00
Special Handling Shipment.....	\$413.75	827.50
Uncrated or Pad Wrapped Shipment.....	\$477.00	954.00
Carpet and/or Pad Only Shipment.....	\$477.00	954.00

##### Small Package - Maximum weight is 30 lbs per shipment\*

Per Shipment.....	\$ 45.00
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\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

#### ADDITIONAL SURCHARGES:

##### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after <b>September 12, 2019</b> .....	\$ 93.75	187.50
Show Site Shipment after <b>September 22, 2019</b> .....	\$ 79.50	159.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			

*The warehouse will receive shipments  
Monday through Friday during the hours of 8:00 AM. - 2:30 PM.  
To check on the arrival of freight, please call (201) 299-7575.*

8% Tax	
Total	

N/A

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://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, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

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

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

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

### **What is the difference between Crated and Uncrated Shipments?**

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

### **What about carpet only shipments?**

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: AUGUST 19, 2019**

**RECEIVING DATE BEGINS: AUGUST 19, 2019**

**DEADLINE DATE IS: SEPTEMBER 12, 2019**

**DEADLINE DATE IS: SEPTEMBER 12, 2019**

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**TO:** \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**9820 BLUE GRASS ROAD**  
  
**PHILADELPHIA, PA 19114**

**C/O: FREEMAN**  
**9820 BLUE GRASS ROAD**  
  
**PHILADELPHIA, PA 19114**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_  
**RAPS - THE REGULATORY CONVERGENCE 2019**

**EVENT:** \_\_\_\_\_  
**RAPS - THE REGULATORY CONVERGENCE 2019**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE SEPTEMBER 22, 2019**

**CANNOT DELIVER BEFORE SEPTEMBER 22, 2019**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**PENNSYLVANIA CONVENTION CENTER**  
**1101 ARCH STREET**  
  
**PHILADELPHIA, PA 19107**

**C/O: FREEMAN**  
**PENNSYLVANIA CONVENTION CENTER**  
**1101 ARCH STREET**  
  
**PHILADELPHIA, PA 19107**

**SHOW SITE**

**SHOW SITE**

EVENT: \_\_\_\_\_  
*RAPS - THE REGULATORY CONVERGENCE 2019*

EVENT: \_\_\_\_\_  
*RAPS - THE REGULATORY CONVERGENCE 2019*

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
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**F R E E M A N**

**R U S H**

**DO NOT DELAY**

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TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
9820 BLUE GRASS RD  
PHILADELPHIA, PA 19114

# HANGING SIGN

EVENT:                     *RAPS - THE REGULATORY*  
                    *CONVERGENCE 2019*                    

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: AUGUST 19, 2019**

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TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
9820 BLUE GRASS RD  
PHILADELPHIA, PA 19114

# HANGING SIGN

EVENT:                     *RAPS - THE REGULATORY*  
                    *CONVERGENCE 2019*                    

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

# FREEMAN

909 Newark Turnpike  
 Kearny, NJ 07032  
 (201) 299-7575 Fax: (469) 621-5618

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

No need to schedule your outbound shipment.      Carrier Name: \_\_\_\_\_  
 Charges will appear on your Freeman invoice.      Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:** \_\_\_\_\_

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



FREEMAN®

*furnishings 2019*





## **EMPOWERING YOUR BUSINESS FROM THE GROUND UP**

Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit solutions, go to [freeman.com/exhibit-design](https://freeman.com/exhibit-design)**

**It's not about building a booth.  
It's about designing a**

*beacon*

# Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

# Power Up In Style.

Denotes Powered Products



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



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

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



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



## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

# Powered Seating



**A) 810120**  
**Naples Chair, Powered**  
 (black vinyl)  
 36" L 30" D 33.25" H

**B) 830121**  
**Naples Sofa, Powered**  
 (black vinyl)  
 87" L 30" D 33.25" H

**C) 830122**  
**Naples Loveseat, Powered**  
 (black vinyl)  
 62" L 30" D 33.25" H

# Powered Tables



**Ventura Powered Bar Tables**  
 72.25" L 26.25" D 42" H  
 (silver frame)  
**A) 820955** (white top)  
**B) 820950** (black top)

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



**Sydney Powered Cocktail Tables**  
 48" L 26" D 18" H  
 (brushed steel)  
**E) 82073** (white)  
**F) 82076** (black)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Banquettes.

Denotes Powered Products



## Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED  
DETAIL

Detail of Electrical  
Charging Outlet



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



**8506 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38"RND 51"H



**8507 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H




**Ottoman Ring**  
(4 curve ottoman seats)  
(white vinyl)  
72"RND 18"H



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

# Powered Pedestals

Denotes AC and USB charging outlets 



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

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

- Powered Locking Pedestal**  
 (white)  
**A) 85061** 24"L 24"D 36"H  
**B) 85063** 24"L 24"D 42"H  
 (black)  
**C) 85060** 24"L 24"D 36"H  
**D) 85062** 24"L 24"D 42"H

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

**Please Note:** Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Tech Desk



- A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet**  
 (black metal, laminate)  
 60"L 30"D 30"H
- B) 84084 Tech Desk, Powered**  
 (black metal, laminate)  
 60"L 30"D 30"H
- C) 84080 3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

# Soft Seating

*Create Engaging Booth Environments*

## HOPI

(gray linen)

**810140, Chair**

21"L 25"D 34"H

**830150, Loveseat**

48"L 25"D 34"H

## HEDGE

**85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

## PEDESTAL

**85063**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**8201223**

**Hydraulic Chrome Base**

(laminated white top)

30" Round 29"H

## REGIS

**82075 End Table**

(brushed metal)

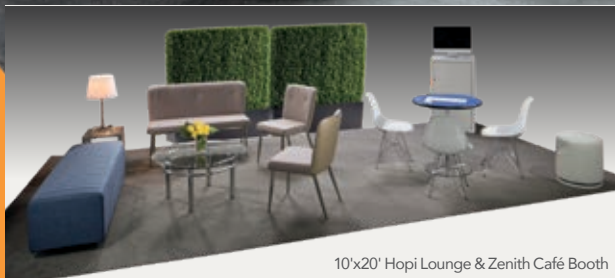
16"L 15.5"D 16.5"H

## MARCHE

**815159 Swivel Ottoman**

(blue fabric)

17" RND 18"H





# Soft Seating Collections

Available in Power 



## BAJA

**A) 81050 Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) 83020 Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

## FAIRFAX

**A) 830949 Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**B) 810949 Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

## NAPLES

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

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

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



# Munich Collection

Denotes Powered Products



*Modular Seating to Design Custom Exhibits*

## MUNICH

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

## HEDGE

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



 **WIRELESS CHARGING TABLE, POWERED**

**820710**  
(white, ac plug-in)  
20"L 20"D 18"H



**830200 Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



**810150 Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



**810151 Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.

## ALLEGRO

- A) 81019 Chair**  
(blue fabric)  
36"L 34.5"D 30"H
- B) 83015 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H

## TANGIERS

- A) 830118 Sofa**  
(beige textured)  
78"L 37"D 36"H
- B) 810118 Chair**  
(beige textured)  
34"L 37"D 36"H
- C) 830220 Loveseat**  
(beige textured)  
57.5"L 37"D 37"H

## KEY LARGO

- A) 810950 Chair**  
(black fabric)  
35"L 35"D 34"H
- B) 830950 Loveseat**  
(black fabric)  
57"L 35"D 34"H
- C) 830951 Sofa**  
(black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

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

# Accent Chairs



## SWANSON

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

## KEY WEST

**8103 Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

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



## WENTWORTH

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



## AURA

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



# Accent Chair Styles



A.



B.



C.



D.



E.



F.

**Madrid Chair**  
**A) 81816**  
 (white vinyl)  
 30"L 30"D 31"H  
**B) 8102**  
 (black vinyl)  
 30"L 30"D 31"H

**C) 810949**  
**Fairfax Chair**  
 (white vinyl, brushed metal)  
 27"L 26"D 30"H

**D) 810151**  
**Munich Armless Chair**  
 (gray fabric)  
 22.5"L 27"D 28.5"H

**E) 810140**  
**Hopi Chair**  
 (gray linen)  
 21"L 25"D 34"H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

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

# Group Seating

## ZENITH

**A) 810851 Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 820241  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30"RND 29"H



## LAGUNA

**C) 810861 Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 8201223  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H

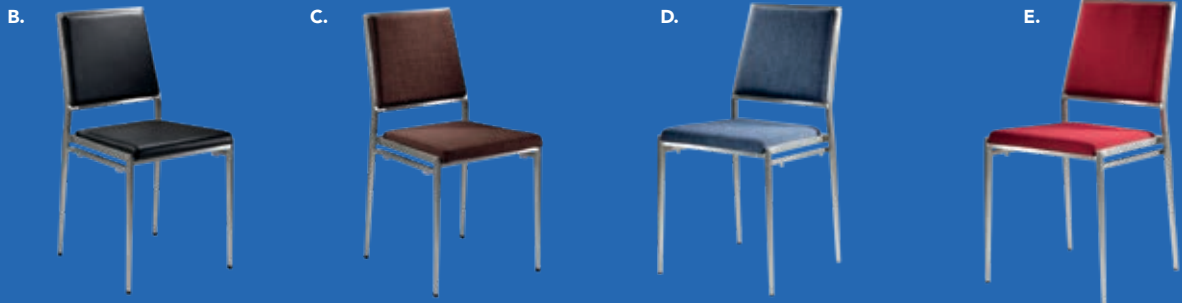


## MALBA

20"L 20"D 32"H  
**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)

## MARINA

17.5"L 19.5"D 35"H  
**A) 810164** (white vinyl)  
**B) 810160** (black vinyl)  
**C) 810161** (brown fabric)  
**D) 810162** (ocean blue fabric)  
**E) 810163** (red fabric)



# Styles & Shapes



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

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

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



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

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

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



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

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

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

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

**J) 210108 LIMERICK® Chair BY HERMAN MILLER™**  
(gray) 18"W X 17.75"L X 33"H

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



# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



D.



E.



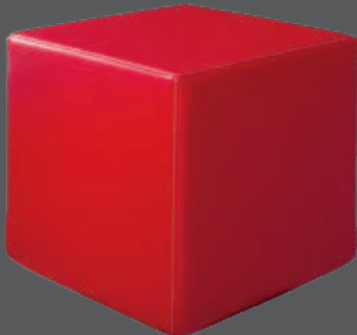
G.



I.



F.



H.



J.





# Styles & Shapes



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

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

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

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

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

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

# Marche Swivel



**Marche Swivel Ottomans**  
17"RND 18"H  
**A) 815150** (white vinyl)  
**B) 815154** (red fabric)  
**C) 815158**  
(pear yellow fabric)  
**D) 815156** (plum fabric)  
**E) 815159** (blue fabric)  
**F) 815151** (gray fabric)  
**G) 815155**  
(rose quartz fabric)  
**H) 815152** (linen fabric)  
**I) 815153**  
(raspberry fabric)  
**J) 815157**  
(meadow green fabric)  
**K) 815160**  
(orange fabric)

# Accent Tables

## ALONDRA

Cocktail Table  
47"L 24"D 16"H

- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)



## ALONDRA

End Table

20"L 20"D 20"H

- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)

## GEO

Cocktail Table  
50"L 22"D 16"H

- A) 82034 (glass, chrome)
- B) 82027 (wood, black)




## GEO

End Table

26"L 26"D 20"H

- C) 82035 (glass, chrome)
- D) 82028 (wood, black)

# Styles & Shapes

Available in Power 

## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) 82053** (white)
- 82073** (Powered)
- B) 82052** (black)
- 82076** (Powered)
- C) 82077** (blue)
- D) 82078** (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) 82055** (white)
- F) 82054** (black)
- G) 82079** (blue)
- H) 82080** (wood)

## Regis Tables

(brushed metal)

### I) 82074 Bench Table

47"L 15.5"D 16"H

### J) 82075 End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) 82015 End Table

24" Round 22"H

### L) 82014 Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) 82088 End Table

22" Round 22"H

### N) 82087 Cocktail Table

47"L 27"D 19"H

## Aura Round Table

### O) 82084

(white metal)

15" Round 22"H

## Edge LED Cube Table

### P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

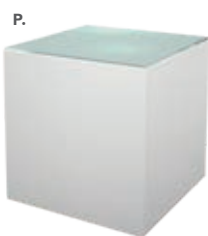
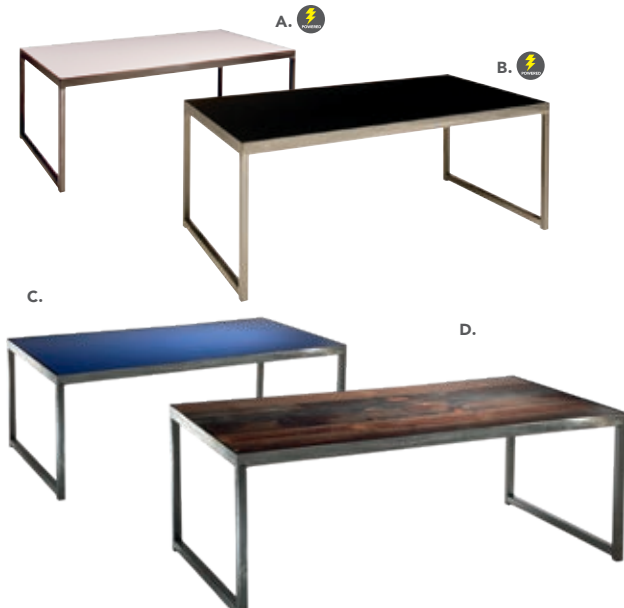
A/C power only

## Wireless Charging Table, Powered

### Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



# Café Tables

**A) 820940 Blue Hydraulic  
Café Table**  
(chrome base, blue top)  
30" RND 29"H

**B) 810131 Malba Chair**  
(gray)  
20"L 20"D 32"H



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



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

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



**A) 820241 Madison  
Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29"H

**B) 810130 Malba Chair**  
(green)  
20"L 20"D 32"H

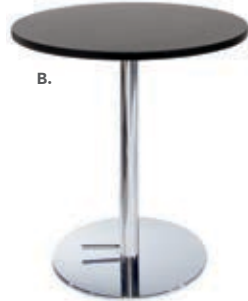


# Customize and Create

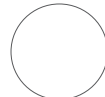
Choose your base, black or chrome, then pick a color that suits your design.



