

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape and 3' high blue side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area will not be carpeted; however the aisles will be carpeted in midnight blue (a black and blue mix). All booths must have carpeting or approved flooring to cover the concrete. Please see the enclosed carpet order form if you wish to order carpet for your booth space.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **22 JANUARY 2018**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freeman.com/FAQPreshow

Monday	12 February 2018	8:00 a.m.	-	5:00 p.m.
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All labor and inbound material handling services provided after 4:30 p.m. will have overtime charges applied.

EXHIBIT HOURS

Tuesday	13 February 2018	9:30 a.m.	-	6:00 p.m.
Wednesday	14 February 2018	9:30 a.m.	-	6:00 p.m.
Thursday	15 February 2018	9:30 a.m.	-	6:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freeman.com/FAQPostshow

Thursday	15 February 2018	6:00 p.m.	-	8:00 p.m.
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All labor and outbound material handling services provided will have overtime charges applied.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **8:00 p.m. on 15 February 2018**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **7:00 p.m. on 15 February 2018**.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

850 Spice Island Drive
 Sparks, NV 89431
 Ph: (775) 355-4600 Fax: (469) 621-5617
 FreemanRenoES@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 www.freeman.com by 22 JANUARY 2018. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

If you need assistance with 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:

OCEAN SCIENCES MEETING 2018
 Exhibiting Company Name
 Booth # _____
 C/O FREEMAN / TRIUMPH
 330 SE Division Pl.
 Portland, OR 97202

Freeman will accept crated, boxed or skidded material beginning **12 JANUARY 2018** at the above address. Material arriving after **5 FEBRUARY 2018** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 3:30 p.m. If required, provide your carrier with this phone number: (775) 355-4600

Show Site Shipping Address:

OCEAN SCIENCES MEETING 2018
 Exhibiting Company Name
 Booth # _____
 OREGON CONVENTION CENTER
 C/O FREEMAN
 777 NE M L King Blvd.
 Portland, OR 97232

Freeman will receive shipments at the exhibit facility beginning **12 FEBRUARY 2018**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (775) 355-4600

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.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (775) 355-4600.

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 Reno Exhibitor Services at (775) 355-4600 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 to take advantage of advance order discount rates, place your order by 22 JANUARY 2018.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for 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 preshow procedures and move-in, please go to www.freeman.com/FAQPreshow

For more information and helpful hints on postshow procedures and move-out, please go to www.freeman.com/FAQPostshow

Call Freeman's Exhibitor Services department at (775) 355-4600 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



FIRE MARSHAL'S RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well. All natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Each fireplace must additionally have a Carbon Monoxide detector with alarm and a protective barrier to safeguard against risk of being burned. No wood burning fireplaces are permitted.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

**DISCOUNT PRICE
DEADLINE DATE
22 JANUARY 2018**

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

FREEMAN method of payment

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

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 the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference 464484 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
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.

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:

AMERICAN EXPRESS **MASTERCARD** **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	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR		
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

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

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY 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"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY 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 email.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA **Freeman does not accept credit cards via e-mail.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO 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 a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's 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 e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this 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 unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

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

Freeman

TRANSPORTATION COMPLETE



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

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

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

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



F R E E M A N
INNOVATION DEDICATED TO YOUR BRAND

FREEMAN

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

DESTINATION

- I will be shipping to the **WAREHOUSE**
FRTR/Exhibiting Company Name
& **Booth #** _____
Hold for: **OCEAN SCIENCES MEETING 2018**
c/o FREEMAN / TRIUMPH
330 SE Division Pl.
Portland, OR 97202

MUST BE DELIVERED BY 5 FEBRUARY 2018

- I will be shipping to the **SHOW SITE**
FRTR/Exhibiting Company Name
& **Booth #** _____
Hold for: **OCEAN SCIENCES MEETING 2018**
OREGON CONVENTION CENTER
c/o FREEMAN
777 NE M L King Blvd.
Portland, OR 97232

CANNOT BE DELIVERED BEFORE 12 FEBRUARY 2018

TYPE OF SERVICE - Choose One

- 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, or truckload

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 Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature.

So we may print your Outbound Material Handling Agreement and labels, please complete the following information if **different from pick up address:**

Ship to address:

Number of Labels: _____

FAX THIS COMPLETED FORM VIA:
E-mail:
exhibit.transportation@freeman.com
or
Fax: (469) 621-5810

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

SHOW # 464484

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.

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

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered 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 Observed 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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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$108.75	217.50
Special Handling Shipment.....	\$141.50	283.00
Carpet and/or Pad Only Shipment.....	\$163.25	326.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$114.25	228.50
Special Handling Shipment.....	\$148.75	297.50
Uncrated or Pad Wrapped Shipment.....	\$171.50	343.00
Carpet and/or Pad Only Shipment.....	\$171.50	343.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 5 FEBRUARY 2018.....	\$ 27.25	54.50
Show Site Shipment after Show Opening.....	\$ 28.75	57.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 28.75	57.50
Special Handling Shipment.....	\$ 37.25	74.50
Uncrated or Pad Wrapped Shipment.....	\$ 43.00	86.00
Carpet and/or Pad Only Shipment.....	\$ 43.00	86.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 28.75	57.50
Special Handling Shipment.....	\$ 37.25	74.50
Uncrated or Pad Wrapped Shipment.....	\$ 43.00	86.00
Carpet and/or Pad Only Shipment.....	\$ 43.00	86.00
Shipments returned to warehouse after close of show (1,000 lb minimum)*.....	\$ 28.25	282.50

*In addition to above rates.

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			Tax	N/A
			Total	

Portland FY18 464484

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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.

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/PROVIDENCE: _____ ZIP/POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: SAME AS SHIP TO

COMPANY NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/PROVIDENCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation

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

Other Carrier

Carrier Name: _____

Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers are 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 the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: 12 JANUARY 2018

DEADLINE DATE IS: 5 FEBRUARY 2018

TO: _____
EXHIBITOR NAME

**C/O FREEMAN / TRIUMPH
330 SE DIVISION PL.
PORTLAND, OR 97202**

WAREHOUSE

EVENT: OCEAN SCIENCES MEETING

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: 12 JANUARY 2018

DEADLINE DATE IS: 5 FEBRUARY 2018

TO: _____
EXHIBITOR NAME

**C/O FREEMAN / TRIUMPH
330 SE DIVISION PL.
PORTLAND, OR 97202**

WAREHOUSE

EVENT: OCEAN SCIENCES MEETING

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

D O N O T D E L A Y

NOT BEFORE 12 FEBRUARY 2018

TO: _____

EXHIBITOR NAME

**C/O FREEMAN
OREGON CONVENTION CENTER
777 NE M L KING BLVD.
PORTLAND, OR 97232**

SHOWSITE

OCEAN SCIENCES MEETING

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

D O N O T D E L A Y

NOT BEFORE 12 FEBRUARY 2018

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PORTLAND, OR 97202**

HANGING SIGN

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EVENT: OCEAN SCIENCES MEETING

BOOTH NO. _____ NO. OF PIECES _____

FURNISH FORWARD

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 18**

Powered Locking Pedestal, 42" | 85063 | **Page 27**



SEATING

Naples



CHAIR *SELECT*
black vinyl **810119**

36"L 30"D 33"H
⊕ Powered options available



LOVESEAT *SELECT*
black vinyl **830120**

62"L 30"D 33"H
⊕ Powered options available



SOFA *SELECT*
black vinyl **830119**

87"L 30"D 33"H
⊕ Powered options available

Heathrow



ARMLESS CHAIR *SELECT*
black vinyl **810116**

24"L 24"D 28"H



CORNER CHAIR *SELECT*
black vinyl **810117**

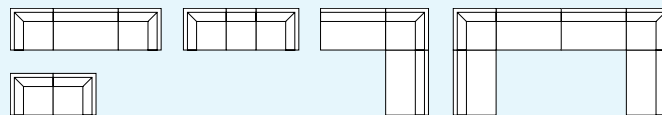
24"L 24"D 28"H



SOFA *SELECT*
black vinyl **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach



SOFA *SELECT*
platinum suede **8301**

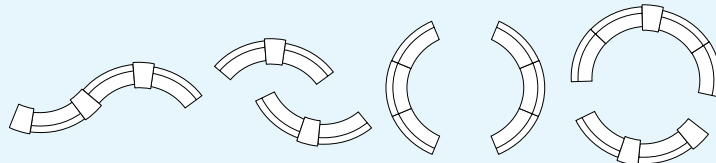
69"L 29"D 33"H



OTTOMAN *SELECT*
platinum suede **8151**

25"L 31"D 18"H

possible configurations



Key Largo



LOVESEAT *SELECT*
black fabric **830950**

57"L 35"D 34"H



SOFA *SELECT*
black fabric **830951**

79"L 35"D 34"H



CHAIR *SELECT*
black fabric **810950**

35"L 35"D 34"H

SEATING

Allegro

CHAIR **SELECT**

blue fabric **81019**

36"L 34.5"D 30"H



SOFA **SELECT**

blue fabric **83015**

73"L 34.5"D 30"H



Fairfax

CHAIR **SELECT**

white vinyl/brushed metal **810949**

27"L 26"D 30"H



SOFA **SELECT**

white vinyl/brushed metal **830949**

62"L 26"D 30"H



Hopi

CHAIR **SELECT**

gray linen **810140**

21"L 25"D 34"H



LOVESEAT **SELECT**

gray linen **830150**

48"L 25"D 34"H



Tangiers

CHAIR **SELECT**

beige fabric **810118**

34"L 37"D 36"H



SOFA **SELECT**

beige fabric **830118**

78"L 37"D 36"H



Roma

CHAIR **SELECT**

white vinyl **81020**

37"L 31"D 33"H

⊕ Powered options available



SOFA **SELECT**

white vinyl **83016**

78"L 31"D 33"H

⊕ Powered options available



⊕ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**
white vinyl **815122**
black vinyl **815123**

34"L | 34"D | 15"H

ENDLESS CURVE OTTOMAN **SELECT**
white vinyl **815953**
black vinyl **815952**

60.5"L | 37.5"D | 15"H



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

60"L | 20"D | 18"H

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

39"L | 23"D | 18"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 5, 26**

Regis Bench/Table | 82074 | **Page 21**

Swanson Swivel Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 25**

Regis End Table | 82075 | **Page 21**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

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

18"L 18"D 18"H



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

17"Round 18"H



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

20"L 20"D 20"H

BANQUETTES

CENTER CONE *SELECT*
 8506

38"Round 51"H

Powered

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

QUARTER CURVE OTTOMAN *SELECT*
 8507

53"L 22"D 18"H



possible configurations

(4) quarter curve ottoman

72"Round 18"H

(1) center cone
 (4) quarter curve ottomans

72"Round 51"H

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL CHAIRS

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

21"W | 23"L | 32"H

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

20"W | 21"L | 33"H

LAGUNA CHAIR **SELECT**
maple/chrome 810861

18"L | 19"D | 34"H



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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 27**

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**
 espresso vinyl **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



ICE SIDE CHAIR **SELECT**

transparent **810814**

17"L 20"D 32"H

MALBA CHAIR **SELECT**

gray molded plastic **810131**
 green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