A.



B.



WHITE LAMINATE



GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

## Café Tables

**Standard Black Base**  
30" RND 29"H

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

## Café Tables

**Hydraulic Chrome Base**  
30" RND 29"H

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

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

# Mix & Match

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



D.



C.

**C) 72063 Chelsea Butcher Block-Top Café Table**  
(oak) 30"RND 30"H  
also available  
**72064** 36"RND 30"H

**D) 810164 Marina Chair**  
(white vinyl) 17.5"L 19.5"D 35"H

**E) 72069 Soho Black-Top Café Table**  
(black) 24"RND 30"H  
also available  
**72067** 36"RND 30"H | **72066** 18"RND 18"H

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



F.

E.

# Bar Tables

**A) 8201222**  
**30" Round Bar Table**  
 (white top, chrome  
 hydraulic base)  
 30"RND 45"H

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



**C) 8201226**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

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



**E) 820930**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30"RND 45"H

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



**G) 820240 30"**  
**Round Bar Table**  
**w/ Hydraulic Chrome Base**  
 (Madison/gray acajou)  
 30" RND 45"H

**H) 810850**  
**Zenith Barstool**  
 (white, chrome)  
 19"L 20"D 44"H



# Customize and Create

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



## Bar Tables

**Standard Black Base**  
30" RND 42"H

- A) 8201221** (white)  
also available
- 820264** (Madison/gray acajou)
- 820931** (blue)
- 820933** (wood)

## Bar Tables

**Hydraulic Chrome Base**  
30" RND 45"H

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

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

# Style & Design

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



**C) 720163 Chelsea Butcher Block-Top Bistro Table**

(oak) 30"RND 42"H

also available

**720164** 36"RND 42"H

**D) 81092 Lucent Barstool**

(frosted, acrylic) 22"L 22.5"D 45.5"H

**E) 72070 Soho Black-Top Bistro Table**

(black) 24"RND 42"H

also available

**72068** 36"RND 42"H

**F) 810953 Apex Barstool**

(red vinyl) 21"L 21"D 33"H



# Barstools



B.

C.

D.

A.

## LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)



# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

T.

U.



S.



## Mix & Match

- T) 720163 Butcher Block-Top Bistro**  
(oak) 30" L RND 42" H  
also available **720164** 36" RND 42" H
- U) 210109 LIMERICK® Stool BY HERMAN MILLER™**  
(white) 18" X 17.75" L X 44" H

- Apex Barstools**  
21" L 21" D 33" H  
**A) 810951** (black vinyl)  
**B) 810953** (red vinyl)  
**C) 810954** (white vinyl)  
**D) 810952** (blue ultra suede)

- Zoey Barstools**  
15" L 16" D 30-34.75" H  
**E) 810840** (white, chrome)  
**F) 810834** (black, chrome)

- Banana Barstools**  
21" L 22" D 41.75" H  
**G) 810104** (black, chrome)  
**H) 810103** (white, chrome)

- I) 810201 Oslo Barstool**  
(white)  
17" L 20" D 45" H

- J) 810848 Christopher Barstool**  
(white vinyl, chrome)  
19" L 15" D 41" H

- K) 810202 Shark Barstool**  
(white, chrome)  
22" L 19" D 34-44" H

- L) 810850 Zenith Barstool**  
(white, chrome)  
19" L 20" D 44" H

- M) 81092 Lucent Barstool**  
(frosted, acrylic)  
22" L 22.5" D 45.5" H

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

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

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

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

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

# Conference Tables

A.



B.



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

D.



C.



## MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



## Atomic Round Tables

(glass, chrome)

**A) 8201225** 42" RND 30"H

**B) 8201224** 36" RND 30"H

## Geo Rounded Square Tables

Tables

42"L 42"D 29"H

**C) 82044** (glass, chrome)

**D) 82043** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

**E) 82041** (glass, black)

**F) 82051** (glass, chrome)

## G) 820707 Merlin

Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

**H) 820706 Work Table**

(white laminate, white)

48"L 24"D 30"H

## I) 820203

6' Conference Tables

(graphite nebula)

72"L 42"D 29"H

## Mix & Match

**J) 810946 Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable

**K) 810945 Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable



# Executive Seating

## Pro Executive High Back Chair

25"L X 24"D X 48"H  
**A) 810844** (white vinyl)  
**B) 810946** (black vinyl)  
 Adjustable height



## Task Stool

**810135**  
 (black fabric)  
 27.5"L X 27.5"D X 32.75"-40.25"H  
 Adjustable height



## Pro Executive Guest Chair

24"L X 22"D X 36"H  
**810947** (black vinyl)



## Gas Lift Chair

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

## Gas Lift Stool

24" W X 20" L X 46" H  
**B) 71048** (gray, adjustable)  
**71047** w/o arms




## Pro Executive Mid Back Chair

24"L X 22"D X 40"H  
**A) 810945** (white vinyl)  
**B) 810944** (black vinyl)  
 Adjustable height



# Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED  
DETAIL

## Bar Tables

### Table Top Options



BLACK

WHITE

MAPLE

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



A. 

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



B.



C.

### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

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

Black Top  
**820952** (solid)

## Café Tables



A. 



B.



C.



D.



E.

### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

**A) 820964** (black top)  
**B) 820965** (white top)

### Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

Maple Top  
**C) 820963** (solid)  
**820960** (grommets)

White Top  
**D) 820961** (grommets)  
**820966** (solid)

Black Top  
**E) 820962** (solid)

# Office Essentials

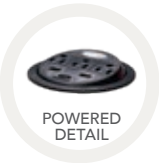
## MADISON

- A) 84075 Madison Executive Desk  
(gray acajou) 60"L 30"D 29"H
- B) 84077 Madison Credenza  
(gray acajou) 60"L 20"D 29"H

- C) 810135 Task Stool  
(black fabric)  
27.5"L 27.5"D 32.75"-40.25"H Adjustable
- D) 810844 Pro Executive High Back Chair  
(white classic vinyl)  
25"L 24"D 48"H Adjustable



# Tech Powered Desk




A. 



C.

B. 



Denotes AC and USB charging outlets 

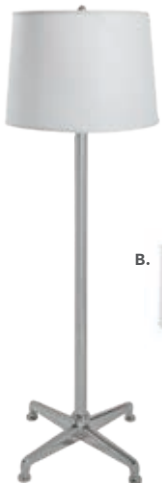
**A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H

**B) 84084 Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H

**C) 84080 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

# Lighting & Shelving

A.



B.



C.



D.




## ACCENT LAMPS

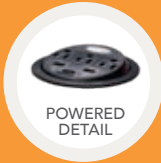
**Mason Lamps**  
(brushed silver)  
**A) 850708 Floor Lamp**  
18" RND 55"H  
**B) 850707 Table Lamp**  
16" RND 26"H

## SHELVING

**C) 85020 Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H  
**D) 84078 Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials

Denotes AC and USB charging outlets 



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



### Midtown Powered Counter

60"L 18"D 42"H (pewter/glass)

850103 (unlighted)

850102 (lighted with plug-in)



(back)



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



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

## Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75" L X 44" H

B.



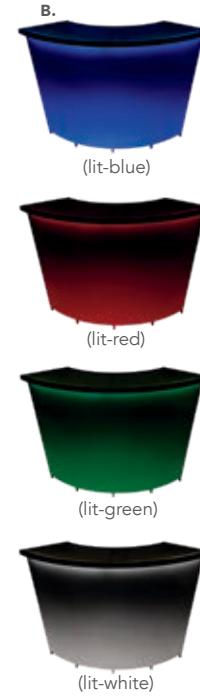
A.





# Midtown Bar

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



## Midtown Bar

60"L 18"D 42"H

(pewter)

**A) 850101**

(unlighted)

**B) 850100**

(lighted with plug-in)

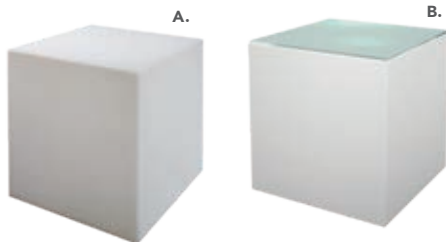
## Apex Barstool

**C) 810952**

(blue ultra suede)

21"L 21"D 33"H

# Lighted & Greenery Products



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



## A) 81526 Edge

**LED Cube Ottoman**

(white plastic)

20"L 20"D 20"H

A/C power only

## B) 82057 Edge LED

**Cube Table**

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

## C) 85030

**7' Boxwood Hedge**

36.5"L 12"D 84"H

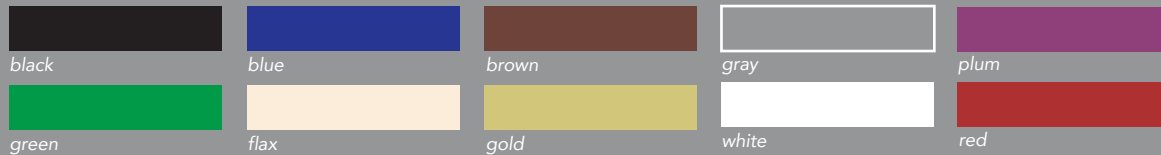
## D) 85035

**4' Boxwood Hedge**

46"L 9"D 47"H

# Draped or Undraped Tables & Counters

## Table-Drape Colors



**Special Draping:** Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at [freeman.com](http://freeman.com) for ordering and full product line



## Sizing Chart\*

\*Table and counter widths are available in select cities

### 24"D X 30"H | Tables Draped

<b>124330</b>	Tables Draped	<b>3'L</b> x 24"D x 30"H
<b>124430</b>	Tables Draped	<b>4'L</b> x 24"D x 30"H
<b>124630</b>	Tables Draped	<b>6'L</b> x 24"D x 30"H
<b>124830</b>	Tables Draped	<b>8'L</b> x 24"D x 30"H

### 24"D X 30"H | Tables Undraped

<b>125330</b>	Tables Undraped	<b>3'L</b> x 24"D x 30"H
<b>125430</b>	Tables Undraped	<b>4'L</b> x 24"D x 30"H
<b>125630</b>	Tables Undraped	<b>6'L</b> x 24"D x 30"H
<b>125830</b>	Tables Undraped	<b>8'L</b> x 24"D x 30"H

### 30"D X 30"H | Tables Draped

<b>130330</b>	Tables Draped	<b>3'L</b> x 30"D x 30"H
<b>130430</b>	Tables Draped	<b>4'L</b> x 30"D x 30"H
<b>130630</b>	Tables Draped	<b>6'L</b> x 30"D x 30"H
<b>130830</b>	Tables Draped	<b>8'L</b> x 30"D x 30"H

### 30"D X 30"H | Tables Undraped

<b>131330</b>	Tables Undraped	<b>3'L</b> x 30"D x 30"H
<b>131430</b>	Tables Undraped	<b>4'L</b> x 30"D x 30"H
<b>131630</b>	Tables Undraped	<b>6'L</b> x 30"D x 30"H
<b>131830</b>	Tables Undraped	<b>8'L</b> x 30"D x 30"H

### 4th Side | Table Draped 30"

<b>12404630</b>	Drape Table 4th Side	<b>6' X 30"</b>
<b>12404830</b>	Drape Table 4th Side	<b>8' X 30"</b>

### 24"D X 42"H | Counter Draped

<b>124342</b>	Counter Draped	<b>3'L</b> x 24"D x 42"H
<b>124442</b>	Counter Draped	<b>4'L</b> x 24"D x 42"H
<b>124642</b>	Counter Draped	<b>6'L</b> x 24"D x 42"H
<b>124842</b>	Counter Draped	<b>8'L</b> x 24"D x 42"H

### 24"D X 42"H | Counter Undraped

<b>125342</b>	Counter Undraped	<b>3'L</b> x 24"D x 42"H
<b>125442</b>	Counter Undraped	<b>4'L</b> x 24"D x 42"H
<b>125642</b>	Counter Undraped	<b>6'L</b> x 24"D x 42"H
<b>125842</b>	Counter Undraped	<b>8'L</b> x 24"D x 42"H

### 30"D X 42"H | Counter Draped

<b>130342</b>	Counter Draped	<b>3'L</b> x 30"D x 42"H
<b>130442</b>	Counter Draped	<b>4'L</b> x 30"D x 42"H
<b>130642</b>	Counter Draped	<b>6'L</b> x 30"D x 42"H
<b>130842</b>	Counter Draped	<b>8'L</b> x 30"D x 42"H