LUXOR HIGH BACK EXECUTIVE CHAIR **SELECT**

black vinyl **810807**

27"L 28"D 47"H Adjustable

PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H

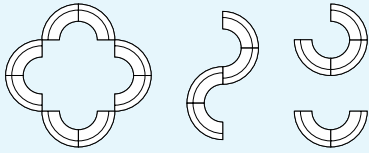


BARS & BARSTOOLS

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

67"L | 22"D | 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**
71088

22"W | 18"L | 46"H

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

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

LAGUNA BARSTOOL **SELECT**
 maple/chrome **810860**

18"L | 20"D | 47"H



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

18"W | 17.75"L | 44"H

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

15" Round | 23-33.5"H | Adjustable



APEX BARSTOOL **SELECT**
 black vinyl **810951**
 blue ultra suede **810952**
 red vinyl **810953**
 white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

white vinyl/chrome **810103**
black vinyl/chrome **810104**

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

white vinyl/chrome **810840**
black vinyl/chrome **810834**

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



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

ICE BARSTOOL **SELECT**

transparent/chrome legs **810815**

16"L 14"D 38"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

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



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

GIN BARSTOOL **SELECT**

maple wood/chrome **810505**

16"L 16"D 33"H

OSLO BARSTOOL **SELECT**

blue plastic/chrome **810200**
white plastic/chrome **810201**

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 19**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**

Ice Barstool | 810815 | **Page 13**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

	24"D	30"H	3'L	4'L	6'L	8'L
Draped			124330	124430	124630	124830
Draped on Fourth Side					12404630	12404830
Undraped			125330	125430	125630	125830

COUNTERS

	24"D	42"H	3'L	4'L	6'L	8'L
Draped			124342	124442	124642	124842
Draped on Fourth Side					12404642	12404842
Undraped			125342	125442	125642	125842

TABLES*

	30"D	30"H	3'L	4'L	6'L	8'L
Draped			130330	130430	130630	130830
Draped on Fourth Side					12404630	12404830
Undraped			131330	131430	131630	131830

COUNTERS*

	30"D	42"H	3'L	4'L	6'L	8'L
Draped			130342	130442	130642	130842
Draped on Fourth Side					12404642	12404842
Undraped			131342	131442	131642	131842

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



BLACK-TOP CAFÉ **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



BLACK-TOP BISTRO **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



BUTCHER BLOCK-TOP CAFÉ **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



BUTCHER BLOCK-TOP BISTRO **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H



STANDARD BASE CAFÉ TABLE **SELECT**
liquid white 820232

30" Round 29"H



STANDARD BASE BAR TABLE **SELECT**
liquid white 820231

30" Round 42"H



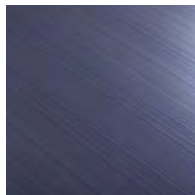
HYDRAULIC BASE CAFÉ TABLE **SELECT**
maple 8201208

30" Round 29"H



HYDRAULIC BASE BAR TABLE **SELECT**
maple 8201207

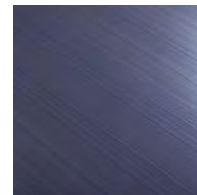
30" Round 45"H



actual color

STANDARD BASE CAFÉ TABLE **SELECT**
blue steel 8201203

30" Round 29"H



actual color

STANDARD BASE BAR TABLE **SELECT**
blue steel 8201204

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
maple **8201205**
36" Round 45"H



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



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



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
white laminate **820125**
36" Round 45"H



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



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



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



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

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



MANHATTAN TABLE **SELECT**
glass/brushed metal base **82033**

42" Round 29"H



Alondra

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

20"L 20"D 20"H

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

47"L 24"D 16"H



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

20"L 20"D 21"H

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

47"L 24"D 17"H



OCCASIONAL, END & COCKTAIL TABLES

Geo

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

20"L 20"D 21"H



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

47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome 82035

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome 82034

50"L 22"D 16"H

Sydney

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

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**
black laminate/brushed steel 82076
white laminate/brushed steel 82053

48"L 26"D 18"H

⚡ Powered options available



⚡ See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

Oliver

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

22" Round 22"H

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

47"L 27"D 19"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 18**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 17**



OCCASIONAL, END & COCKTAIL TABLES

Regis

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

16"L 15.5"D 16.5"H

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

47"L 15.5"D 16"H



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

15"Round 22"H

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

20"L 20"D 20"H



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

42"L 42"D 29"H



*Electrical power must be ordered separately

CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H



42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H

6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



8' RECTANGULAR CONFERENCE TABLE **SELECT**

granite **820115**

96"L 44"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H

MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H



COMMUNAL TABLE (MAPLE WITH GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H

82059

72"L 26"D 42"H



COMMUNAL TABLE (MAPLE) **SELECT**

laminate/metal

82067

72"L 26"D 30"H

82068

72"L 26"D 42"H

COMMUNAL TABLE (WHITE) **SELECT**

laminate/metal

82063

72"L 26"D 30"H

82066

72"L 26"D 42"H



FREEMAN

OFFICE



MADISON DESK **SELECT**
gray acajou **84075**

60"L 30"D 29"H



MADISON CREDENZA **SELECT**
gray acajou **84077**

60"L 20"D 29"H



MADISON BOOKCASE **SELECT**
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



WORK DESK *SELECT*
white laminate **820706**

48"L 24"D 30"H



MERLIN TABLE *SELECT*
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Aura Round Table | 820844 | **Page 21**

Key Largo Chair | 810950 | **Page 4**

Black Diamond Stool | 71088 | **Page 12**

Sydney Table, Powered | 82076 | **Page 19, 27**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H



Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

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

72"L 26"D 18"H

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

72"L 26"D 30"H

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

72"L 26"D 42"H



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

60"L 30"D 30"H

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

48"L 26"D 18"H



POWERED

POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H

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

24"L 24"D 42"H



BANQUETTE

CENTER CONE **SELECT**
8506

38" Round 51"H

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



Power Panel Detail

*Electrical power must be ordered separately

STORAGE

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

16"L 20"D 28"H



FILE CABINET
WITH LOCK **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



REFRIGERATOR



SMALL
REFRIGERATOR* **ESSENTIALS**
75057

19"W 19"L 34"H



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

28"L 28"D 64"H

LIGHTING



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

16" Round 26"H



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

18" Round 55"H



*Electrical power must be ordered separately

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ITEMS PICTURED BELOW

Bench Ottoman | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 27**



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

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



TABLET STAND ACCESSORIES

BROCHURE HOLDER* *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* *SELECT*

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* *SELECT*

black **850713**

14.85"L 7.17"D 1"H



**To be ordered with the tablet stand*

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT *ESSENTIALS*
220121

42"H

CHROME SIGN HOLDER *ESSENTIALS*
220118

Holds 22" x 28" sign

ROUND LITERATURE RACK *ESSENTIALS*
750135

17"W | 17"L | 57"H

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



FLAT LITERATURE RACK *ESSENTIALS*
750136

10"W | 55"H

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

CHROME COAT TREE *ESSENTIALS*
220109

ALUMINIUM EASEL *ESSENTIALS*
220134

CHROME BAG RACK *ESSENTIALS*
220110

SPECIAL DRAPING (not pictured)

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



ACCESSORIES



FLOOR-STANDING BULLETIN BOARD *ESSENTIALS*
10201484

48"W | 96"L | 78"H



CORRUGATED WASTEBASKET *ESSENTIALS*
220106



WASTEBASKET *ESSENTIALS*
wastebasket color may vary.
220107

FREEMAN

850 Spice Island Dr
Sparks, NV 89431
(775) 355-4600 Fax: (469) 621-5617

**ONLINE PRICE
DISCOUNT PRICE
22 JANUARY 2018**

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
_____	810119*	Chair.....	684.30	752.75	958.00	_____
_____	830120*	Loveseat.....	919.80	1,011.80	1,287.70	_____
_____	830119*	Sofa.....	1,018.45	1,120.30	1,425.85	_____
Heathrow Group -Black Vinyl						
_____	810116*	Armless Chair.....	518.75	570.65	726.25	_____
_____	810117*	Corner Chair.....	604.70	665.15	846.60	_____
_____	830116*	Sofa.....	878.45	966.30	1,229.85	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	891.15	980.25	1,247.60	_____
_____	8151*	Ottoman.....	391.45	430.60	548.05	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	722.50	794.75	1,011.50	_____
_____	830951*	Sofa.....	798.85	878.75	1,118.40	_____
_____	810950*	Chair.....	569.70	626.65	797.60	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	703.40	773.75	984.75	_____
_____	83015*	Sofa.....	1,123.45	1,235.80	1,572.85	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	448.75	493.65	628.25	_____
_____	830949*	Sofa.....	767.05	843.75	1,073.85	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	309.00	339.90	432.60	_____
_____	830150*	Sofa.....	395.50	435.05	553.70	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	607.90	668.70	851.05	_____
_____	830118*	Sofa.....	849.80	934.80	1,189.70	_____
Roma Group - White Vinyl						
_____	81020*	Chair.....	789.30	868.25	1,105.00	_____
_____	83016*	Sofa.....	1,206.25	1,326.90	1,688.75	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	439.20	483.10	614.90	_____
_____	815123*	Endless Square - Black Vinyl.....	439.20	483.10	614.90	_____
_____	815953*	Endless Curve - White Vinyl.....	595.20	654.70	833.30	_____
_____	815952*	Endless Curve - Black Vinyl.....	595.20	654.70	833.30	_____
_____	815120*	Bench - White Vinyl.....	528.35	581.20	739.70	_____
_____	815121*	Bench - Black Vinyl.....	528.35	581.20	739.70	_____
_____	815119*	Half-Bench - White Vinyl.....	491.30	540.45	687.80	_____

FREEMAN furnishings

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before 22 JANUARY 2018

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**
 COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81518*	Vibe Cube - Blue Vinyl.....	200.50	220.55	280.70	_____
_____	81519*	Vibe Cube - Red Vinyl.....	200.50	220.55	280.70	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	200.50	220.55	280.70	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	200.50	220.55	280.70	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	200.50	220.55	280.70	_____
_____	81530*	Vibe Cube - Black Vinyl.....	178.25	196.10	249.55	_____
_____	81531*	Vibe Cube - White Vinyl.....	178.25	196.10	249.55	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	305.90	336.50	428.25	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	305.90	336.50	428.25	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	305.90	336.50	428.25	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	305.90	336.50	428.25	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	305.90	336.50	428.25	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	305.90	336.50	428.25	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	305.90	336.50	428.25	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	305.90	336.50	428.25	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	305.90	336.50	428.25	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	305.90	336.50	428.25	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	286.45	315.10	401.05	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	828.10	910.90	1,159.35	_____
_____	8507*	Quarter Curve Ottoman.....	546.95	601.65	765.75	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	144.25	158.70	201.95	_____
_____	71090	Black Diamond Arm Chair.....	174.60	192.05	244.45	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	183.00	201.30	256.20	_____
_____	210108	Limerick® Chair by Herman Miller.....	97.90	107.70	137.05	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	1,110.75	1,221.85	1,555.05	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	1,110.75	1,221.85	1,555.05	_____
_____	810948*	Meeting Chair - White Vinyl.....	394.65	434.10	552.50	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	302.35	332.60	423.30	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	394.65	434.10	552.50	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	556.95	612.65	779.75	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	630.15	693.15	882.20	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	292.85	322.15	410.00	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	135.95	149.55	190.35	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	132.85	146.15	186.00	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	165.50	182.05	231.70	_____
_____	810851*	Zenith Chair - White/Chrome.....	213.20	234.50	298.50	_____
_____	810841*	Rustique Chair - Gunmetal.....	175.05	192.55	245.05	_____
_____	810837*	Razor Armless Chair - White High Density Plastic....	82.75	91.05	115.85	_____
_____	810875*	Swanson Swivel Chair - White Vinyl.....	372.40	409.65	521.35	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	152.75	168.05	213.85	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	152.75	168.05	213.85	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	168.65	185.50	236.10	_____

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total																					
Conference Chairs																											
_____	71046	Gray Gaslift Chair With Arms.....	292.30	321.55	409.20	_____																					
_____	71045	Gray Gaslift Chair Without Arms.....	276.75	304.45	387.45	_____																					
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	439.20	483.10	614.90	_____																					
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	445.60	490.15	623.85	_____																					
_____	810807*	Luxor Executive Chair - Black Vinyl.....	592.00	651.20	828.80	_____																					
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	394.65	434.10	552.50	_____																					
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	394.65	434.10	552.50	_____																					
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	490.15	539.15	686.20	_____																					
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	490.15	539.15	686.20	_____																					
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	512.45	563.70	717.45	_____																					
Bars & Barstools																											
_____	8501*	Martini Bar.....	1,950.95	2,146.05	2,731.35	_____																					
_____	71088	Black Diamond Stool.....	174.60	192.05	244.45	_____																					
_____	71048	Gray Gaslift Stool with Arms.....	323.00	355.30	452.20	_____																					
_____	71047	Gray Gaslift Stool without Arms.....	307.50	338.25	430.50	_____																					
_____	810860*	Laguna Barstool - Maple/Chrome.....	231.00	254.10	323.40	_____																					
_____	210109	Limerick® Stool by Herman Miller.....	149.70	164.65	209.60	_____																					
_____	810872*	Lift Barstool - Gray Vinyl/Chrome.....	226.00	248.60	316.40	_____																					
_____	810873*	Lift Barstool - Red Vinyl/Chrome.....	226.00	248.60	316.40	_____																					
_____	810871*	Lift Barstool - Black Vinyl/Chrome.....	226.00	248.60	316.40	_____																					
_____	810870*	Lift Barstool - White Vinyl/Chrome.....	226.00	248.60	316.40	_____																					
_____	810951*	Apex Barstool - Black Vinyl.....	286.45	315.10	401.05	_____																					
_____	810952*	Apex Barstool - Blue Ultra Suede.....	286.45	315.10	401.05	_____																					
_____	810953*	Apex Barstool - Red Vinyl.....	286.45	315.10	401.05	_____																					
_____	810954*	Apex Barstool - White Vinyl.....	286.45	315.10	401.05	_____																					
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	264.15	290.55	369.80	_____																					
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	264.15	290.55	369.80	_____																					
_____	810850*	Zenith Barstool - White/Chrome.....	213.20	234.50	298.50	_____																					
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	423.30	465.65	592.60	_____																					
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	423.30	465.65	592.60	_____																					
_____	810848*	Christopher Barstool - White.....	292.85	322.15	410.00	_____																					
_____	810815*	ICE Barstool - Transparent/Chrome.....	311.90	343.10	436.65	_____																					
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	471.00	518.10	659.40	_____																					
_____	810839*	Rustique Barstool - Gunmetal.....	175.05	192.55	245.05	_____																					
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	235.50	259.05	329.70	_____																					
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	334.20	367.60	467.90	_____																					
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	334.20	367.60	467.90	_____																					
Draped Tables & Counters																											
<table border="1"> <tr> <td colspan="7">Draped Tables - Tables are 24" wide</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td colspan="2"></td> </tr> </table>							Draped Tables - Tables are 24" wide							<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		
Draped Tables - Tables are 24" wide																											
<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																							
_____	124330	Draped Table 3'L x 30"H.....	152.50	167.75	213.50	_____																					
_____	124430	Draped Table 4'L x 30"H.....	152.50	167.75	213.50	_____																					
_____	124630	Draped Table 6'L x 30"H.....	170.45	187.50	238.65	_____																					
_____	124830	Draped Table 8'L x 30"H.....	192.65	211.90	269.70	_____																					
_____	12404630	4th Side Drape 6'L x 30"H.....	64.40	70.85	90.15	_____																					

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Draped Tables & Counters (cont'd)						
Draped Tables - Tables are 24" wide						
<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						
_____	124342	Draped Counter 3'L x 42"H.....	178.80	196.70	250.30	_____
_____	124442	Draped Counter 4'L x 42"H.....	178.80	196.70	250.30	_____
_____	124642	Draped Counter 6'L x 42"H.....	209.60	230.55	293.45	_____
_____	124842	Draped Counter 8'L x 42"H.....	238.10	261.90	333.35	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	84.70	93.15	118.60	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	84.70	93.15	118.60	_____
Undraped Tables & Counters						
Undraped Tables - Tables are 24" wide						
_____	125330	Undraped Table 3'L x 30"H.....	86.35	95.00	120.90	_____
_____	125430	Undraped Table 4'L x 30"H.....	86.35	95.00	120.90	_____
_____	125630	Undraped Table 6'L x 30"H.....	94.70	104.15	132.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	105.85	116.45	148.20	_____
_____	125342	Undraped Counter 3'L x 42"H.....	93.60	102.95	131.05	_____
_____	125442	Undraped Counter 4'L x 42"H.....	93.60	102.95	131.05	_____
_____	125642	Undraped Counter 6'L x 42"H.....	104.40	114.85	146.15	_____
_____	125842	Undraped Counter 8'L x 42"H.....	113.75	125.15	159.25	_____
Table Top Risers - Risers are 8" wide						
_____	1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
Pedestal Tables - SoHo Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	181.40	199.55	253.95	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	238.05	261.85	333.25	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	128.25	141.10	179.55	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	236.35	260.00	330.90	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	267.65	294.40	374.70	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	238.10	261.90	333.35	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	238.10	261.90	333.35	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	267.70	294.45	374.80	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	267.70	294.45	374.80	_____
Pedestal Tables						
_____	820232*	Standard Base Cafe Table - Liquid White.....	383.15	421.45	536.40	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	352.25	387.50	493.15	_____
_____	8201208*	Hydraulic Base Cafe Table - Maple.....	462.00	508.20	646.80	_____
_____	8201207*	Hydraulic Base Bar Table - Maple.....	480.00	528.00	672.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (cont'd)						
_____	8201203*	Standard Base Cafe Table - Blue Steel.....	330.65	363.70	462.90	_____
_____	8201204*	Standard Base Bar Table - Blue Steel.....	395.50	435.05	553.70	_____
_____	8201209*	Hydraulic Base Cafe Table - Graphite.....	513.00	564.30	718.20	_____
_____	8201211*	Hydraulic Base Bar Table - Graphite.....	528.00	580.80	739.20	_____
_____	8201206*	Hydraulic Base Cafe Table - Maple.....	525.00	577.50	735.00	_____
_____	8201205*	Hydraulic Base Bar Table - Maple.....	522.00	574.20	730.80	_____
_____	820224*	Hydraulic Base Cafe Table - Liquid White.....	531.50	584.65	744.10	_____
_____	820230*	Hydraulic Base Bar Table - Liquid White.....	531.50	584.65	744.10	_____
_____	820126*	Hydraulic Base Cafe Table - White Laminate.....	540.75	594.85	757.05	_____
_____	820125*	Hydraulic Base Bar Table - White Laminate.....	565.45	622.00	791.65	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	423.30	465.65	592.60	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	423.30	465.65	592.60	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	333.70	367.05	467.20	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	364.60	401.05	510.45	_____
Occasional, End & Cocktail Tables						
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	359.60	395.55	503.45	_____
_____	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	381.90	420.10	534.65	_____
_____	82033*	Manhattan Table - Glass/Brushed Metal Base.....	429.65	472.60	601.50	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	309.00	339.90	432.60	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	429.50	472.45	601.30	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	309.00	339.90	432.60	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	429.50	472.45	601.30	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	364.60	401.05	510.45	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	373.90	411.30	523.45	_____
_____	82035*	Geo End Table - Glass/Chrome.....	276.90	304.60	387.65	_____
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	305.55	336.10	427.75	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	334.20	367.60	467.90	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	334.20	367.60	467.90	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	407.35	448.10	570.30	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	407.35	448.10	570.30	_____
_____	82088*	Oliver End Table - Walnut Finish.....	324.45	356.90	454.25	_____
_____	82087*	Oliver Table - Walnut Finish.....	364.60	401.05	510.45	_____
_____	82075*	Regis End Table - Brushed Metal.....	334.20	367.60	467.90	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	471.00	518.10	659.40	_____
_____	820844*	Aura Round Table - White Metal.....	184.60	203.05	258.45	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	286.45	315.10	401.05	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	432.60	475.85	605.65	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	432.60	475.85	605.65	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	607.90	668.70	851.05	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	541.05	595.15	757.45	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	571.65	628.80	800.30	_____
_____	820708*	42" Round Conference Table - White Laminate.....	569.70	626.65	797.60	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	766.30	842.95	1,072.80	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	899.20	989.10	1,258.90	_____

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Conference Tables (con't)						
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	692.15	761.35	969.00	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,381.25	1,519.40	1,933.75	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,381.25	1,519.40	1,933.75	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	709.70	780.65	993.60	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	996.15	1,095.75	1,394.60	_____
_____	82067*	Communal Table 30"H - Maple.....	709.70	780.65	993.60	_____
_____	82068*	Communal Table 42"H - Maple.....	996.15	1,095.75	1,394.60	_____
_____	82063*	Communal Table 30"H - White.....	709.70	780.65	993.60	_____
_____	82066*	Communal Table 42"H - White.....	996.15	1,095.75	1,394.60	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	825.05	907.55	1,155.05	_____
_____	84077*	Madison Credenza - Gray Acajou.....	689.05	757.95	964.65	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	587.10	645.80	821.95	_____
Computer Desk/Tables						
_____	820706*	Work Desk - White Laminate.....	490.15	539.15	686.20	_____
_____	820707*	Merlin Table - Gray Laminate.....	512.45	563.70	717.45	_____

POWERED

Powered Seating						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	970.80	1,067.90	1,359.10	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,304.90	1,435.40	1,826.85	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,502.25	1,652.50	2,103.15	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	970.70	1,067.75	1,359.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,502.25	1,652.50	2,103.15	_____
Powered Tables						
_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	639.75	703.75	895.65	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	884.75	973.25	1,238.65	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	1,155.30	1,270.85	1,617.40	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	865.70	952.25	1,212.00	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	760.65	836.70	1,064.90	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	588.80	647.70	824.30	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	588.80	647.70	824.30	_____
Powered Product Pedestals						
_____	85060*	Powered Locking Pedestal 36" H, Black.....	709.70	780.65	993.60	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	709.70	780.65	993.60	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	846.60	931.25	1,185.25	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	846.60	931.25	1,185.25	_____