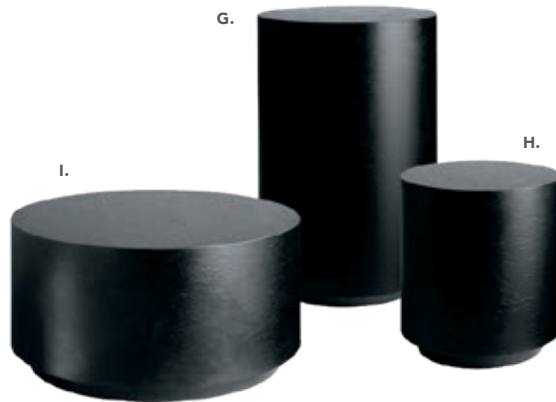
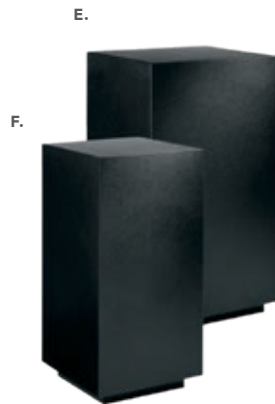
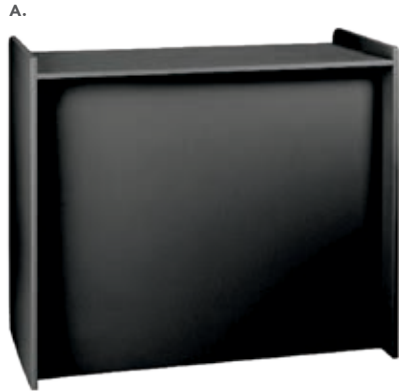
### 30"D X 42"H | Counter Undraped

<b>131342</b>	Counter Undraped	<b>3'L</b> x 30"D x 42"H
<b>131442</b>	Counter Undraped	<b>4'L</b> x 30"D x 42"H
<b>131642</b>	Counter Undraped	<b>6'L</b> x 30"D x 42"H
<b>131842</b>	Counter Undraped	<b>8'L</b> x 30"D x 42"H

### 4th Side | Table Draped 42"

<b>12404642</b>	Drape Table 4th Side	<b>6' X 42"</b>
<b>12404842</b>	Drape Table 4th Side	<b>8' X 42"</b>

# Product Display



**A) 72056**  
**Display Counter**  
(black)  
24"W X 49"L X 42"H

**B) 75079**  
**Orion Computer Kiosk**  
(black)  
28"L X 28"D X 40.5"H  
(computer not included)

**C) 810840**  
**Zoey Barstools**  
(white, chrome)  
15"L 16"D 30-34.75"H

**D) 75032**  
**Diplay Cube - Large**  
(black)  
24"W X 24"L X 42"H

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

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

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

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

**I) 75020**  
**Diplay Cylinder - Low**  
(black)  
30"W X 12"L X 15"H  
available in rectangle sizes

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

# Product Storage



## RACKS

**A) 750135**  
**Round Literature Rack**  
 (black)  
 17"W X 17"L X 57"H

**B) 750136**  
**Flat Literature Rack**  
 (black)  
 10"W X 55"H

## CABINETS

**C) 84080**  
**3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

**D) 74082**  
**2 Drawer File Cabinet w/Lock**  
 (tan metal)  
 15"W X 29"L X 28"H

**E) 74081**  
**4 Drawer File Cabinet w/Lock**  
 (tan metal)  
 15"W X 29"L X 50"H

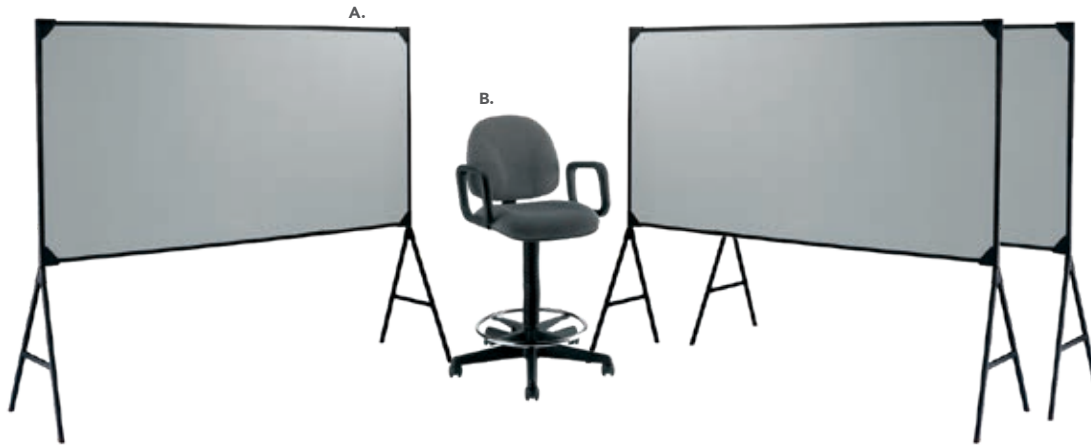


## REFRIGERATORS

**F) 8503001**  
**Large Refrigerator**  
 (white) 14.0 cubic feet  
 28"W X 28"L X 64"H

**G) 75057**  
**Small Refrigerator**  
 4.0 cu feet  
 20"W X 22"L X 33"H

# Show & Office Accessories



**A) 10201484**  
**Floor Standing**  
**Bulletin Board**  
(black)  
48"W X 96"L X 78"H

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



**C) 220121**  
**Chrome Stanchion**  
**w/ 8' Retractable Belt**  
(black, belt) 42"H



**D) 220110**  
**Chrome Bag Rack**  
(3" at center)  
1"W X 41"H X 26"W



**E) 220109**  
**Chrome Coat Tree**  
(21" w at the base)  
8 1/4"W X 69 1/2"H



**F) 220118**  
**Chrome Sign Holder**  
(sign holds)  
22"W X 28"H



**G) 220143**  
**Brushed Aluminum Easel**  
(open 5 1/4"W X 64 1/4"H)  
26"W X 62"H



**H) 220106**  
**Corrugated Wastebasket**  
(black)



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DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
	810119*	Chair.....	628.05	690.85	879.25	_____
	830120*	Loveseat.....	1,398.75	1,538.65	1,958.25	_____
	830119*	Sofa.....	2,815.35	3,096.90	3,941.50	_____
<b>Munich Group - Gray Fabric</b>						
	810150*	Corner Chair.....	826.00	908.60	1,156.40	_____
	810151*	Armless Chair.....	721.00	793.10	1,009.40	_____
	830200*	Armless Loveseat.....	1,211.00	1,332.10	1,695.40	_____
	830201*	Sectional - 3 Piece.....	2,758.00	3,033.80	3,861.20	_____
<b>Baja Group - White Vinyl</b>						
	81050*	Chair.....	826.00	908.60	1,156.40	_____
	83020*	Loveseat.....	1,062.00	1,168.20	1,486.80	_____
	83019*	Sofa.....	1,005.00	1,105.50	1,407.00	_____
<b>South Beach Group - Platinum Suede</b>						
	8301*	Sofa.....	1,122.10	1,234.30	1,570.95	_____
	8151*	Ottoman.....	489.35	538.30	685.10	_____
<b>Key Largo Group - Black Fabric</b>						
	830950*	Loveseat.....	972.40	1,069.65	1,361.35	_____
	830951*	Sofa.....	1,076.60	1,184.25	1,507.25	_____
	810950*	Chair.....	740.90	815.00	1,037.25	_____
<b>Allegro Group - Blue Fabric</b>						
	81019*	Chair.....	610.60	671.65	854.85	_____
	83015*	Sofa.....	969.00	1,065.90	1,356.60	_____
<b>Fairfax Group - White Vinyl</b>						
	810949*	Chair.....	625.10	687.60	875.15	_____
	830949*	Sofa.....	995.55	1,095.10	1,393.75	_____
<b>Hopi Group - Gray Linen</b>						
	810140*	Chair.....	417.00	458.70	583.80	_____
	830150*	Loveseat.....	573.30	630.65	802.60	_____
<b>Tangiers Group - Beige Fabric</b>						
	810118*	Chair.....	773.55	850.90	1,082.95	_____
	830220*	Loveseat.....	1,236.00	1,359.60	1,730.40	_____
	830118*	Sofa.....	1,086.10	1,194.70	1,520.55	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
	815122*	Endless Square - White Vinyl.....	549.00	603.90	768.60	_____
	815123*	Endless Square - Black Vinyl.....	549.00	603.90	768.60	_____
	815953*	Endless Curve - White Vinyl.....	814.95	896.45	1,140.95	_____
	815952*	Endless Curve - Black Vinyl.....	814.95	896.45	1,140.95	_____
	815119*	Half-Bench - White Vinyl.....	660.65	726.70	924.90	_____
	81518*	Vibe Cube - Blue Vinyl.....	194.65	214.10	272.50	_____
	81519*	Vibe Cube - Red Vinyl.....	194.65	214.10	272.50	_____

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NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	194.65	214.10	272.50	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	194.65	214.10	272.50	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	194.65	214.10	272.50	_____
_____	81530*	Vibe Cube - Black Vinyl.....	194.65	214.10	272.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	194.65	214.10	272.50	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	194.65	214.10	272.50	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	194.65	214.10	272.50	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	194.65	214.10	272.50	_____
_____	815151*	Marche Swivel - Gray Fabric.....	407.65	448.40	570.70	_____
_____	815154*	Marche Swivel - Red Fabric.....	407.65	448.40	570.70	_____
_____	815159*	Marche Swivel - Blue Fabric.....	407.65	448.40	570.70	_____
_____	815152*	Marche Swivel - Linen Fabric.....	407.65	448.40	570.70	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	407.65	448.40	570.70	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	407.65	448.40	570.70	_____
_____	815156*	Marche Swivel - Plum Fabric.....	407.65	448.40	570.70	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	407.65	448.40	570.70	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	407.65	448.40	570.70	_____
_____	815150*	Marche Swivel - White Vinyl.....	407.65	448.40	570.70	_____
_____	815160*	Marche Swivel - Orange Fabric.....	407.65	448.40	570.70	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	259.15	285.05	362.80	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	964.70	1,061.15	1,350.60	_____
_____	8507*	Quarter Curve Ottoman.....	640.55	704.60	896.75	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	744.00	818.40	1,041.60	_____
_____	81551*	Brown Fabric.....	744.00	818.40	1,041.60	_____
_____	81552*	Gray Fabric.....	744.00	818.40	1,041.60	_____
_____	81553*	Linen Fabric.....	744.00	818.40	1,041.60	_____
_____	81554*	Ocean Blue Fabric.....	744.00	818.40	1,041.60	_____
_____	81555*	Red Fabric.....	744.00	818.40	1,041.60	_____
_____	81556*	White Vinyl.....	744.00	818.40	1,041.60	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	200.05	220.05	280.05	_____
_____	71090	Black Diamond Arm Chair.....	235.65	259.20	329.90	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	225.75	248.35	316.05	_____
_____	210108	Limerick® Chair by Herman Miller.....	124.80	137.30	174.70	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	1,403.40	1,543.75	1,964.75	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	1,401.75	1,541.95	1,962.45	_____
_____	810948*	Meeting Chair - White Vinyl.....	544.10	598.50	761.75	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	544.10	598.50	761.75	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	544.10	598.50	761.75	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	703.05	773.35	984.25	_____
_____	810164*	Marina Chair - White Vinyl.....	72.00	79.20	100.80	_____
_____	810160*	Marina Chair - Black Vinyl.....	72.00	79.20	100.80	_____
_____	810161*	Marina Chair - Brown Fabric.....	72.00	79.20	100.80	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	72.00	79.20	100.80	_____
_____	810163*	Marina Chair - Red Fabric.....	72.00	79.20	100.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	178.10	195.90	249.35	
	810130*	Malba Chair - Green Molded Plastic.....	178.10	195.90	249.35	
	810846*	Christopher Chair - White Vinyl/Chrome.....	225.75	248.35	316.05	
	810851*	Zenith Chair - White/Chrome.....	285.80	314.40	400.10	
	810841*	Rustique Chair - Gunmetal.....	225.75	248.35	316.05	
	810837*	Razor Armless Chair - White High Density Plastic....	152.45	167.70	213.45	
	810875*	Swanson Swivel Chair - White Vinyl.....	765.20	841.70	1,071.30	
	81083*	Blade Chair - Sky Blue.....	96.00	105.60	134.40	
	81082*	Blade Chair - Red.....	96.00	105.60	134.40	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	192.45	211.70	269.45	
	81093*	Lucent Chair - Frosted Acrylic.....	249.00	273.90	348.60	
	810145*	Wentworth Chair - Brown Vinyl.....	405.00	445.50	567.00	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	412.95	454.25	578.15	
	71045	Gray Gaslift Chair Without Arms.....	325.15	357.65	455.20	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	557.70	613.45	780.80	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	562.55	618.80	787.55	
	810844*	Pro Executive High Back Chair - White Vinyl.....	514.70	566.15	720.60	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	541.75	595.95	758.45	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	639.05	702.95	894.65	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	445.65	490.20	623.90	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	662.20	728.40	927.10	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	296.80	326.50	415.50	
	71048	Gray Gaslift Stool with Arms.....	468.95	515.85	656.55	
	71047	Gray Gaslift Stool without Arms.....	412.95	454.25	578.15	
	810860*	Laguna Barstool - Maple/Chrome.....	283.50	311.85	396.90	
	210109	Limerick® Stool by Herman Miller.....	174.95	192.45	244.95	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	310.50	341.55	434.70	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	310.50	341.55	434.70	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	310.50	341.55	434.70	
	810870*	Lift Barstool - White Vinyl/Chrome.....	310.50	341.55	434.70	
	810951*	Apex Barstool - Black Vinyl.....	420.20	462.20	588.30	
	810952*	Apex Barstool - Blue Ultra Suede.....	420.20	462.20	588.30	
	810953*	Apex Barstool - Red Vinyl.....	420.20	462.20	588.30	
	810954*	Apex Barstool - White Vinyl.....	420.20	462.20	588.30	
	810103*	Banana Barstool - White Vinyl/Chrome.....	335.30	368.85	469.40	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	335.30	368.85	469.40	
	810850*	Zenith Barstool - White/Chrome.....	285.80	314.40	400.10	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	391.85	431.05	548.60	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	391.85	431.05	548.60	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	382.05	420.25	534.85	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	411.45	452.60	576.05	
	810839*	Rustique Barstool - Gunmetal.....	225.75	248.35	316.05	
	810201*	Oslo Barstool - White Plastic/Chrome.....	421.80	464.00	590.50	
	81080*	Blade Barstool - Red.....	195.00	214.50	273.00	
	81081*	Blade Barstool - Sky Blue.....	195.00	214.50	273.00	
	81092*	Lucent Barstool - Frosted Acrylic.....	264.00	290.40	369.60	
	810135*	Task Stool - Black Fabric.....	213.00	234.30	298.20	