DISPLAY & ACCESSORIES

Product Storage						
_____	84080*	3 Door File Cabinet on Castors - Black	264.15	290.55	369.80	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	230.95	254.05	323.35	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	317.60	349.35	444.65	_____

FREEMAN furnishings

Take advantage of the Online price by ordering at www.freeman.com before 22 JANUARY 2018

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total																		
Refrigerator																								
_____	75057	Small Refrigerator.....	462.10	508.30	646.95	_____																		
_____	8503001*	Refrigerator - White.....	1,104.40	1,214.85	1,546.15	_____																		
Lighting																								
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	219.60	241.55	307.45	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	327.80	360.60	458.90	_____																		
Display																								
_____	75020	Display Cylinder - Black - Low.....	220.35	242.40	308.50	_____																		
_____	75021	Display Cylinder - Black - Medium.....	238.10	261.90	333.35	_____																		
_____	75022	Display Cylinder - Black - High.....	256.55	282.20	359.15	_____																		
_____	75030	Display Cube - Black - 12" Small.....	269.60	296.55	377.45	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	288.70	317.55	404.20	_____																		
_____	75032	Display Cube - Black - 24" Large.....	327.45	360.20	458.45	_____																		
_____	75079	Orion Computer Kiosk - Black.....	421.80	464.00	590.50	_____																		
_____	72056	Display Counter - Black.....	500.85	550.95	701.20	_____																		
Tablet Stand																								
_____	850714*	Mobile Tablet Stand - White.....	366.00	402.60	512.40	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	366.00	402.60	512.40	_____																		
Tablet Stand Accessories																								
_____	850711*	Brochure Holder - Black.....	41.35	45.50	57.90	_____																		
_____	850712*	Wireless Printer Holder - Black.....	41.35	45.50	57.90	_____																		
_____	850713*	Charging Shelf - Black.....	41.35	45.50	57.90	_____																		
Accessories																								
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	163.65	180.00	229.10	_____																		
_____	220118	Chrome Sign Holder.....	165.10	181.60	231.15	_____																		
_____	750135	Round Literature Rack.....	250.00	275.00	350.00	_____																		
_____	750136	Flat Literature Rack.....	221.45	243.60	310.05	_____																		
_____	220109	Chrome Coat Tree.....	80.90	89.00	113.25	_____																		
_____	220134	Aluminum Easel.....	61.55	67.70	86.15	_____																		
_____	220110	Chrome Bag Rack.....	104.40	114.85	146.15	_____																		
_____	10201484	Floor Standing Bulletin Board.....	384.80	423.30	538.70	_____																		
_____	220106	Corrugated Wastebasket.....	27.70	30.45	38.80	_____																		
_____	220107	Wastebasket.....	N/A	N/A	N/A	_____																		
Special Drape																								
<table border="1"> <tr> <td colspan="6">Special Drape</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>							Special Drape						<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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_____	12103	Special Drape 3'H (per ft.).....	21.65	23.80	30.30	_____																		
_____	12108	Special Drape 8'H (per ft.).....	23.90	26.30	33.45	_____																		

TOTAL COST		
_____	+	_____ = _____
Sub-Total	0% 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.

FREEMAN

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Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

**ONLINE PRICE
DISCOUNT PRICE
22 JANUARY 2018**

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____

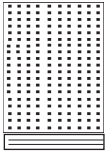

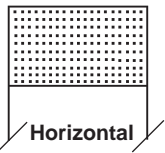

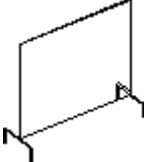
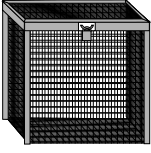


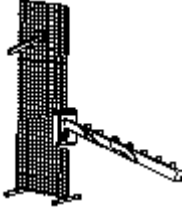





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ACCESSORIES

 Vertical  PERFBOARD - SINGLE SIDED	 Horizontal  PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 COLLAPSIBLE SECURITY CONTAINER
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
___	10201178	1m x 8'H Single Side-Vert...	\$226.45	249.10	317.05	___
___	10201182	1/2m x 8'H Single Side-Vert...	\$226.45	249.10	317.05	___
___	10201480	4' x 8' Single Side-Horz...	\$210.65	231.70	294.90	___
___	102040	4" Single Hook.....	\$5.10	5.60	7.15	___
___	102060	6" Single Hook.....	\$5.10	5.60	7.15	___
___	102080	8" Single Hook.....	\$5.10	5.60	7.15	___
___	10205	12" Shelf Bracket.....	\$17.10	18.80	23.95	___
___	10207	7-Ball Waterfall.....	\$29.75	32.75	41.65	___
GRIDS						
___	103028	Chrome Grid.....	\$176.05	193.65	246.45	___
___	103010	Black Grid.....	\$176.05	193.65	246.45	___
___	103011	White Grid.....	\$176.05	193.65	246.45	___
___	103040	Grid Legs - Chrome.....	\$24.25	26.70	33.95	___
___	103041	Grid Legs - Black.....	\$24.25	26.70	33.95	___
___	103042	Grid Legs - White.....	\$24.25	26.70	33.95	___
___	103030	Grid Connectors.....	\$29.75	32.75	41.65	___
___	10303	3-Ball Waterfall.....	\$24.25	26.70	33.95	___
___	10305	5-Ball Waterfall.....	\$26.55	29.20	37.15	___
___	10307	7-Ball Waterfall.....	\$29.75	32.75	41.65	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10309	Cleaver Clip.....	\$4.95	5.45	6.95	___
___	103044	4" Single Hook.....	\$5.10	5.60	7.15	___
___	103046	6" Single Hook.....	\$5.10	5.60	7.15	___
___	103048	8" Single Hook.....	\$5.10	5.60	7.15	___
ACCESSORIES						
___	151010	Collapsible Security Contr. ..	\$504.45	554.90	706.25	___
___	15905	Fish Bowl.....	\$ 66.05	71.55	91.05	___
___	159011	Ticket Tumbler - Small.....	\$106.30	116.95	148.80	___
___	10405	Garment Rack.....	\$151.40	166.55	211.95	___
___	10404	4-way Slant Arm.....	\$165.10	181.60	231.15	___
___	10403	2-way Straight Arm.....	\$138.70	152.55	194.20	___

TOTAL COST			
Sub-Total	_____	+ Tax	N/A = TOTAL _____

Don't see what you need?
Please call an Exhibitor Services Representative @ (775) 355-4600.

FREEMAN accessories
Take advantage of the Online price by ordering at www.freeman.com before 22 JANUARY 2018

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**ONLINE PRICE
DISCOUNT PRICE
22 JANUARY 2018**

**INCLUDE THE FREEMAN METHOD
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NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

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ACCESSORIES FOR RENTAL UNITS

SHOW CASES



SHOWCASE 6' FULL-VIEW



SHOWCASE 4' QUARTER VIEW



SHOWCASE 6' UPRIGHT



SHOWCASE 6' UPRIGHT TOWER

Fluorescent Lighting. Solid Sides. White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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SHOWCASES						
___	101061	6' Full View Showcase	\$ 579.85	\$ 637.85	\$ 811.80	\$ _____
___	101044	4' Quarter View Showcase	\$ 579.85	\$ 637.85	\$ 811.80	\$ _____
___	1010203	6' Upright Showcase	\$ 747.05	\$ 821.75	\$1,045.85	\$ _____
___	1010200	6' Upright Tower Showcase	\$ 690.80	\$ 759.90	\$ 967.10	\$ _____

QUICK TIPS

- Remember to order in advance to save time and money.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

Electrical service and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

TOTAL COST		
Sub-Total _____	+ Tax	N/A = TOTAL _____

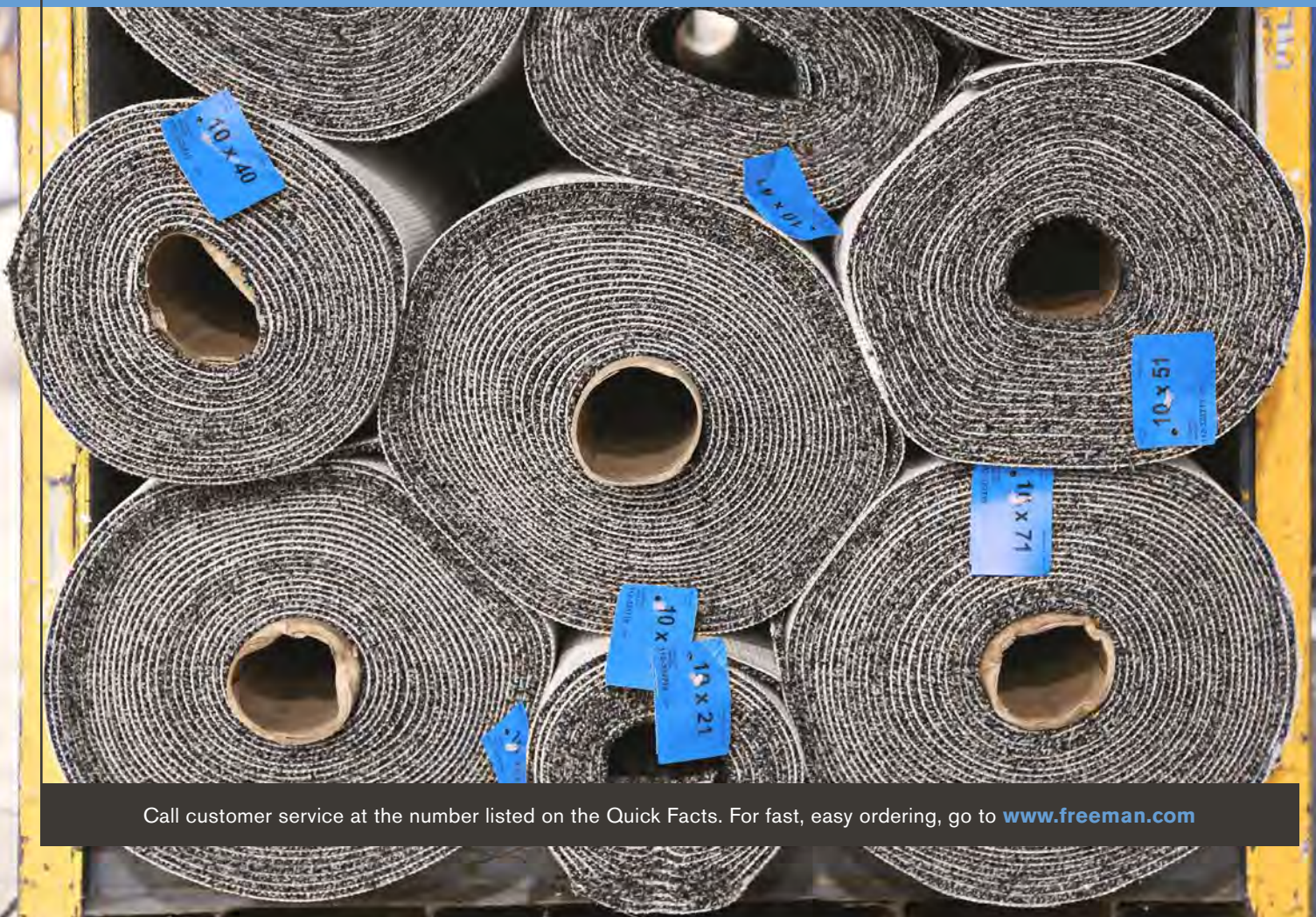
FREEMAN showcases

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FROM THE GROUND UP

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

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



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

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

FREEMAN

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Sparks, NV 89431
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E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