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Draped Tables & Counters**

<b>Draped Tables - Tables are 24" wide</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White					
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_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	201.40	221.55	281.95	_____
_____	124630	Draped Table 6'L x 30"H.....	249.20	274.10	348.90	_____
_____	124830	Draped Table 8'L x 30"H.....	287.05	315.75	401.85	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	62.90	69.20	88.05	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	62.90	69.20	88.05	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	287.05	315.75	401.85	_____
_____	124642	Draped Counter 6'L x 42"H.....	303.00	333.30	424.20	_____
_____	124842	Draped Counter 8'L x 42"H.....	355.60	391.15	497.85	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	75.10	82.60	105.15	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	75.10	82.60	105.15	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	75.10	82.60	105.15	_____
_____	125630	Undraped Table 6'L x 30"H.....	92.95	102.25	130.15	_____
_____	125830	Undraped Table 8'L x 30"H.....	110.65	121.70	154.90	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	110.00	121.00	154.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	125.40	137.95	175.55	_____
_____	125842	Undraped Counter 8'L x 42"H.....	144.45	158.90	202.25	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.50	45.65	58.10	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.50	45.65	58.10	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____

**Pedestal Tables - Soho Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	245.00	269.50	343.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	245.00	269.50	343.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	245.00	269.50	343.00	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	245.00	269.50	343.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	245.00	269.50	343.00	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	245.00	269.50	343.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	245.00	269.50	343.00	_____

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	245.00	269.50	343.00	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	245.00	269.50	343.00	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	495.00	544.50	693.00	
	8201207*	Hydraulic Base Bar Table - Maple.....	495.00	544.50	693.00	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	495.00	544.50	693.00	
	8201211*	Hydraulic Base Bar Table - Graphite.....	495.00	544.50	693.00	
	8201206*	Hydraulic Base Cafe Table - Maple.....	495.00	544.50	693.00	
	8201205*	Hydraulic Base Bar Table - Maple.....	495.00	544.50	693.00	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	495.00	544.50	693.00	
	820125*	Hydraulic Base Bar Table - White Laminate.....	495.00	544.50	693.00	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	495.00	544.50	693.00	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	495.00	544.50	693.00	
	820265*	Madison Cafe Table - Gray Acajou.....	350.00	385.00	490.00	
	820264*	Madison Bar Table - Gray Acajou.....	350.00	385.00	490.00	
	8201220*	30" Cafe Table Black Base - White Laminate.....	350.00	385.00	490.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	350.00	385.00	490.00	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	495.00	544.50	693.00	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	495.00	544.50	693.00	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	495.00	544.50	693.00	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	495.00	544.50	693.00	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	495.00	544.50	693.00	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	495.00	544.50	693.00	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	495.00	544.50	693.00	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	495.00	544.50	693.00	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	363.00	399.30	508.20	
	820931*	30" Bar Table w/ Black Base - Blue.....	288.00	316.80	403.20	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	444.00	488.40	621.60	
	820933*	30" Bar Table w/ Black Base - Wood.....	297.00	326.70	415.80	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	363.00	399.30	508.20	
	820941*	30" Cafe Table w/ Black Base - Blue.....	222.00	244.20	310.80	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	444.00	488.40	621.60	
	820943*	30" Cafe Table w/ Black Base - Wood.....	282.00	310.20	394.80	
<b>Accent Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	448.90	493.80	628.45	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	478.60	526.45	670.05	
	820252*	Alondra End Table - Glass/Chrome.....	417.00	458.70	583.80	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	576.35	634.00	806.90	
	820253*	Alondra End Table - Wood/Chrome.....	417.00	458.70	583.80	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	576.35	634.00	806.90	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	608.10	668.90	851.35	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	648.25	713.10	907.55	
	82028*	Geo End Table - Wood/Black Steel.....	492.00	541.20	688.80	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	501.40	551.55	701.95	
	82035*	Geo End Table - Glass/Chrome.....	405.65	446.20	567.90	

**FREEMAN** furnishings

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AUGUST 30, 2019

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	449.00	493.90	628.60	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	124.90	137.40	174.85	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	124.90	137.40	174.85	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	124.90	137.40	174.85	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	124.90	137.40	174.85	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel....	282.00	310.20	394.80	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	288.00	316.80	403.20	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	342.00	376.20	478.80	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	348.00	382.80	487.20	_____
_____	82075*	Regis End Table - Brushed Metal.....	434.10	477.50	607.75	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	613.55	674.90	858.95	_____
_____	820844*	Aura Round Table - White Metal.....	240.50	264.55	336.70	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	259.15	285.05	362.80	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	575.00	632.50	805.00	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	575.00	632.50	805.00	_____
_____	82088*	Oliver End Table - Walnut Finish.....	182.35	200.60	255.30	_____
_____	82087*	Oliver Table - Walnut Finish.....	230.75	253.85	323.05	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	510.00	561.00	714.00	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	659.75	725.75	923.65	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	659.75	725.75	923.65	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	768.45	845.30	1,075.85	_____
_____	820708*	42" Round Conference Table - White Laminate.....	722.35	794.60	1,011.30	_____
_____	820203*	6' Oval Conference Table - Graphite.....	828.85	911.75	1,160.40	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	932.45	1,025.70	1,305.45	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,860.20	2,046.20	2,604.30	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,860.20	2,046.20	2,604.30	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	1,260.00	1,386.00	1,764.00	_____
_____	820952*	Ventura Communal Bar Table - Black.....	1,260.00	1,386.00	1,764.00	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	1,260.00	1,386.00	1,764.00	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	1,260.00	1,386.00	1,764.00	_____
_____	820956*	Ventura Communal Bar Table - White.....	1,260.00	1,386.00	1,764.00	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	594.00	653.40	831.60	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	891.00	980.10	1,247.40	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	891.00	980.10	1,247.40	_____
_____	820966*	Ventura Communal Cafe Table - White.....	594.00	653.40	831.60	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	594.00	653.40	831.60	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	579.10	637.00	810.75	_____
_____	84077*	Madison Credenza - Gray Acajou.....	412.95	454.25	578.15	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	484.20	532.60	677.90	_____
<b>Computer Desks/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	740.45	814.50	1,036.65	_____
_____	820707*	Merlin Table - Gray Laminate.....	546.75	601.45	765.45	_____

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**POWERED**

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	1,097.45	1,207.20	1,536.45	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	2,315.55	2,547.10	3,241.75	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	3,271.60	3,598.75	4,580.25	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	862.30	948.55	1,207.20	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,332.85	1,466.15	1,866.00	_____

**Powered Tables**

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	1,430.00	1,573.00	2,002.00	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	1,430.00	1,573.00	2,002.00	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	753.00	828.30	1,054.20	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	753.00	828.30	1,054.20	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	1,127.55	1,240.30	1,578.55	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	988.65	1,087.50	1,384.10	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	764.05	840.45	1,069.65	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	764.05	840.45	1,069.65	_____

**Powered Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	628.60	691.45	880.05	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	628.60	691.45	880.05	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	751.10	826.20	1,051.55	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	751.10	826.20	1,051.55	_____
_____	820710*	Wireless Charging Table, Powered.....	597.00	656.70	835.80	_____

**Midtown Counters & Bars**

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,797.00	1,976.70	2,515.80	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,097.00	2,306.70	2,935.80	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,617.00	1,778.70	2,263.80	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,917.00	2,108.70	2,683.80	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	343.80	378.20	481.30	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	250.90	276.00	351.25	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	309.95	340.95	433.95	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	930.00	1,023.00	1,302.00	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	734.55	808.00	1,028.35	_____
_____	8503001*	Refrigerator - White.....	1,390.00	1,529.00	1,946.00	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	192.45	211.70	269.45	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	285.45	314.00	399.65	_____

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AUGUST 30, 2019

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Display</b>						
_____	75020	Display Cylinder - Black - Low.....	250.90	276.00	351.25	_____
_____	75021	Display Cylinder - Black - Medium.....	250.90	276.00	351.25	_____
_____	75022	Display Cylinder - Black - High.....	250.90	276.00	351.25	_____
_____	75030	Display Cube - Black - 12" Small.....	322.55	354.80	451.55	_____
_____	75031	Display Cube - Black - 18" Medium.....	345.20	379.70	483.30	_____
_____	75032	Display Cube - Black - 24" Large.....	391.35	430.50	547.90	_____
_____	75079	Orion Computer Kiosk - Black.....	448.90	493.80	628.45	_____
_____	72056	Display Counter - Black.....	291.55	320.70	408.15	_____
<b>Boxwood Hedges</b>						
_____	85030*	7' Boxwood Hedge.....	852.00	937.20	1,192.80	_____
_____	85035*	4' Boxwood Hedge.....	456.00	501.60	638.40	_____
<b>Accessories</b>						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	114.90	126.40	160.85	_____
_____	220118	Chrome Sign Holder.....	124.90	137.40	174.85	_____
_____	750135	Round Literature Rack.....	329.55	362.50	461.35	_____
_____	750136	Flat Literature Rack.....	282.80	311.10	395.90	_____
_____	220109	Chrome Coat Tree.....	76.05	83.65	106.45	_____
_____	220134	Aluminum Easel.....	52.15	57.35	73.00	_____
_____	220110	Chrome Bag Rack.....	174.65	192.10	244.50	_____
_____	10201484	Floor Standing Bulletin Board.....	217.60	239.35	304.65	_____
_____	220106	Corrugated Wastebasket.....	35.55	39.10	49.75	_____
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	12103	Special Drape 3'H (per ft.).....	25.15	27.65	35.20	_____
_____	12108	Special Drape 8'H (per ft.).....	32.05	35.25	44.85	_____

TOTAL COST		
_____	+	_____
_____	=	_____
Sub-Total	8% 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**

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com) before  
AUGUST 30, 2019



# FROM THE GROUND UP

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

**Sustainability Tip:**

 DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## PRESTIGE CARPET

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


Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### Custom Options

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



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

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

## CLASSIC CARPET

### Custom Cut

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

### Standard Cut

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



*Actual colors may vary slightly*

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

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 589.85	\$ 648.85	\$ 825.80	_____
_____	10' x 20' Classic Carpet .....	\$ 1,179.70	\$ 1,297.65	\$ 1,651.60	_____
_____	10' x 30' Classic Carpet .....	\$ 1,769.55	\$ 1,946.50	\$ 2,477.35	_____
_____	10' x 40' Classic Carpet .....	\$ 2,359.40	\$ 2,595.35	\$ 3,303.15	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 259.10	\$ 285.00	\$ 362.75	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 518.20	\$ 570.00	\$ 725.50	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 777.30	\$ 855.05	\$ 1,088.20	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 1,036.40	\$ 1,140.05	\$ 1,450.95	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 518.20	\$ 570.00	\$ 725.50	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 1,036.40	\$ 1,140.05	\$ 1,450.95	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,554.60	\$ 1,710.05	\$ 2,176.45	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 2,072.80	\$ 2,280.10	\$ 2,901.90	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.27	\$ 1.40	\$ 1.80	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 298.15	\$ 327.95	\$ 417.40	_____
_____	9' x 20' Classic Carpet .....	\$ 596.30	\$ 655.95	\$ 834.80	_____
_____	9' x 30' Classic Carpet .....	\$ 894.45	\$ 983.90	\$ 1,252.25	_____
_____	9' x 40' Classic Carpet .....	\$ 1,192.60	\$ 1,311.85	\$ 1,669.65	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 233.20	\$ 256.50	\$ 326.50	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 466.40	\$ 513.05	\$ 652.95	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 699.60	\$ 769.55	\$ 979.45	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 932.80	\$ 1,026.10	\$ 1,305.90	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 466.40	\$ 513.05	\$ 652.95	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 932.80	\$ 1,026.10	\$ 1,305.90	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,399.20	\$ 1,539.10	\$ 1,958.90	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,865.60	\$ 2,052.15	\$ 2,611.85	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.27	\$ 1.40	\$ 1.80	_____

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

TOTAL COST		
_____	+	_____
Sub- Total		8% Tax
	=	_____
		Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before AUGUST 30, 2019

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

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NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **6.20**

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

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>6.20</b>	\$ <b>6.80</b>	\$ <b>8.70</b>	_____