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

10' CLASSIC CARPET, PADDING AND PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 360.70	\$ 396.75	\$ 505.00	\$ _____
_____	10' x 20' Classic Carpet	\$ 721.40	\$ 793.55	\$1009.95	\$ _____
_____	10' x 30' Classic Carpet	\$1082.10	\$1190.30	\$1514.95	\$ _____
_____	10' x 40' Classic Carpet	\$1442.80	\$1587.10	\$2019.90	\$ _____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 122.55	\$ 134.80	\$ 171.55	\$ _____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 245.10	\$ 269.60	\$ 343.15	\$ _____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 367.65	\$ 404.40	\$ 514.70	\$ _____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 490.20	\$ 539.20	\$ 686.30	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$ 245.10	\$ 269.60	\$ 343.15	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$ 490.20	\$ 539.20	\$ 686.30	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$ 735.30	\$ 808.85	\$1029.40	\$ _____
_____	10' x 40' Carpet Padding - Double Layer	\$ 980.40	\$1078.45	\$1372.55	\$ _____
_____	Plastic Covering (price per sq. ft.).....	\$ 0.90	\$ 1.00	\$ 1.25	\$ _____

9' CLASSIC CARPET, PADDING AND PLASTIC COVERING**

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$ 210.25	\$ 231.30	\$ 294.35	\$ _____
_____	9' x 20' Classic Carpet	\$ 420.50	\$ 462.55	\$ 588.70	\$ _____
_____	9' x 30' Classic Carpet	\$ 630.75	\$ 693.85	\$ 883.05	\$ _____
_____	9' x 40' Classic Carpet	\$ 841.00	\$ 925.10	\$1177.40	\$ _____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 110.30	\$ 121.35	\$ 154.40	\$ _____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 220.60	\$ 242.65	\$ 308.85	\$ _____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 330.90	\$ 364.00	\$ 463.25	\$ _____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 441.20	\$ 485.30	\$ 617.70	\$ _____
_____	9' x 10' Carpet Padding - Double Layer	\$ 220.60	\$ 242.65	\$ 308.85	\$ _____
_____	9' x 20' Carpet Padding - Double Layer	\$ 441.20	\$ 485.30	\$ 617.70	\$ _____
_____	9' x 30' Carpet Padding - Double Layer	\$ 661.80	\$ 728.00	\$ 926.50	\$ _____
_____	9' x 40' Carpet Padding - Double Layer	\$ 882.40	\$ 970.65	\$1235.35	\$ _____
_____	Plastic Covering (price per sq. ft.).....	\$ 0.90	\$ 1.00	\$ 1.25	\$ _____

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 _____	+ Tax _____	= TOTAL _____

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before 22 JANUARY 2018

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

**ONLINE PRICE
DISCOUNT PRICE
22 JANUARY 2018**

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$3.75

CHOOSE YOUR CARPET COLOR:

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

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.75	\$4.15	\$5.25	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz.

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.70	\$ 5.15	\$ 6.60	_____
Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.25	\$ 4.70	\$ 5.95	_____

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)	Online	Discount	Standard	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.45	\$ 6.00	\$ 7.65	_____
Over 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.10	\$ 5.60	\$ 7.15	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$1.19

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90 - 700 sq. ft.)(price per sq. ft.)	\$ 1.25	\$ 1.40	\$ 1.75	_____
_____	Carpet Padding (Over 700 sq. ft.)(price per sq. ft.)	\$ 1.00	\$ 1.10	\$ 1.40	_____
_____	Double Carpet Padding (90 - 700 sq. ft.)(price per sq. ft.)	\$ 2.50	\$ 2.80	\$ 3.50	_____
_____	Double Carpet Padding (Over 700 sq. ft.)(price per sq. ft.)	\$ 2.00	\$ 2.20	\$ 2.80	_____

FY17 Portland 464484

TOTAL COST		
Sub-Total _____	+ Tax	N/A = TOTAL _____

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at www.freeman.com before 22 JANUARY 2018

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 booth 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

Other 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 Above



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” BOOTH PACKAGE

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

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

DISCOUNT PRICE
DEADLINE DATE
22 JANUARY 2018

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to 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	Total
Package 1	<input type="checkbox"/> 10' x 10'	3275.35	4585.50	<input type="checkbox"/> 10' x 20'	6240.15	8736.20	_____
Package 2	<input type="checkbox"/> 10' x 10'	1889.70	2645.60	<input type="checkbox"/> 10' x 20'	3607.25	5050.15	_____
Package 3	<input type="checkbox"/> 10' x 10'	2628.55	3679.95	<input type="checkbox"/> 10' x 20'	5011.15	7015.60	_____
Package 4	<input type="checkbox"/> 10' x 10'	2789.45	3905.25	<input type="checkbox"/> 10' x 20'	5316.70	7443.40	_____
Package 5	<input type="checkbox"/> 10' x 10'	2464.60	3450.45	<input type="checkbox"/> 10' x 20'	4699.60	6579.45	_____
Package 6	<input type="checkbox"/> 10' x 10'	2570.45	3598.65	<input type="checkbox"/> 10' x 20'	4900.85	6861.20	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfbord

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. 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 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 Dark Green Font Type _____

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

Indicate exactly how you want your company name to appear:

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

TOTAL COST

Sub-Total _____ + Tax N/A = TOTAL _____

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617


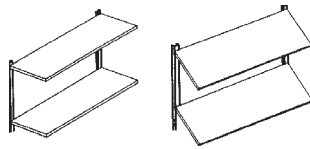
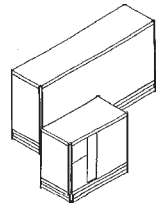
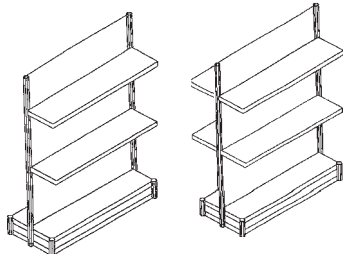
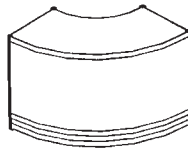
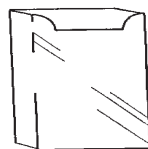
DISCOUNT PRICE
DEADLINE DATE
22 JANUARY 2018

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

NAME OF SHOW: OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS		
<p>LIGHTS (use only on rentals)</p> 	<p>SHELVES (use only on rentals)</p> 	<p>CABINETS</p> 
<p>GONDOLAS</p> 	<p>RADIUS CABINET (does not have doors)</p> 	<p>LITERATURE POCKETS</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
<i>(electrical service & labor to install lights not included)</i>					
___	172512	Arm Light (200w).....	171.00	239.40	___

CABINETS & LOCKS					
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.....	596.15	834.60	___
___	17306	1M x 1/2M x 42" High.....	596.15	834.60	___
___	17308	2M x 1/2M x 36" High.....	819.10	1146.75	___
___	17309	2M x 1/2M x 42" High.....	819.10	1146.75	___
___	173010	1M Radius x 1/2M x 36" High...	893.15	1250.40	___
___	173011	1M Radius x 1/2M x 42" High..	893.15	1250.40	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	35.40	49.55	___
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	511.55	716.15	___
___	174542	Double Sided 1M x 4' High.....	889.55	1245.35	___
___	174581	Single Sided 1M x 8' High.....	1023.15	1432.40	___
___	174582	Double Sided 1M x 8' High.....	1779.00	2490.60	___

SHELVES					
___	17201	1M Straight (37" x 12").....	107.70	150.80	___
___	17206	1M Angled (37" x 12").....	134.05	187.65	___

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature.....	51.30	71.80	___

TOTAL COST					
Sub-Total _____ + Tax <u>N/A</u> = TOTAL _____					

Don't see what you need?
Please call an Exhibitor Sales Specialist at (775) 355-4600

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

FREEMAN exhibit accessories

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

**DISCOUNT PRICE
DEADLINE DATE
22 JANUARY 2018**

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

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,046.35	\$1,464.90	_____	_____
40" H x 8' W	\$1,219.80	\$1,707.70	_____	_____

PURCHASE*			QTY.	TOTAL
Size	Discount Price	Standard Price		
40" H x 6' W	\$1,307.90	\$1,831.05	_____	_____
40" H x 8' W	\$1,482.80	\$2,075.90	_____	_____

*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-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

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

Fabric Panel Colors for All Units: Black Gray
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver
Other Colors Also Available for Purchase Units
9'x10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo
Table Drape:
 Black Blue Burgundy Green Gold

FLOOR UNIT



RENTAL			QTY.	TOTAL
Size	Discount Price	Standard Price		
8' H x 8' W	\$1,744.40	\$2,442.15	_____	_____
8' H x 10' W	\$2,088.40	\$2,923.75	_____	_____

PURCHASE*			QTY.	TOTAL
Size	Discount Price	Standard Price		
8' H x 8' W	\$2,967.00	\$4,153.80	_____	_____
8' H x 10' W	\$3,487.25	\$4,882.15	_____	_____

*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-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver
Other Colors Also Available for Purchase Units
9'x10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

All Classic carpets 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

Part #	Description	RENTAL			PURCHASE				
		Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$218.15	\$305.40	_____	_____	\$310.75	\$435.05	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$112.80	\$157.90	_____	_____	\$226.85	\$317.60	_____
1715802	Straight Shelf	_____	\$ 86.65	\$121.30	_____	_____	\$157.60	\$220.65	_____
1715803	Angle Shelf	_____	\$ 86.65	\$121.30	_____	_____	\$157.60	\$220.65	_____

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 _____ + Tax _____ N/A _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax _____ N/A _____ = TOTAL _____

FREEMAN

850 Spice Island Drive
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617

DISCOUNT PRICE
 DEADLINE DATE
 22 JANUARY 2018

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

FREEMAN graphics

NAME OF SHOW: OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
 Please see the artwork guidelines 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 in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
\$17.65 per sq.ft. discount price
 sq. ft. _____ x or = \$ _____
\$26.50 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

Note: 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 checked="" 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"	_____ @	\$47.00	\$70.50 = \$	_____
7" x 22"	_____ @	\$47.00	\$70.50 = \$	_____
7" x 44"	_____ @	\$59.35	\$89.05 = \$	_____
9" x 44"	_____ @	\$68.35	\$102.55 = \$	_____
11" x 14"	_____ @	\$47.00	\$70.50 = \$	_____
14" x 22"	_____ @	\$63.00	\$94.50 = \$	_____
14" x 44"	_____ @	\$99.75	\$149.65 = \$	_____
22" x 28"	_____ @	\$99.75	\$149.65 = \$	_____
28" x 44"	_____ @	\$171.00	\$256.50 = \$	_____
20" x 60" (white only)	_____ @	\$171.00	\$256.50 = \$	_____

Note: File conversion, retouching, cloning or color correcting 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 _____ + Tax N/A = TOTAL _____

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire 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. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also 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 must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: www.freeman.com

UNION REGULATIONS

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

CARPENTERS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. Full time employees of the exhibiting companies may set their own exhibits without assistance in a booth no larger than 10' x 20' provided the exhibit can be set up without the use of power tools or ladders. This does not apply to the unpacking and placement of your merchandise.