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

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

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>7.90</b>	\$ <b>8.70</b>	\$ <b>11.05</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>7.35</b>	\$ <b>8.10</b>	\$ <b>10.30</b>	_____

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

- Black  Charcoal  Gray Pearl  Navy  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sq. ft.</b>		\$ <b>10.80</b>	\$ <b>11.90</b>	\$ <b>15.10</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>9.65</b>	\$ <b>10.60</b>	\$ <b>13.50</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.72**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>2.72</b>	\$ <b>3.00</b>	\$ <b>3.80</b>	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>2.55</b>	\$ <b>2.80</b>	\$ <b>3.55</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>5.44</b>	\$ <b>6.00</b>	\$ <b>7.60</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>5.10</b>	\$ <b>5.60</b>	\$ <b>7.15</b>	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub- Total		8% Tax		Total Cost

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before AUGUST 30, 2019

FREEMAN cut to size carpet

# FREEMAN

909 Newark Turnpike  
 Kearny, NJ 07032  
 (201) 299-7575 Fax: (469) 621-5618

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## CLEANING SERVICES

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

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	\$ .54	\$ .75	_____
_____	610200	Booth Vacuuming - 2 Days.....	\$ .96	\$ 1.35	_____
_____	610300	Booth Vacuuming - 3 Days.....	\$ 1.45	\$ 2.05	_____
_____	610400	Booth Vacuuming - 4 Days.....	N/A	N/A	_____

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	\$ .90	\$ 1.25	_____
_____	630200	Shampoo Carpet - 2 Days.....	\$ 1.62	\$ 2.25	_____
_____	630300	Shampoo Carpet - 3 Days.....	\$ 2.47	\$ 3.45	_____

### PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq. ft. ....	\$ 66.00	\$ 92.40	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft. ....	\$132.00	\$184.80	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft. ....	\$198.05	\$277.25	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft. ....			Call For Quote

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

TOTAL COST		
Sub-Total _____	+ Tax (8%) _____	= TOTAL _____

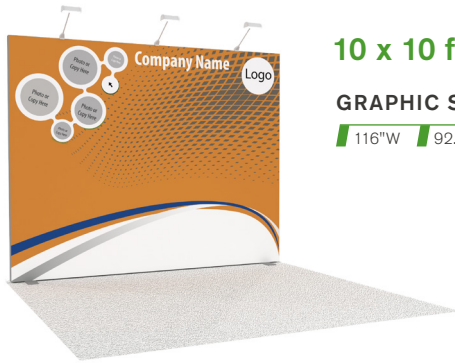
# FIT TO PRINT

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



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

## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

233.5"W 92.5"H

### RENTAL EXHIBITS INCLUDE:

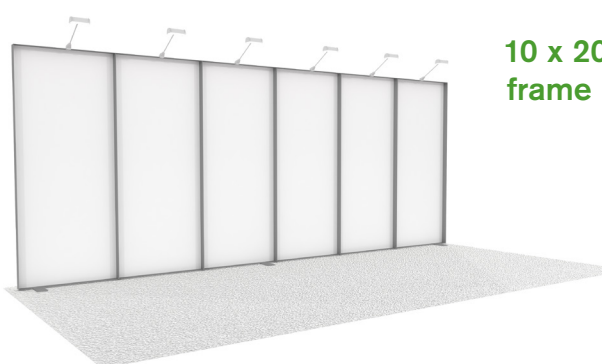
- Custom Fabric Graphic\* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per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

## FRAME ONLY UNIT

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



**10 x 10 ft. frame**



**10 x 20 ft. frame**

### RENTAL EXHIBITS INCLUDE:

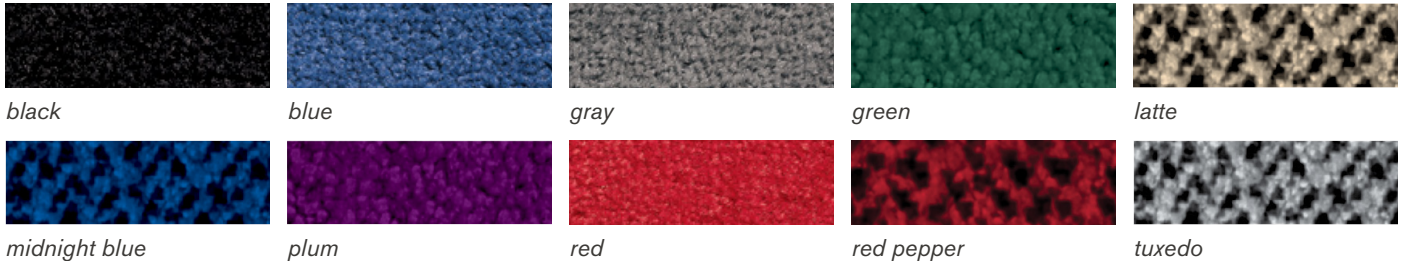
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

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

## CLASSIC CARPET

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

**9' x 10' or 9' x 20' (16 oz.)** – Color Options Included with Rental Package Options

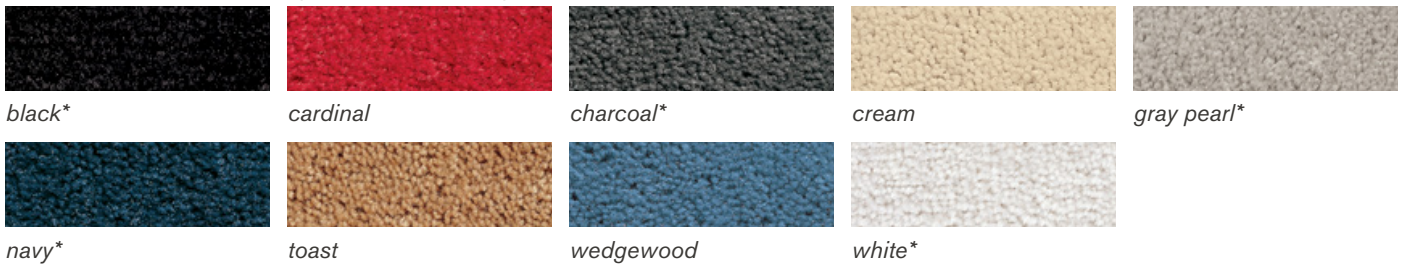


*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.*

## PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

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



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

## OPTIONAL ACCESSORIES

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



### CLEAR ACRYLIC SHELF

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


(holds up to 15 lbs each)



## CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

## FREEMAN SUSTAINABILITY FOCUS

 This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.



**F R E E M A N**

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## SMARTFABRIC EXHIBIT

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



### SmartFabric Rental Exhibit Includes:

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

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

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

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

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

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

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

## ACCESSORIES

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

## QUICK TIPS

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8 % Tax Total Cost

# RENTAL EXHIBITS THAT IMPRESS

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

**PACKAGE 1**



10 X 20



10 X 10

**PACKAGE 1 UPGRADE OPTIONS**  
With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

**PACKAGE 2 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



**PACKAGE 3 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



**PACKAGE 4 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

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



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



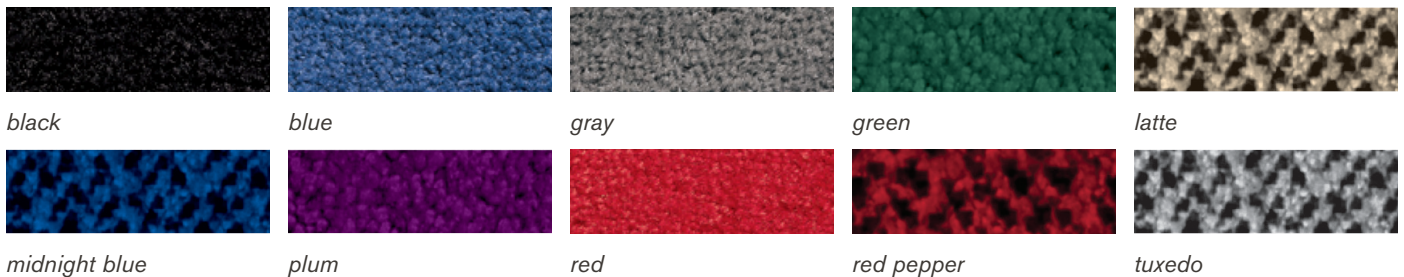
**CABINETS**



## Booth Panel Options – Color Options Included with Rental Package

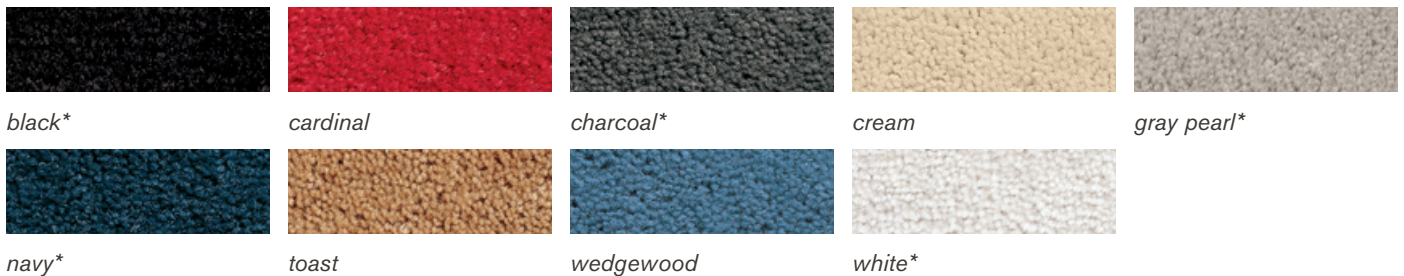


## Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



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

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



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

## Rental Exhibits Include:

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

## questions?

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



## “CLEAN FOOTPRINT” MATERIALS

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

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	5,344.95	7,482.95	<input type="checkbox"/> 10' x 20'	9,438.35	13,213.70	_____
Package 2	<input type="checkbox"/> 10' x 10'	3,377.00	4,727.80	<input type="checkbox"/> 10' x 20'	6,259.30	8,763.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	4,794.90	6,712.85	<input type="checkbox"/> 10' x 20'	7,677.15	10,748.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	6,232.20	8,725.10	<input type="checkbox"/> 10' x 20'	12,037.30	16,852.20	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,769.90	5,277.85	<input type="checkbox"/> 10' x 20'	7,587.00	10,621.80	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,884.25	5,437.95	<input type="checkbox"/> 10' x 20'	6,521.25	9,129.75	_____

## CHOOSE YOUR PANEL

- Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

- Black     Blue     Brown     Burgundy     PMS Color \_\_\_\_\_  
 Red     Teal     White     Green     Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

- Slatwall & Shelves     Cabinets & Counters     Specialty Colored Metal     Recyclable Graphics  
 Colored Panels     Creating a Custom Exhibit     Graphics & Custom Logo     White Eco-Board

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8 % Tax      Total Cost

# FREEMAN

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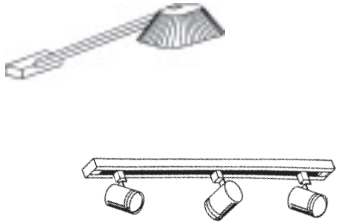
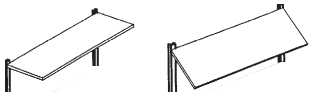
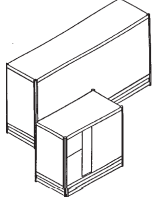
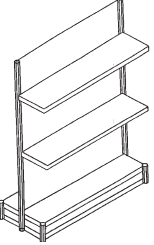
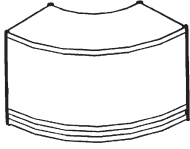
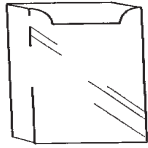
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

<p><b>LIGHTS (use only on rentals)</b></p> 	<p><b>SHELVES (use only on rentals)</b></p> 	<p><b>CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p><b>RADIUS COUNTER (does not have doors)</b></p> 	<p><b>LITERATURE POCKETS</b></p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	172512	Arm Light (200w) .....	142.50	199.50	_____
___	172514	8' Tracklight (3 lights) .....	432.75	605.85	_____
___	17252	Additional Track Light .....	110.40	154.55	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	725.65	1,015.90	_____
___	17306	1M x 1/2M x 42" High.....	725.65	1,015.90	_____
___	17308	2M x 1/2M x 36" High.....	876.35	1,226.90	_____
___	17309	2M x 1/2M x 42" High.....	876.35	1,226.90	_____
___	17310	1M Radius x 1/2M x 36" H.....	1,231.50	1,724.10	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	40.65	56.90	_____
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4'High ..	616.70	863.40	_____
___	174581	Single Sided 1M x 6'High ..	821.65	1,150.30	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12").....	124.95	174.95	_____
___	17206	1M Angled (37" x 12").....	124.95	174.95	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature.....	59.10	82.75	_____

<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8%) _____ = TOTAL _____					

Don't see what you need?  
Please call an Exhibitor Sales Specialist at 201-299-7400.

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

# FLEXING TO FIT YOUR NEEDS

---

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

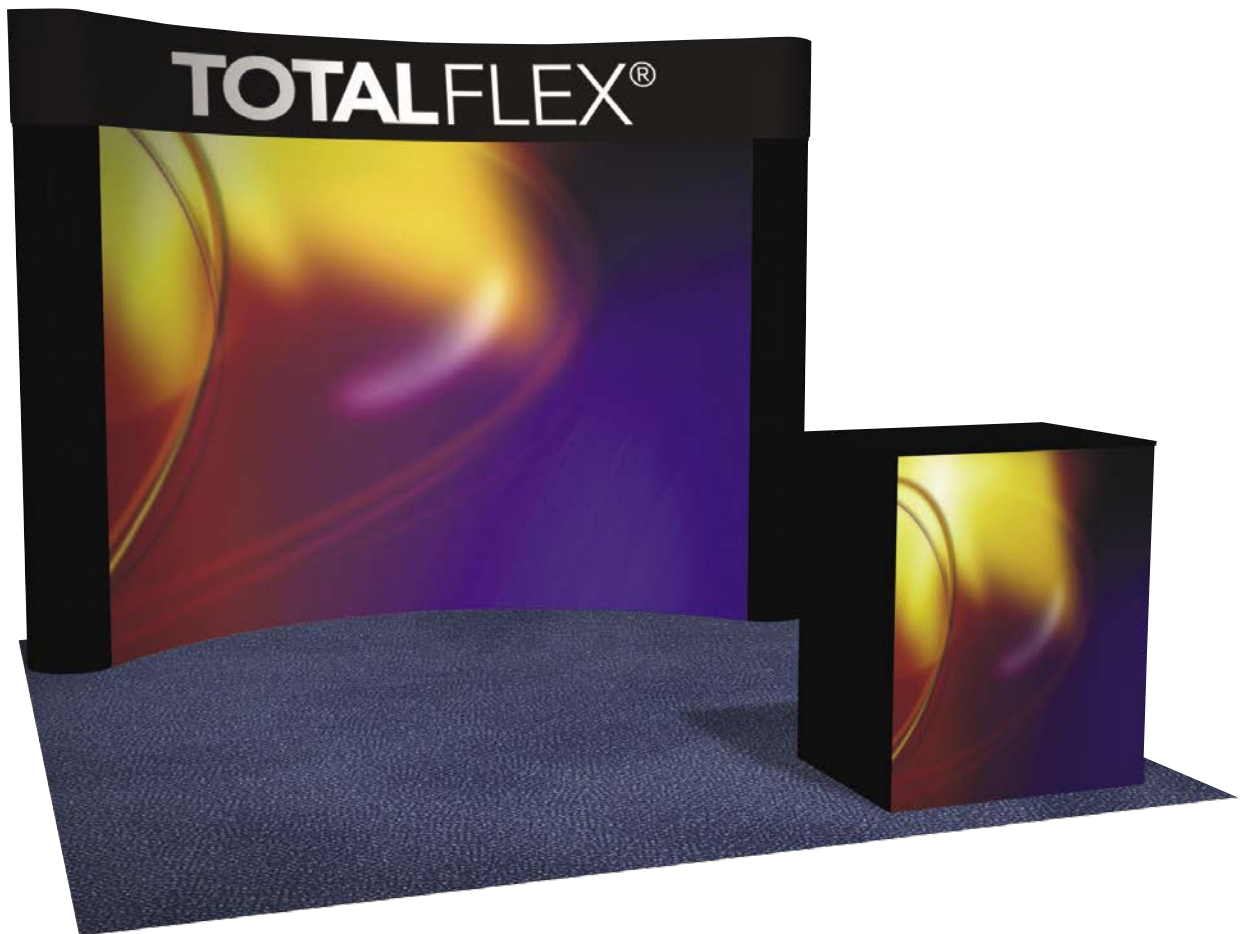


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

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



**FLOOR UNITS**

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 30, 2019**

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

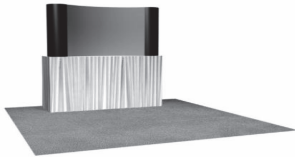
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6"W	1,431.80	2,004.50	_____	_____
40"H x 8"W	1,670.35	2,338.50	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6"W	1,791.30	2,507.80	_____	_____
40"H x 8"W	2,028.35	2,839.70	_____	_____

\*Shipping Not Included

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

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

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

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

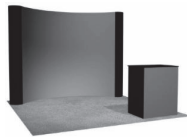
**\*Other Colors Also Available for Purchase Units**

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

**Table Drape:**

Black  Blue  Brown  Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	3,804.85	5,326.80	_____	_____
8'H x 10'W	4,097.50	5,736.50	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	4,061.30	5,685.80	_____	_____
8'H x 10'W	4,767.65	6,674.70	_____	_____

\*Shipping Not Included

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

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

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

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

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

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

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

## OPTIONAL ACCESSORIES

### RENTAL

### PURCHASE

Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	259.10	362.75	_____	_____	368.15	515.40	_____
1715801	1-200 Watt Halogen Light Kit	_____	136.40	190.95	_____	_____	268.15	375.40	_____
1715802	Straight Shelf	_____	104.50	146.30	_____	_____	195.60	273.85	_____
1715803	Angled Shelf	_____	104.50	146.30	_____	_____	195.60	273.85	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

# SEEING IS BELIEVING

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

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





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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

## DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 27.40 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 41.10 per sq. ft. standard price

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

## LARGE DIGITAL GRAPHICS

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

File Information:  
Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_  
PMS Colors \_\_\_\_\_

### Backing Material:

- |   |   |
|---|---|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                                 |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                                    |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input checked="" type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                                    |

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

Vertical Horizontal Use Your Judgment For Sign Layout

**Special Instructions** \_\_\_\_\_

## STANDARD SIZES

### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	67.35	101.05 =	_____
7" x 22" @ _____	69.65	104.50 =	_____
7" x 44" @ _____	82.85	124.30 =	_____
9" x 44" @ _____	106.45	159.70 =	_____
11" x 14" @ _____	67.35	101.05 =	_____
14" x 22" @ _____	84.00	126.00 =	_____
14" x 44" @ _____	166.65	250.00 =	_____
22" x 28" @ _____	166.65	250.00 =	_____
28" x 44" @ _____	245.55	368.35 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	8 % Tax
		= 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. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.

# LET US DO THE HEAVY LIFTING

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

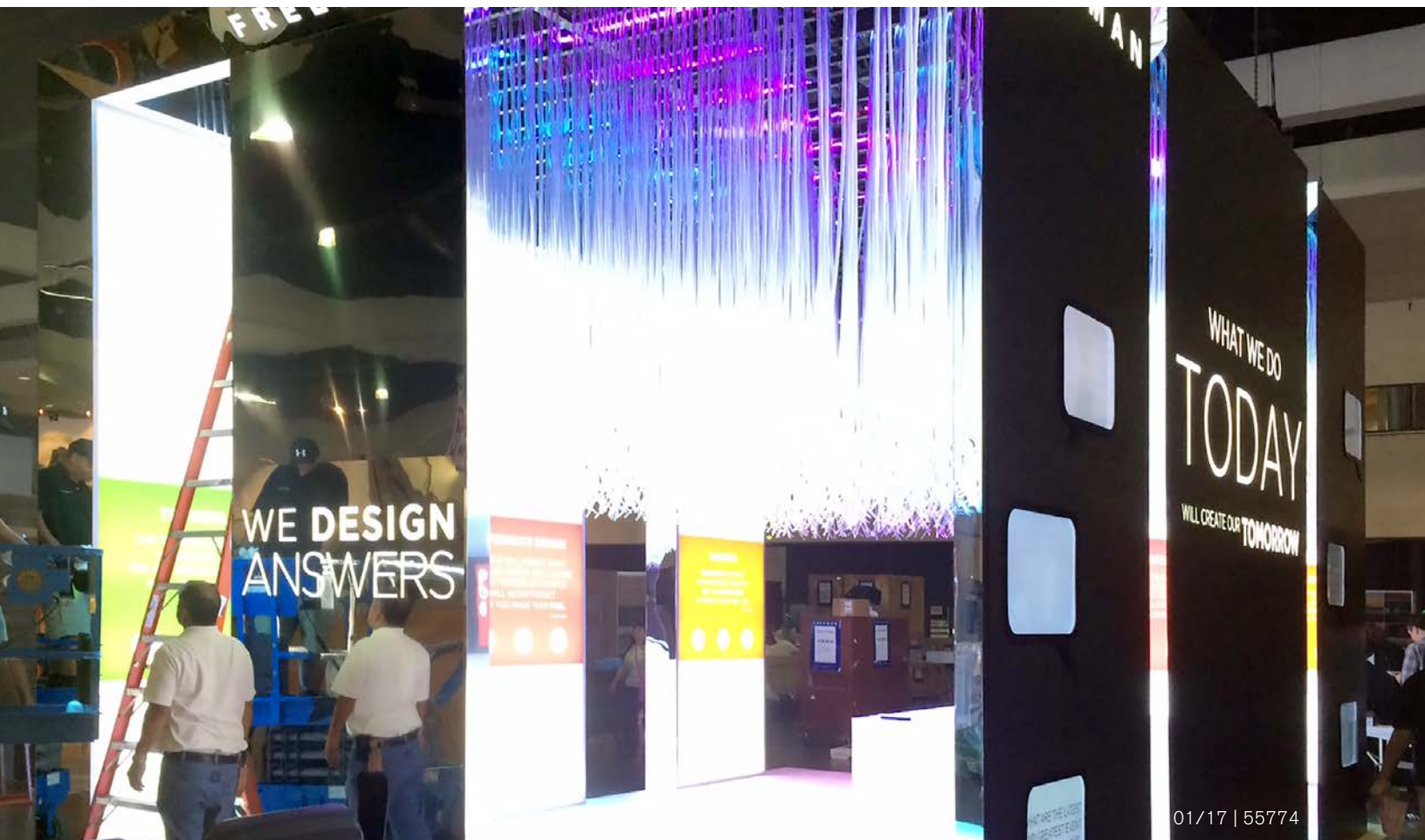
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

## ON-SITE SUPERVISION

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

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



# FREEMAN

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

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

**DISPLAY LABOR (One Hour Minimum per Worker)**

Description	Advance Price	Show Site Price
<b>Stagehand Labor</b>		
<b>Straight Time-</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$ 139.50	\$ 195.50
<b>Overtime-</b> 4:30 PM to 8:00 AM Monday through Friday; All Day Saturday.....	\$ 209.50	\$ 293.50
<b>Double Time-</b> Sunday and recognized holidays.....	\$ 279.50	\$ 391.50

• **Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- **Please include setup plan/photo, special instructions & inbound shipping information with this order.**
- The first 8 hours after show closes Monday through Friday are billed at straight time rates.

**INSTALLATION LABOR**

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
8% Tax						= \$ _____
Total Installation						= \$ _____

**DISMANTLE LABOR**

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
8% Tax						= \$ _____
Total Dismantle						= \$ _____

**FREEMAN installation & dismantle labor**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_

Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select a Carrier:**

**Freeman Exhibit Transportation:**

**Other Carrier:**

No need to schedule your outbound shipment.

Carrier Name: \_\_\_\_\_

Charges will appear on your Freeman invoice.

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select Level of Service:**

1 Day: Delivery next business day

Standard Ground

2 Day: Delivery by 5:00 PM second business day

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

**Freight Charges:**

Same as ship to

Bill To: \_\_\_\_\_

\_\_\_\_\_

**Select Shipment Options (if applicable)**

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

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

Re-route via Freeman's choice

Deliver back to the warehouse at exhibitor's expense

**FREEMAN installation & dismantle labor**

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E-MAIL ADDRESS: \_\_\_\_\_

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**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 -** Sundays and Recognized Holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 717.50	1,004.50
304051	Forklift w/operator - up to 5,000 lbs - OT .....	\$ 973.00	1,362.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$1,238.50	1,734.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 722.00	1,011.00
3040101	Forklift w/operator - up to 10,000 lbs - OT .....	\$ 977.00	1,368.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1,242.50	1,739.50
3090600	Man Cage for Forklift.....	\$ 95.00	95.00
3090700	Forklift Boom .....	\$ 95.00	95.00
3090800	Pallet Jack.....	\$ 95.00	95.00

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	8%
_____							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	8%
_____							<b>Total</b>	

FREEMAN forklift / rigging labor

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618

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

**FREEMAN hanging sign labor**

NAME OF SHOW: **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)  
**HANGING SIGN LABOR AND EQUIPMENT**

**INSTRUCTIONS**

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Service Manual. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

**SIGN DESCRIPTION, SIZE & WEIGHT**

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_  
Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_  
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
Weight of Sign: \_\_\_\_\_

Does Your Sign Require Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate or need electricity?  
\_\_\_\_\_ Yes or \_\_\_\_\_ No

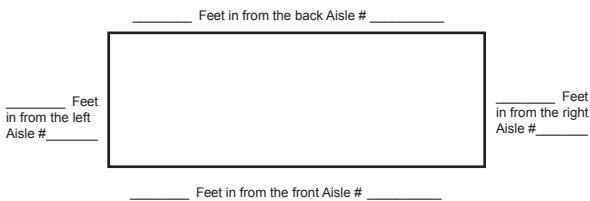
*(If yes, please refer to facility for installation)*

Arriving to warehouse \_\_\_\_\_ or show site \_\_\_\_\_

Date & Time: \_\_\_\_\_

**PLACEMENT DIAGRAM**

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

<b>TOTAL COST -</b>		
<b>Subtotal</b>	+ <b>8% Tax</b>	= \$ <b>Total Cost</b>

**EQUIPMENT AND LABOR RATES TO HANG SIGNS**

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 recognized holidays

**Crew Size - MINIMUM of three people**

Materials

Cable, clamps, etc. additional and charged accordingly

**Equipment With Crew**

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- The first 8 hours after show close Monday through Friday are billed at straight time rates.
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
<b>Lift w/crew</b>			
Lift with crew			
Advance Price	767.00	1044.00	1321.00
<b>Show Site Price</b>	<b>1074.00</b>	<b>1461.75</b>	<b>1849.50</b>

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Installation Estimate**

\_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
# of Crew # of Hours Rate Total Estimated Cost

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Dismantle Estimate**

\_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
# of Crew # of Hours Rate Total Estimated Cost

**Assembly Crew/Additional Labor**

Per Person/Per Hour			
Advance Price	139.50	209.50	279.50
<b>Show Site Price</b>	<b>195.50</b>	<b>293.50</b>	<b>391.50</b>

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Assembly Estimate**

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
# of Men Hours per Person Total Hours Hourly Rate Total Estimated Cost

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Dismantle Estimate**

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
# of Men Hours per Person Total Hours Hourly Rate Total Estimated Cost

**Please indicate method of supervision you require for assembly/dismassembly:**

- \_\_\_\_\_ Freeman
- \_\_\_\_\_ Exhibitor Personnel
- \_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.