If your exhibit is larger than 200 sq. ft., you must use union personnel which can be supplied by the Official Decorating Contractor.

MATERIAL HANDLING

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 a.m. to 4:30 p.m. Monday through Friday	\$ 123.75	\$ 173.25
Overtime-	4:30 p.m. P.M. to 8:00 a.m. Monday through Friday, All day Saturday, Sunday and observed holidays	\$ 222.25	\$ 311.25

- **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 man - labor thereafter is charged in half (1/2) hour increments
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ _____ N/A
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)						= \$ _____
Tax						= \$ _____ N/A
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

FREEMAN installation & dismantle labor

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing 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

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

FREEMAN installation & dismantle labor

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to 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 and all day Saturday, Sunday and Observed 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 Freeman Service Desk to pickup 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
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$181.75	\$254.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	241.50	338.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	205.25	287.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	250.25	350.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	236.25	330.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	296.00	414.50
304040	Forklift w/operator - 4-Stage - ST.....	194.25	272.00
304041	Forklift w/operator - 4-Stage - OT.....	252.25	353.25

RIGGING LABOR			
3020100	Rigger - ST.....	148.50	208.00
3020101	Rigger - OT.....	222.75	312.00

VEHICLE SPOTTING			
257024	Vehicle Spotting (Round Trip).....	\$ 368.00	

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	N/A
_____							Total	

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

FREEMAN forklift / rigging labor

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
HANGING SIGN LABOR AND EQUIPMENT

PLEASE PROVIDE THE FOLLOWING INFORMATION

ALL ORDERS MUST BE COMPLETE TO MEET THE DISCOUNT DEADLINE DATE. PLEASE REFER TO THE INSTRUCTION SECTION FOR COMPLETE INFORMATION NEEDED.

Regardless of previous usage, an authorized signature is required at the top of this form and the following information is to be completed.

IMPORTANT NOTE: Hanging structures are permitted in most areas of the Convention Center with the exception of meeting rooms and lobbies. You must comply with all Convention Center weight limitations and hanging structure requirements. Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.

Structure Description

- Include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type of Material: _____

Please specify: wood, cloth, metal, plastic, truss, vinyl, etc.

Shape of Structure: _____

Please specify: square, triangle, rectangle, round, banner, etc.

truss only 12" box 20" box

Number of Signs to be hung: _____

Size: Height _____

Length _____

Width _____

Diameter _____

Weight of Hanging Structure: (in pounds) _____

Any hanging structure that weighs in excess of 100 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.

• Are you using chain motor(s)? Quantity: _____

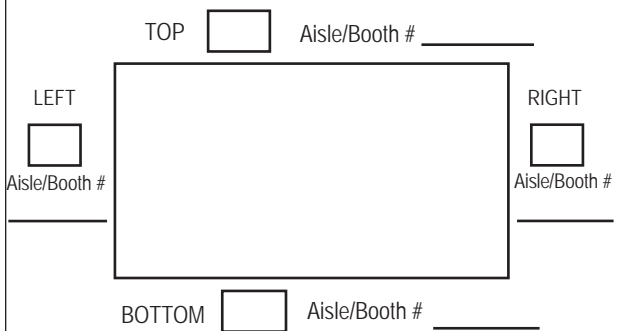
- Chain Hoist Rotating Motor
- Exhibitor Provided Freeman Provided

Structural Integrity of Hanging Structure

- Please attach CERTIFIED WEIGH BILL and CERTIFIED STRUCTURAL ENGINEERED DRAWING
- Banners not requiring assembly weighing less than 100 lbs DO NOT REQUIRE CERTIFICATION.
- Include a copy of the weight specifications for all Truss Structures
- Refer to Show Management Rules & Regulations for height restrictions
- Exhibitors who comply with all outlined regulations will be given first priority.

PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the large box below. Place booth dimensions in the small boxes. Indicate surrounding aisle or booth numbers for orientation.



No. of feet from the floor to the top of the hanging structure _____

No. of feet from the floor to bottom of hanging structure _____

No. of feet from the floor to top of ground structure _____

No. of feet in from LEFT SIDE of exhibit space _____

No. of feet in from RIGHT SIDE of exhibit space _____

No. of feet in from BOTTOM of exhibit space _____

No. of feet in from TOP of exhibit space _____

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

Does your hanging structure require electricity? YES NO

Does your hanging structure have lights? YES NO

How many people are required to assemble the hanging structure? _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

HANGING STRUCTURE

Install-Date/Time _____ AM/PM

Dismantle-Date/Time _____ AM/PM

Please indicate Method of Supervision your require:

- OK to proceed without Exhibitor Supervision
- Wait for Exhibitor Supervision
- Display House to supervise

Please note this is only a request. All dates and times are not guaranteed (depending on work to be performed).

INBOUND SHIPPING

Shipping to Advance Warehouse

Deadline for Receipt: **5 FEBRUARY 2018**

Shipping to Show Site

Date of Arrival: _____ AM/PM

See Reverse side for instructions, installation, equipment, & labor rates.

Please contact Exhibitor Sales at 755.355.4600 for a Truss & Lighting package quote.

INSTRUCTIONS

FREEMAN REQUIRES AN ENGINEER PRINT OF TRUSS AND LIGHTING RIGGING. PLEASE PROVIDE A DWG FILE OF THE RIGGING PLOT WITH LOAD REQUIRED INFORMATION 3 WEEKS PRIOR TO MOVE IN. INCOMPLETE INFORMATION MAY PROHIBIT YOUR TRUSS RIG FROM BEING HUNG.

For pre rigging please contact Freeman for availability.

Lighting Designer Information. Note: (OREGON CONVENTION CENTER) rigging regulations must be adhered to.

Name: _____
 Company Name: _____
 Phone: _____ Email: _____

- All Sign Structure/Truss and Motor System orders must be accompanied by both a Weight Certificate and a Certified Structural Engineered Drawing.
- All ground supported truss systems that exceed a height of 12' will require seismic safety cables. Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure on three points.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time, will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.

CHARGES FOR HANGING - TIME & MATERIAL BASIS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- Size and weight of structure determines labor & equipment requirements - in most cases 2-man crews will be utilized. 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 will be charged accordingly.
- There will be an additional charge for any cables, connectors, or other equipment needed to assemble or rig structures as well as labor to verify weight on hang points. Recrating of signs by Freeman will be handled on a time and material basis

- ****For some events an 8 hour minimum charge of \$933.00 each way could apply.
- One hour minimum per lift crew, assembler and/or supervisor
 - **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 on Observed Holidays

SIGN HANGS ONLY	Straight Time	Over Time
Condor with Crew per hour		
Advanced Price	\$ 614.00	\$ 844.00
Show Site Price	\$ 859.75	\$ 1181.75

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor	Per Person Per Hour	Advanced Price	Show Site Price
		\$ 123.75	\$ 222.25
		\$ 173.25	\$ 311.25

ASSEMBLY ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

INSTALLATION ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

DISMANTLE ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

TOTAL ESTIMATED COST: _____

INSTALLATION

FREEMAN IS RESPONSIBLE FOR ASSEMBLY OF ALL HANGING EQUIPMENT, TRUSS AND SIGNS. No display houses will be allowed to assemble any hanging structures, due to seismic codes. However, they may supervise. Set up instructions must be provided for signs needing assembly. Dismantling may be done by a display house after Freeman lowers structure. Installation and dismantle times will be established by Freeman per availability of halls and access to area.

METHOD OF SUPERVISION REQUIREMENTS ARE: OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION, THE FOLLOWING APPLIES:

- Must have diagrams and be received in our Warehouse.
- We will make every attempt to coordinate hangs, when possible, prior to your assigned freight target.
- Exhibitors who require labor to hang from the ceiling PRIOR to installing their displays must contact us prior to move-in, to schedule the necessary labor and equipment.
- All hanging material **MUST** be sent in a separate container directly to the Freeman warehouse, with the special enclosed **HANGING MATERIAL** labels.
- **Deadline for receipt: 5 FEBRUARY 2018**
 Company Name and Booth Number _____
 For: **OCEAN SCIENCES MEETING 2018**
 c/o FREEMAN / TRIUMPH
 330 SE Division Pl.
 Portland, OR 97202
 Attention: Hanging Structure
- Bill of Lading must be marked: "Hanging Sign/Ceiling Hung Material"

EXHIBITOR OR DISPLAY HOUSE SUPERVISION, THE FOLLOWING APPLIES:

- In cases where materials are not delivered to our warehouse with complete instructions & diagrams prior to move-in, please be aware of the following:
- Exhibit personnel **MUST CHECK-IN** at the Freeman Service Desk upon receipt of hanging materials at booth. Show site check-ins will not be guaranteed same day or straight time installation. Next day hangs for on-site deliveries will be installed after advance scheduled hangs are completed
- Exhibitor understands and agrees that if their representative does not check in at the Freeman Service Desk at the time/date assigned, (per Freeman's notification) when structures are ready to hoist, they will **FORFEIT** their rights to have their own supervision.

SHOW SITE ORDERS MIGHT NOT BE ACCEPTED due to advance clearance requirements. **Show Site prices will apply to all labor orders placed at show site.**

STRUCTURAL INTEGRITY STATEMENT

The enclosed Structural Integrity Statement must be signed by the display house and/or exhibitor, guaranteeing that the stress points for hanging have been engineered properly. Structures will not be hung if, in the opinion of the contractor and/or facility, they are deemed unsafe. All information must be forwarded to Freeman for approval in advance of move in.

AUTHORIZED BY: _____

DATE: _____

- This form must be returned with the following:
- Structural Integrity Statement
 - Certified engineered blue print
 - Drawing indicating height, length and width dimensions
 - Certified weigh bill
 - Orientation drawing showing position within the booth space and height from the floor to the top of the sign.

TOTAL COST		
Sub-Total	+ Tax	N/A = TOTAL

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at the **OCEAN SCIENCES MEETING 2018** 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, OREGON 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



**Compressed Air – Water – Natural Gas
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017 - 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____
Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

		Standard	Floor	Amount
Compressed Air	90-100 PSI (Service Outlet – ½" C10-26 Disconnect)			
	1 Service Connection	\$275.00	\$316.00	\$ _____
	Each Additional Connection	\$130.00	\$150.00	\$ _____
Water	55-65 PSI (Service Outlet – Garden Hose Thread)			
	1 Service Connection	\$265.00	\$305.00	\$ _____
	Each Additional Connection	\$130.00	\$150.00	\$ _____
	One Time Fill & Drain – 1-99 Gallons	\$140.00	\$161.00	\$ _____
	One Time Fill & Drain – 100-250 Gallons	\$265.00	\$305.00	\$ _____
	One Time Fill & Drain – 251-500 Gallons	\$365.00	\$420.00	\$ _____
	One Time Fill & Drain – Each Additional 100 Gallons	\$53.00	\$61.00	\$ _____
Need Drainage Connection – 2" Funnel Drain? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Natural Gas	¾" NPTM Thread			
	1 Service Connection	\$295.00	\$340.00	\$ _____
	Each Additional Connection	\$165.00	\$190.00	\$ _____
	For 2 lb. Gas Supply and Additional Connections		Call for rates	\$ _____
				SUBTOTAL: \$ _____

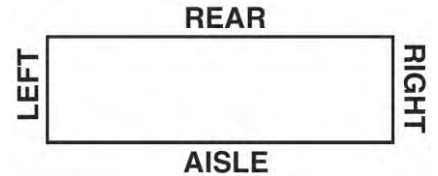
Exhibitor is responsible for required equipment regulators.