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**STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **RAPS - THE REGULATORY CONVERGENCE 2019 / SEPTEMBER 22 - 24, 2019** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, PENNSYLVANIA CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

**FREEMAN structural integrity statement**

## **PCC SAFETY GUIDELINES FOR EXHIBITORS**

### **BOOTHS 600 SQ/FT OR LESS:**

- A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

### **ALL BOOTHS:**

- A. Accessing floor ports in exhibit halls is strictly prohibited.
- B. The use of gasoline powered equipment is prohibited.
- C. All generators are prohibited.
- D. All vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- G. The use of hoists will not be permitted.
- H. The use of a device with an open flame, such as a propane torch, is prohibited.
- I. Lasers, rotating or still, shall not be permitted
- J. No smoking shall be permitted inside the facility.
- K. Exhibit booths or displays may not block fire equipment, columns, electrical closets, or electrical panels.
- L. All electrical cords run across the show floor or under carpet must be installed by SMG Electricians regardless of booth size.
- M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. No lead acid batteries may be used for power in any booth.
- O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department.
- P. The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.
- Q. Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/ydxgtx7x>

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/SMG ORDER PROCESSING

1101 ARCH STREET

PHILADELPHIA, PA 19107

FAX FORM TO: 215-418-4813

INQUIRIES ONLY: 215-418-2190



**Pennsylvania  
Convention Center**  
PHILADELPHIA

AN **SMG** MANAGED FACILITY

**REGULATORY AFFAIRS  
PROFESSIONAL SOCIETY (RAPS)  
ADVANCED RATE DEADLINE:  
AUGUST 29, 2019**

**ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM**

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Bill To Address: \_\_\_\_\_ Event: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS**

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Check enclosed #: \_\_\_\_\_ Amount: \_\_\_\_\_

**STANDARD 110v/120v SERVICE**

**Service originates at back center of Inline & Peninsula Booths.**

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$120.00	\$165.00	
	1000watts	\$155.00	\$220.00	
	2000watts	\$195.00	\$265.00	
	24HR. 500watts	\$187.00	\$252.00	
	24HR. 1000watts	\$232.00	\$325.00	
	24HR. 2000watts	\$292.00	\$395.00	
	OTHER	CALL	CALL	

**208V MOTORS/MACHINERY SERVICE**

**Labor and material charges will apply.**

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	20amp 1Phase	\$410.00	\$510.00	
	30amp 1Phase	\$430.00	\$575.00	
	60amp 3Phase	\$800.00	\$1,120.00	
	100amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	CALL	CALL	

**RENTAL LIGHTS**

**Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.**

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	4' Track w/3- 90w Lamps	\$167.00	\$263.00	
	8' Track w/3-90w lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Parcan Overhead Light	\$670.00	\$900.00	

**ELECTRICAL LABOR RATES PER HOUR:**

*Straight Time: 8am-4:30pm Monday-Friday*

Regular Rate: \$124.00 Show Site Rate: \$152.00

*Over Time: 6am-8am after 4:30pm Monday-Friday / All Day*

Saturday Regular Rate: \$186.00 Show Site Rate: \$228.00

*Double Time: All Day Sunday / Recognized Holidays*

Regular Rate: \$248.00 Show Site Rate: \$304.00

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

Unsupervised Installation  Supervised Installation by Exhibitor/Name: \_\_\_\_\_ Cell: \_\_\_\_\_

NO  YES EAC or I&D Company: \_\_\_\_\_ On-Site POC: \_\_\_\_\_ Cell: \_\_\_\_\_

**PLEASE CHECK ALL WORK REQUIRED BELOW.** Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin	<input type="checkbox"/> 208v/480v Service Connection	<input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary)	<input type="checkbox"/> Computer Installation & Dismantle	<input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling
Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____		
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors	
Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____	

# PCC/SMG ELECTRIC SERVICE ORDER

## TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

### 2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

### 3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

### 4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

- Electrical service is not included with the rental of your booth space or meeting room.
- Each electrical drop within a booth must be a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (exhibitors and attendees), and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. *24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.*
- Exhibitors are **NOT PERMITTED** to run cords under carpet.
- Exhibitors are permitted to run cords along the drape line **ONLY**.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted)
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/SMG safety standards.
- Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected additional charges may be incurred.
- In all booths (including booths less than 600 sq/ft) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, SMG Electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- Vehicle batteries shall be disconnected and reconnected by SMG Electricians per the Philadelphia Fire Marshal.
- All electrical equipment and installations are subject to inspection. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form. **“Will Calls” are not acceptable.**
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

## **PCC CONVENIENCE OUTLET POLICY**

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3<sup>rd</sup> party vendors are required to place an order with Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). Client Utilities Department will provide an adaptor at no cost.
4. A contractor may use one outlet per meeting room for an A/V presentation. Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an A/V presentation provided the equipment is personally owned. (Any equipment used from a 3<sup>rd</sup> party would require an electrical service order). Client Utilities Department will provide an adaptor at no cost.
6. A/V presenters that supply their own cord must use a grounded 12/3 flat cord which complies with fire marshal regulations.

RETURN THIS FORM TO:  
 PCC ORDER PROCESSING  
 1101 Arch Street  
 Philadelphia, PA 19107  
 Phone: 215.418.4800  
 Fax: 215.418.4805  
 showservices@paconvention.com



AN MANAGED FACILITY

Regulatory Affairs Professional Society  
 RAPS 2019  
 Advance Date Deadline:  
 Aug 29th

## WIRED INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Event: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 Print Card Holder's name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Check enclosed #: \_\_\_\_\_ Amount: \_\_\_\_\_

**INTERNET SERVICES** (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
<b>Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.</b>				
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	• Additional Dedicated Public IP address	\$160.00	\$195.00	
<b>Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.</b>				
	Private 9Mb – includes (4) IP addresses	\$1,800.00	\$2,250.00	
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	• Additional Private IP address	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600	\$750	
Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or <a href="mailto:showservices@paconvention.com">showservices@paconvention.com</a> Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or <a href="mailto:utilities@paconvention.com">utilities@paconvention.com</a> ). <b>TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM</b>		<b>SUB TOTAL</b>		
		<b>8% SALES TAX</b>		
		<b>TOTAL</b>		

### INTERNET SERVICE ORDER TERMS & CONDITIONS

**RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.**

## 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail [showservices@paconvention.com](mailto:showservices@paconvention.com)

## 2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

## 3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
  1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
  2. **Network Driver: TCP/IP**
  3. **Proper configuration of computer equipment for TCP/IP connection.**
  4. **Electrical service for your booth, room, or service location.**

## 4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



RETURN THIS FORM TO:  
PCC ORDER PROCESSING  
1101 Arch Street  
Philadelphia, PA 19107  
Phone: 215.418.4800  
Fax: 215.418.4805  
showservices@paconvention.com



Regulatory Affairs Professional  
Society RAPS 2019  
Advance Date Deadline:  
Aug 29th

AN MANAGED FACILITY

## TELECOMMUNICATIONS SERVICE ORDER

*(Please read terms and conditions on reverse side)*

Exhibiting Firm: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Event: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED**

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Card Holder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Check enclosed #: \_\_\_\_\_ Amount: \_\_\_\_\_

**PHONE SERVICE** *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Service	<b>\$300.00</b>	<b>\$350.00</b>	
	Credit Card Line/Fax Line	<b>\$300.00</b>	<b>\$350.00</b>	
	Multi Line Telephone Service	<b>\$450.00</b>	<b>\$525.00</b>	

**PHONE EQUIPMENT & FEATURES**

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Conference Phone (Single Line Telephone Service must be ordered)	<b>\$100.00</b>	<b>\$150.00</b>	
	Voice Mail	<b>\$25.00</b>	<b>\$25.00</b>	
	Other:			

*Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.*

<b>SUB TOTAL</b>	
<b>8% SALES TAX</b>	
<b>TOTAL</b>	

TO ORDER ON-LINE VISIT OUR WEBSITE AT [WWW.PACONVENTION.COM](http://WWW.PACONVENTION.COM)

# TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

## 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail [showservices@paconvention.com](mailto:showservices@paconvention.com)

## 2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

## 3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

## 4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- i. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



**ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL**

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental. Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

**\*RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS\***

**SKANDA LED CLAMP ON LIGHT**



- Super Bright LED
- 200watts cool white
- Clamps
- Classic Black Only

**\*RENTAL PRICES:**  
Advanced: \$130.00  
Standard: \$175.00

**NORA TRACK LIGHT**



- 3 Fully Enclosed Lamps
- Additional Lamps
- 4ft & 8ft. Lengths of Track
- Classic Black Only

**\*RENTAL PRICES:**  
Advanced: \$20.00  
Standard: \$30.00

**PARCAN OVERHEAD LIGHT**



- Rugged Die-Cast Aluminum Construction
- Source Four Optical Technology
- Superior Brightness

**\*RENTAL PRICES:**  
Advanced: \$670.00  
Standard: \$900.00

*Light attracts people, it shows the way, and when we see it in the distance, we follow it.* ”Ricardo Legorreta - architect

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

### 10' X 10'

*Circle the correct booth type and fill-in the proper orientation around your booth area.*

Inline Booth    Peninsula Booth    Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

#### LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

### 10' X 20'

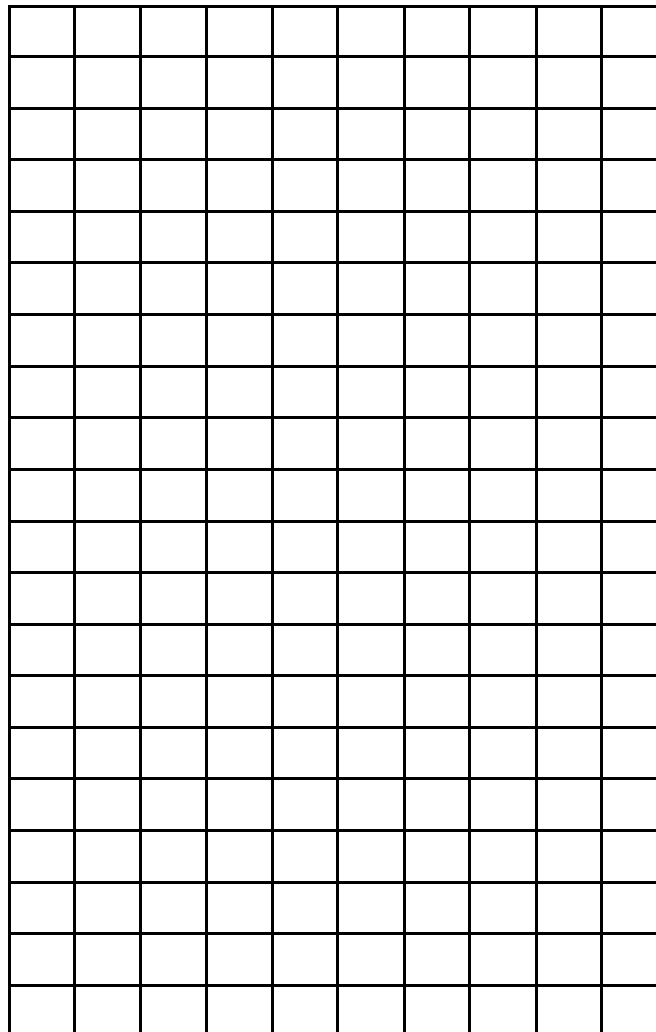
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

Inline Booth    Peninsula Booth    Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

#### LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

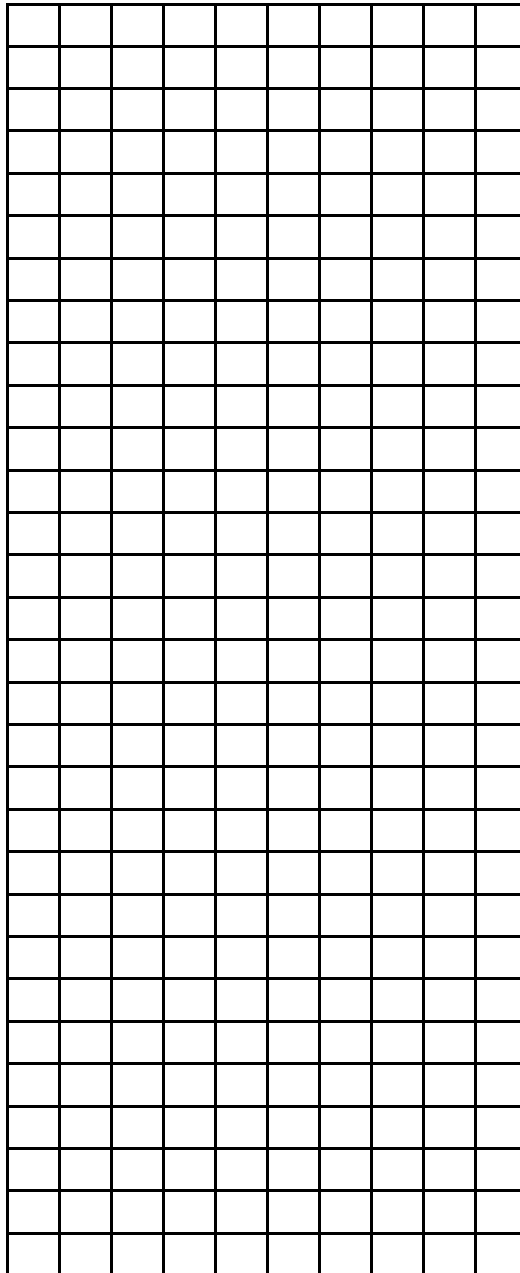
### 10' X 30'

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth    Peninsula Booth    Island Booth  
1 Square = 1 Foot

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

#### LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

### 20' X 20'

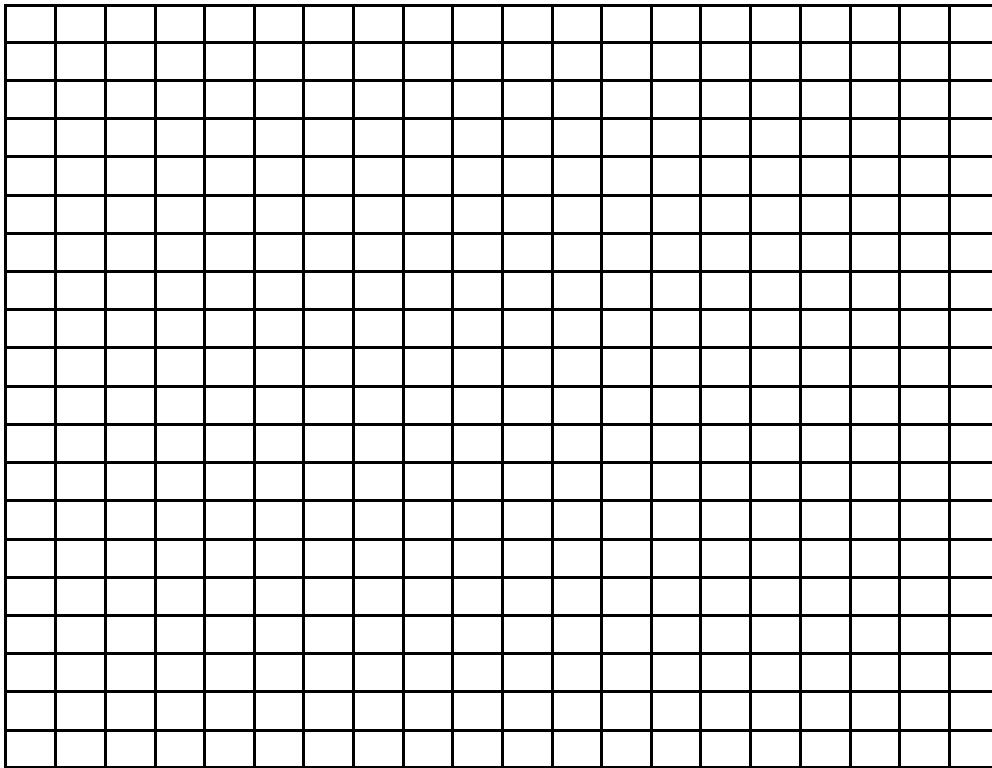
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

Inline Booth    Peninsula Booth    Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

#### LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

\* = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

+ = 500 watt/ 5amp

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

**20' X 30'**

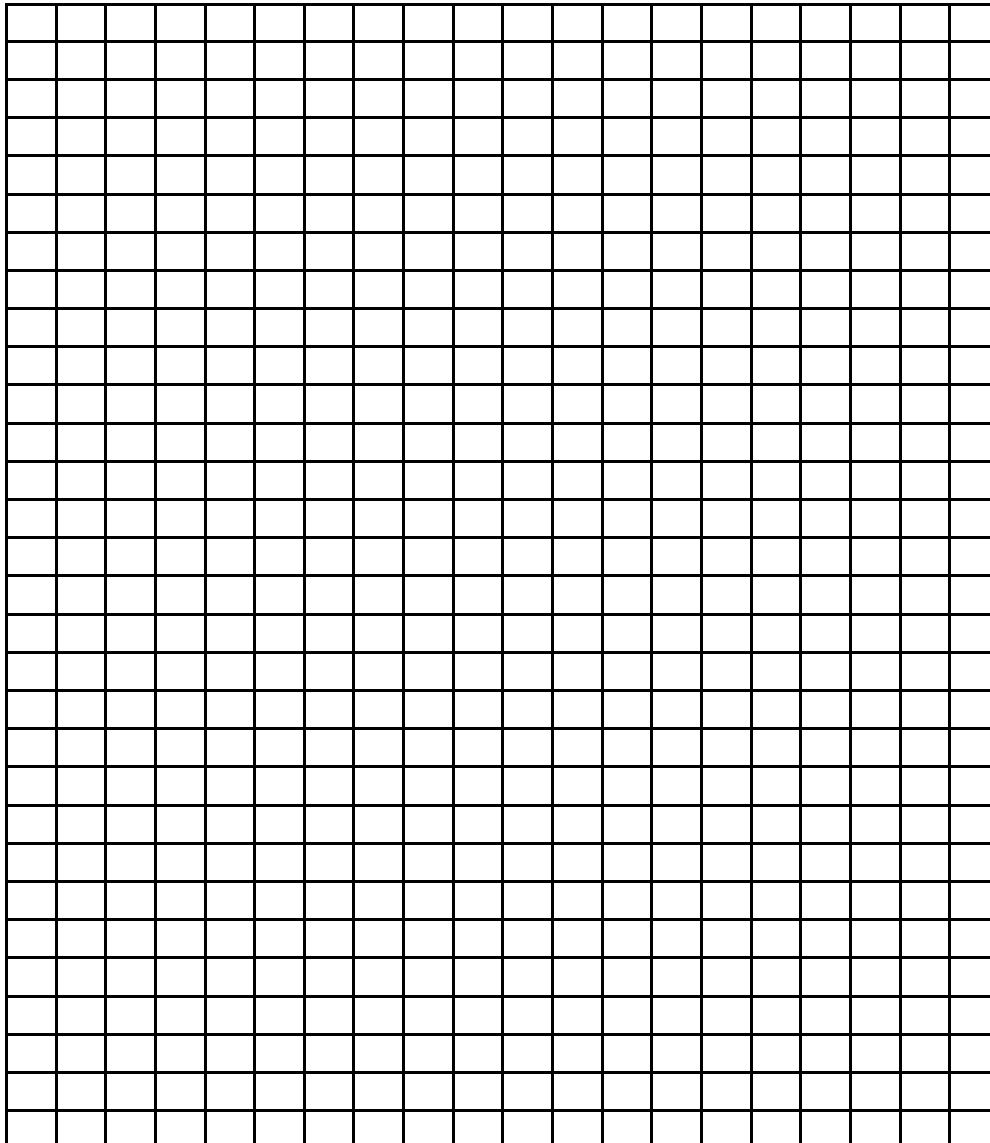
*Circle the correct booth type and fill-in the proper orientation around your booth area.*

Inline Booth    Peninsula Booth    Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:**

**+** = Main Drop Location

**●** = 2000 watt/ 20 amp

**★** = 1500 watt/ 15 amp

**▲** = 1000 watt/ 10 amp

**◆** = 500 watt/ 5amp



# Audio/Visual Services provider for:



Organization Name _____	On Site Contact _____
Booth # _____	On Site Phone _____
Delivery Date _____ AM PM	Email _____
Pickup Date _____	

Billing Contact Name _____	Phone _____
Address _____	Email _____
City _____	State _____ Zip _____

To place an order: visit [www.bavservices.com/exhibitors](http://www.bavservices.com/exhibitors);  
 find & click on the RAPS logo and use Customer Code: **RAPSPHL19**  
**ALL ADVANCE ORDERS MUST BE RECEIVED BY SEPTEMBER 14, 2019**

Qty.	LED Monitors	Rates are for run of show, NOT a daily rate!	Advance	Sept 15 <sup>th</sup>	Sept 21 <sup>st</sup>	Total
_____	24" Monitor ( ) Tabletop Stand	.....	\$250.00	\$287.50	\$312.50	_____
_____	27" Monitor ( ) Tabletop Stand	.....	\$325.00	\$373.75	\$406.25	_____
_____	32" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$400.00	\$460.00	\$500.00	_____
_____	40" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$525.00	\$603.75	\$656.25	_____
_____	46" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$675.00	\$776.25	\$843.75	_____
_____	55" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$1100.00	\$1265.00	\$1375.00	_____
_____	65" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$1700.00	\$1955.00	\$2125.00	_____
_____	80" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*	.....	\$2500.00	\$2875.00	\$3,125.00	_____

\*Additional Charges May Apply

Computers & Tablets		Advance	Sept 15 <sup>th</sup>	Sept 21 <sup>st</sup>	Total
_____	PC Laptop Computer (Windows10 Pro, Office 2016, i7 Processor, 15.6" Screen).....	\$ 375.00	\$431.25	\$468.75	_____
_____	MacBook Pro Laptop Computer (OSX Sierra, Keynote, i7 Processor, 15" Screen).....	\$425.00	\$488.75	\$531.25	_____
_____	Wireless Keyboard & Mouse.....	\$50.00	\$57.50	\$62.50	_____
_____	Computer Audio (Anchor AN1000 Powered Speaker).....	\$75.00	\$86.25	\$93.75	_____
_____	iPad (Standard Size).....	\$200.00	\$230.00	\$250.00	_____
_____	iPad w/Kiosk Mount ( ) Tabletop ( ) Floor .....	\$425.00	\$488.75	\$531.25	_____

Video		Advance	Sept 15 <sup>th</sup>	Sept 21 <sup>st</sup>	Total
_____	LED Tile/Video Wall (sizing & configuration needs vary).....	Please call for more information			
_____	USB Media Player.....	\$30.00	\$34.50	\$37.50	_____
_____	DVD Player BluRay Player (circle one).....	\$30.00	\$34.50	\$37.50	_____

**Upon receipt of your order, we will contact you for secure processing of your payment.**

- Please Note:**
- BAV is a full service Audio Visual Staging & Production Company. Please call for any desired equipment not listed on this form including: touchscreen monitors, LCD monitor walls or seamless LED video walls.
  - To order electrical or Internet service, please refer to your exhibitor packet or contact the conference general contractor/decorator.
  - Orders not cancelled within 24 hours of scheduled delivery will receive a 50% refund.

Subtotal	_____
21% Service Charge	_____
Subtotal	_____
13% Union Surcharge	_____
Subtotal	_____
8% PA Sales Tax	_____
Grand Total	_____

Please eMail, fax or mail completed form to:  
**BAV • 10 Sonwil Drive • Buffalo, NY 14225**  
**Fax: 716-685-5014 • Phone: 800-264-5010**  
**Contact: Greg Back at [gback@bavservices.com](mailto:gback@bavservices.com)**

Rates are for the run of show and NOT a daily rate!



# Lead Management Pricing

## RAPS Regulatory Convergence

September 21 - 24, 2019 | Pennsylvania Convention Center | Philadelphia, PA

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for:  Exhibiting Company  Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

ORDER LEAD RETRIEVAL					
Lead Retrieval Options	On or before 8/1/19	from 8/2/19 to 8/16/19	after 8/16/19	number of units	TOTAL
<b>Handheld Badge Scanner (RT2000)</b>	\$470	\$545	\$575		\$
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$
<b>Tablet (Android Device)</b>	\$399	\$425	\$475		\$
<b>SWAP<sup>®</sup> Mobile App (1-3 Users)</b>	\$399	\$499	\$499		\$
Use Your Own Device					
<b>Add Mobile App Users</b>	\$129 (Each)				\$
(After purchase of initial lead option)					
Additional Services					
<b>Developer's Kit (Real Time Data Services)</b>	\$650				\$
Click here for more information.					
Sub-Total					\$
*Processing Fee					\$ 9.99
Tax					8.0%
<b>TOTAL</b>					<b>\$</b>



**Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Orders are subject to these Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee. Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- [Additional Terms and Conditions](#)

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

*Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.*

## For Assistance Contact:

**William Harris**  
**P:** 888.268.0380  
**E:** [william.harris@experient-inc.com](mailto:william.harris@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

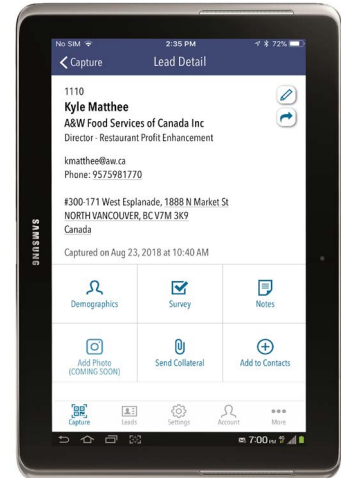


### Handheld Badge Scanner (RT2000)

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up

### Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up



### SWAP Mobile App

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up
- Ability to attach and send collateral from your device



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event