There is a minimum labor charge of one (1) hour for installation and ½ hour for removal for all air, water or gas orders.

Supplies and Materials	Each	Amount
All Air Fittings	\$10.00	\$ _____
All Pipe Fittings – up to ¾"	\$10.00	\$ _____
Engineering Labor	Per Hour	Amount
Monday - Sunday, 7am to 5pm	\$90.00	\$ _____
Air, Water, or Gas Installation/Removal Labor	\$135.00	\$ _____
Evenings After 5pm	\$135.00	\$ _____
Holidays	\$180.00	\$ _____
GRAND TOTAL		\$ _____

Connection Information: Exhibitors must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water connection. Natural gas is ¾" male NPTM thread.

- There is a minimum labor charge of one (1) hour for installation and ½ hour for removal of all air, water or gas orders.
- Service will be brought to the rear of the booth in the most convenient manner.
- Please show location on diagram at right, or attach floor plan if service is required at a specific location.



Terms of Service: I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.

Compressed Air • Water • Natural Gas Terms of Service

1. Services will be installed at the rear of the booth.
2. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
5. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
6. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
7. Unless otherwise directed, Convention Center engineers are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and do not include connecting equipment.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Internet ordering is available up to three (3) days prior to event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.



Save 3% by Ordering Online!

For online ordering, 2018 Ocean Sciences exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

<https://projection.boomerecommerce.com/Pages/Security/Login.aspx>



Fax: 301-459-0026 | Toll Free: 800-377-7650
E-Mail: exhibits@projection.com




As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

Company Name: _____ On-Site Contact: _____
 Booth #: _____ On-Site Contact Cell Phone #: _____
 Ordered By: _____ On-Site Contact E-mail: _____
 E-Mail Address: _____ Delivery Date: _____ Delivery Time: 8-10am 10am-12pm 1-3pm 3-5pm

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.

Computer/Video Flat Panel Displays		Qty.	*Advance Rate through 1/29/18	Standard Rate	Total
32" HD LED Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$515.00	\$618.00	
40" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$772.00	\$927.00	
46" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$850.00	\$1,004.00	
55" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$927.00	\$1,081.00	
65" HD LED Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,442.00	\$1,751.00	
Shelf to be Attached to Floor Stand			\$51.00	\$67.00	
Video Equipment		Qty.			Total
Blu-ray Player (with repeat)			\$154.00	\$180.00	
Computer Only Flat Panel Displays		Qty.			Total
23" LCD Resolution: 1920 X 1080 (Computer Only - No Internal Sound) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$283.00	\$335.00	
Computers & Accessories		Qty.			Total
Laptop: Quad Core Processor Win7/Office10, DVD/CD-R, 15.4" Display, Norton Anti-Virus, Wifi, Mouse & Cable Lock			\$463.00	\$541.00	
CALL for small format Desktop or Mac pricing.					
Computer Speakers			\$31.00	\$41.00	
Wireless PC Remote Control			\$26.00	\$36.00	
Wireless PC Keyboard			\$26.00	\$36.00	
Wireless PC Mouse			\$26.00	\$36.00	

***Rates published are for the entire length of the event.**

Audio Equipment		Qty.	*Advance Rate through 1/29/18	Standard Rate	Total	
Wireless UHF Mic Kit *Please Select Type Needed: <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld			\$257.00	\$335.00		
Small Exhibit Booth Sound System Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$257.00	\$335.00		
Large Exhibit Booth Sound System Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$360.00	\$438.00		

*Rates published are for the entire length of the event.

Value Add Specialty Items

Please call 800-377-7650 for Equipment and Labor quotes.

Video Wall



Stand out from the other booths on the show floor by presenting your message on our video wall.

Key Features:

- * Configure to fit your budget and booth
- * High impact visual focal point
- * Less power consumption than plasmas
- * Nearly seamless
- * From 4 to 100 displays

Additional Screen Options



Projection can offer various screen sizes and resolutions for your booth.

Screen Options: LCD & LED: 65" - 90"
 Touch Screens: 24" - 65"

Totals:

1) EQUIPMENT TOTAL:	1)		
2) SHIPPING & HANDLING - 15% of line 1:	2)		
3) EQUIPMENT SET-UP & DISMANTLE - 15% of line 1, or \$120.00, whichever is greater:	3)		
4) OPTIONAL DAMAGE WAIVER - 3% of line 1: <small>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</small>	4)		
5) ORDER SUB TOTAL:	5)		
6) STATE SALES TAX - N/A:	6)		N/A
7) TOTAL DUE:	7)		

Payment Information

Company Name:

Billing Address:

Purchaser Name:

City, State, Zip:

Method of Payment:

Visa

MasterCard

American Express

Check (US Only)

Wire Transfer

Card Number:

Expiration Date

Security Code:

**Please include any special notes or instructions
pertaining to your exhibit order here:**

Remit to:

PROJECTION

Toll Free: 800-377-7650

Projection Presentation Technology
5803 Rolling Road, Suite 200
Springfield, VA 22152
Fax All Orders To: 301-459-0026
E-Mail To: exhibits@projection.com

Projection Presentation Technology

For additional equipment needs and pricing please call 800-377-7650

****Please read and sign the Rental Agreement
terms on the bottom of page 4.****



Save 3% by Ordering Online!

For online ordering, 2018 Ocean Sciences exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

<https://projection.boomerecommerce.com/Pages/Security/Login.aspx>



Fax: 301-459-0026 | Toll Free: 800-377-7650
E-Mail: exhibits@projection.com



As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

Cancellation

Cancellation of equipment rental and services must be received **72 hours prior** to delivery date to avoid a 33% charge on equipment. If equipment and services have already been set up and delivered at the time of cancellation, labor and equipment will be charged in full.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **1/29/2018** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of// PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY 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 PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY 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 PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment 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 PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name: Booth Number:

Purchaser Name: Date:



**Booth Cleaning – Porter Service
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017- 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____

Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Exhibitor is responsible for the removal of any floor covering (i.e. plastic or visqueen) before services will be performed. The emptying of wastebaskets will be included with all cleaning services. There will be an additional charge for cleaning of carpets that are in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

ALL RATES BASED ON A GROSS SQUARE FOOT MINIMUM

Booth Vacuuming

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Daily		Booth Vacuuming	10' x 10'	\$42.00/day	\$48.00/day	\$
	Daily		Booth Vacuuming	10' x 20'	\$72.00/day	\$82.00/day	\$
	Daily		Booth Vacuuming	10' x 30'	\$102.00/day	\$118.00/day	\$
	Daily		Booth Vacuuming	20' x 20'	\$134.00/day	\$153.00/day	\$

For non-standard booth sizes, please call 503.235.7578 for a quote.

Porter Service

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Every 2 hours		Porter Service	Under 10,000 sq ft	\$70.00/day	\$79.00/day	\$
	Every 2 hours		Porter Service	Over 1,000 sq ft	\$85.00/day	\$95.00/day	\$
# of Hours							
	Hourly		Porter Service	Any Size	\$39.00/hr	\$42.00/hr	\$

Porter Service Includes:

- Emptying trash cans in booth
- Removing and recycling of empty boxes
- Wiping down tables and counters in booth

GRAND TOTAL \$ _____

Terms of Service: I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form.

Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.

Exhibitor Booth Cleaning – Porter Service Terms of Service

1. Oregon Convention Center operations department provides exclusive booth cleaning services. No outside contractors will be permitted to provide cleaning services.
2. Claims will NOT be considered unless filed by exhibitor prior to close of show.
3. All materials and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Advance orders shall receive priority service.
5. To receive the rates listed on this form, orders must be received prior to the show's first contracted move-in day, and payment must accompany order.
6. Credit will not be given for services already completed.
7. Cancellation of any ordered service must be received by the OCC Operations Department 72 hours prior to the first event day.
8. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.



**Electrical Services
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017 - 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____
Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Order Instructions

120 Volt Power Delivery

The cost of 120V outlets includes delivery to one location at the back of the booth.

There is a minimum labor charge of one (1) hour for installation and ½ hour for removal if you require the outlets to be distributed to a specific location.

Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location. Any adds, changes or deletions after initial installation may require additional labor charges.

208V/480V Power Delivery and Connections

Please contact the Operations Department for pricing for 208V/480V services not listed on the order form.

There is a minimum one (1) hour labor charge for installation and one half (1/2) hour for removal of 208V/480V service connections.

OCC electricians must make all high voltage connections and disconnects.

Island Booths

Include a detailed floor plan layout of your booth space with dimensions indicating outlet type and location. If a main power drop/delivery location is not indicated on the floor plan, OCC Electricians will deliver to the most convenient location.

24-Hour Services

Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days. If you require power at any other time, please order 24-hour power at two (2) times the outlet rate.

Terms of Service

I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

120 Volt	Quantity	Standard	Floor	Total
5 Amps (500 Watts)		\$130.00	\$156.00	\$
10 Amps (1000 Watts)		\$155.00	\$186.00	\$
15 Amps (1500 Watts)		\$180.00	\$216.00	\$
20 Amps (2000 Watts)		\$205.00	\$246.00	\$
SUBTOTAL:				\$
208 Volt Single Phase	Quantity	Standard	Floor	Total
5 Amps		\$207.00	\$248.00	\$
10 Amps		\$236.00	\$283.00	\$
15 Amps		\$266.00	\$319.00	\$
20 Amps		\$323.00	\$388.00	\$
30 Amps		\$387.00	\$464.00	\$
SUBTOTAL:				\$
208 Volt Three Phase	Quantity	Standard	Floor	Total
5 Amps		\$250.00	\$300.00	\$
10 Amps		\$277.00	\$332.00	\$
15 Amps		\$310.00	\$372.00	\$
20 Amps		\$373.00	\$448.00	\$
30 Amps		\$463.00	\$556.00	\$
SUBTOTAL:				\$
Rental Equipment	Quantity	Standard	Floor	Total
6-Outlet Power Strip		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
SUBTOTAL:				\$
Electrical Labor	Quantity	Standard	Total	
Mon - Sun, 7am-5pm		\$ 90.00	\$	
208V/480V Labor		\$135.00	\$	
Evenings after 5pm		\$135.00	\$	
Holidays		\$180.00	\$	
SUBTOTAL:				\$
GRAND TOTAL:				\$

Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)

Visa MasterCard American Express Discover Account No. _____ Exp. Date _____

Name: _____ Authorized Signature: _____

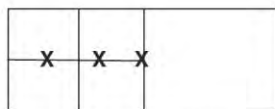
Payment in full must be rendered before service is provided.

Electrical Terms of Service

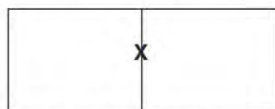
1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.
2. Use of open clip sockets, latex, or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than Oregon Convention Center electrician make electrical connections.
6. Special equipment requiring exhibitor-provided engineers or technicians for assembly, service, preparatory work and operation may be executed without an Oregon Convention Center electrician, however, all service connections and overload protection to such equipment must be made by an Oregon Convention Center electrician only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All material and equipment furnished by the Oregon Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Oregon Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be a minimum 14 gauge, 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off one hour after show closing on show days. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
15. Payment in full must be rendered prior to service connection.
16. Prices are based upon current wage rates and are subject to change without notice.
17. Advance orders shall receive priority service.
18. Obstructions blocking utility floor boxes are subject to relocation as necessary.
19. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

ELECTRICAL OUTLET PLACEMENT

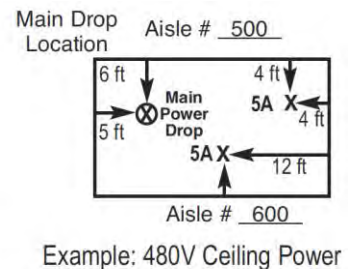
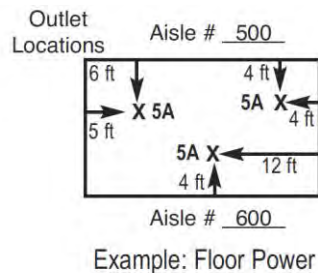
Outlets are located as depicted below for inline and peninsula booths. All other locations require labor on a time and material basis. Exhibitors with hard wall booths must make arrangements with OCC to bring power inside the booth on a time and material basis.



(In-Line Bths) (Penninsula)



(Back to Back Penninsulas)



For other commonly-asked questions, visit our website: www.oregoncc.org, or call 503.235.7578

Bring It To Me



2017

Exhibitor Booth Service Menu

“Let us bring it to you “

The Oregon Convention Center
777 N.E. Martin Luther King Blvd
Portland Oregon, 97232

Presented By:

pacific**wild** catering

Phone: 503-731-7851

Fax: 503-731-7888

Please Note: This will be the only menu

Available during your show



Bring It To Me

Our Exhibitor Hospitality Program has been developed to help exhibitors and maximize your productivity. You can enjoy everything from a box lunch service in your booth, soda service in the afternoon or a full reception. This program is also a great way for exhibitors to attract customers to their booth. The aromatic smell of freshly popped popcorn right on the show floor or a hosted Portland Roasting Coffee brewing is sure to entice attendees from the far corners of the exhibit hall.

The Exhibitor Hospitality Program is just another way to get the most out of your sales effort utilizing Pacific Wild catering, the exclusive food service provider for The Oregon Convention Center event. Exhibitors may simply fill out the order form and fax or e-mail it in. A confirmation will be sent to you once your request has been processed.

BREAKFAST

Assorted Breakfast Pastries (dz)	\$42.00
Bagels with Cream Cheese (dz)	\$42.00
Assorted Donuts (dz)	\$36.00
Whole Fresh Fruit (dz)	\$30.00
Sliced Seasonal Fruit (for 10)	\$95.00
Sliced Seasonal Fruit (for 25)	\$225.00

Smoked Turkey, Tillamook Cheddar, Butter Lettuce, Smoked Bacon, Homemade Pear Mustard, 9 Grain Bread

Veggie Wrap

Grilled Eggplant, Hummus, Mozzarella, Shitake Mushrooms, Roasted Peppers, Arugula, Pesto, Wheat Tortilla

LUNCH

GOURMET BOXED LUNCHES \$25.00 each
ALL GOURMET SANDWICHES ARE SERVED WITH:

- Tim's Cascade Chips
- Chocolate Chip Cookie
- Fresh Whole Fruit

Curried Tuna

Albacore Tuna Salad, Romaine Lettuce, Golden Raisins, Curry Dressing, Lemon Dill Mayo, Kaiser Roll

Chicken Caesar Wrap

Grilled Chicken Breast, Romaine Lettuce, Parmesan Cheese, Sun Dried Tomato Flour Tortillas

Ham and Cheese

Black Forest Ham, Local Brie, Micro Greens, Honey Mustard, Kaiser Roll

Smoked Turkey Club

HOT BEVERAGES Per Gallon

House Brewed Coffee	\$55.00
House Brewed Decaffeinated Coffee	\$55.00
Hot Water and Assorted Herbal Teas	\$54.00

SOFT DRINKS – Minimum order of 12 each

Our Soft Drinks are sold by the Can	
Assortment of Soda's (including diet)	\$4.00
Bottled Water	\$4.00
Rockstar Energy Drink	\$6.00

DOMESTIC BEERS

By the Bottle	\$6.00
Keg	\$395.00

MICRO BREWS

By the Bottle	\$7.00
Keg	\$495.00

HOUSE WINES

By the Bottle	\$37.50
Local Wine (Bottle)	\$42.50
Premium Wine (Bottle)	\$55.00

*All Alcoholic Beverages Require an Attendant at \$31.25 per hour,
4 hour minimum

All Prices Subject to 22% Administrative Charge, **Prices Subject to Change without Notice**



Bring It To Me

SNACKS

Fresh Baked Cookies (dz)	\$38.00
Gourmet Brownies (dz)	\$34.00
Tim's Cascade Chips with Dip (lb)	\$20.00

RECEPTION STYLE

(Each serves 50)

Artisan Cheese Display	\$525.00
Includes a variety of International & NW Cheeses with Assorted Breads	

Seasonal Crudités	\$450.00
Fresh Garden Vegetables With a Lemon & Herb Hummus	

PARTY TRAYS

SILVER DOLLAR SANDWICH PLATTER

Assorted Sandwiches to include, Turkey, Ham,
Vegetarian, Cheese, Lettuce and Tomatoes
Served with Chips and Assorted Condiments
\$160.00 (Serves 10) \$290.00 (Serves 20)

THE COMPLETE PACKAGE

An Assortment of Sandwiches,
Tossed Green Salad, Chips,
Assorted Dessert Bars, Cookies and Iced Tea
\$250.00 (Serves 10) \$490.00 (Serves 20)

COLD HORS D' OEUVRES

(Minimum Order of Four Dozen per selection)

Lemon Herb Hummus with Pita Chips	\$32.00
Caprese Skewers	\$36.00
Phyllo Cup with Chicken Curry	\$39.00
Smoked Salmon Potato Blinis	\$45.00
Beef Tartare on Green Olive Crostini	\$45.00

HOT HORS D' OEUVRES

(Minimum Order of Four Dozen per selection)

Spinach Feta Cheese Triangles	\$39.00
Foraged Mushroom Rice Fritters	\$41.00
Thai Chicken Brochette,	\$41.00
Spicy Peanut Sauce	
Shrimp Skewers, Pineapple Cumin Glaze	\$45.00
Beef Skewers, Green Onion, Soy Ginger	\$43.00
Bacon Cheese and Onion Quiche	\$41.00
Pacific Crab Cakes, Remoulade Aioli	\$56.00

FAVORITES & MISC

Buttery Popcorn Cart	\$300.00
Includes Popcorn Machine, Ingredients and Serving Cups (Serves 300 Guests*Requires Attendant \$125.00)	
Hot Pretzel Package	\$495.00
Includes Salt, Mustard & Napkins (Jumbo Pretzels/Serves 275 Guests)	
Water Cooler Rental (Power Needed)	\$35.00
5 Gallon Bottle of Water	\$35.00
20 lb Ice (per order)	\$30.00
Delivery Charge	\$25.00



All Prices Subject to 22% Administrative Charge
Prices Subject to Change without Notice

Order Form



ARAMARK dba: pacificwild catering
OREGON CONVENTION CENTER
777 NE Martin Luther King Jr. Blvd.
Portland, OR 97232
Phone (503) 731-7851 Fax (503) 731-7888
www.oregoncc.org

PLEASE FAX COMPLETED FROM TO: (503) 731-7888

NAME OF SHOW _____
COMPANY NAME _____
PERSON ORDERING _____
ON-SITE CONTACT _____
ADDRESS _____
PHONE _____ E-MAIL _____
FAX _____ BOOTH/ROOM _____ GUEST COUNT _____

Day of Week/Date	Delivery End Time	Quantity	Description	Item	Price	Total
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
					Sub-Total	_____
					22% Administrative Charge	_____
					Total	_____

GENERAL INFORMATION

pacificwild catering is the exclusive caterer for the Oregon Convention Center. Absolutely no food and/or beverage i.e. Candy, Logo Water, Espresso Machines, etc. are to be brought into the Oregon Convention Center. Please contact our Sales Office regarding additional menu options.

Deadline

All orders must be received 14 days prior to the first event day.
All orders received after the deadline will be processed with a 10% late fee.

Delivery Minimums

AUTHORIZATION FORM

_____ American Express _____ Visa _____ Mastercard

CARD HOLDERS NAME:: _____

CREDIT CARD # _____

EXPIRATION _____

SIGNATURE: _____

Each delivery with guest count less than 20 will be subject to a \$25.00 delivery fee.

PLEASE REMEMBER

- No food or beverage is to be brought into the Oregon Convention Center for any purpose without the consent of ARAMARK dba: pacificwild catering.
- Customer will pay total charges as specified on the catering order (s) as well as applicable charges on additional items ordered on site.
- All food and beverage is subject to 22% administrative charge.
- Under no circumstances does pacificwild take orders or credit card numbers over the phone. Customer must either fax or e-mail order with signature of cardholder
- All orders must be paid for in advance of delivery to booth or order will not be processed.



Telecommunications – Internet – Networking
Service Order Form
 NO FAX ORDERS

Oregon
 Convention
 Center

Effective dates: 07/01/2017 - 06/30/2018
 Prices subject to change without notice
 See other side for Terms of Service

Date Received _____
 Service Order # _____
 Ph: 503.235.7578
 Mail: Oregon Convention Center
 777 NE MLK Jr. Blvd.
 Portland, OR 97232
 Attn: OCC Operations Dept.
 Email: servicedesk@oregoncc.org

Shared Internet Access	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
Basic Internet – Wired – Up to 3Mbps for 1 device		\$230.00	\$260.00	\$920.00	\$1,040.00	
Business Class Internet – Wired – Up to 10 Mbps for 10 devices; includes 1 wired drop (use of layer 2 Ethernet switch permitted)	1	\$680.00	\$750.00	\$2,720.00	\$3,000.00	
Business Class – Wiring (additional device wiring for Business Class Internet)				\$120.00	\$140.00	
Business Class Wi-Fi – Up to 10 Mbps per connection		\$50.00	\$50.00	\$200.00	\$200.00	
Business Class Group Wi-Fi – Up to 10Mbps for 10 devices	1	\$340.00	\$380.00	\$1,360.00	\$1,520.00	
The use of routers – wired or wireless – or other network equipment, is prohibited without prior authorization. Please see complete Terms of Service for more information.					SUBTOTAL:	
Telephone Services	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
Standard Voice Line – Includes line with telephone		\$175.00	\$200.00	\$275.00	\$315.00	
Credit Card / Fax Line – Includes line with jack		\$175.00	\$200.00	\$275.00	\$315.00	
Do you want long distance? (please circle one) yes no	-	-	-	-	-	
					SUBTOTAL:	
Miscellaneous Services	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
Switch Rental 5-8 port		-	-	\$55.00	\$65.00	
Network Cable Rental – 25' or 50' Quantity: 25ft _____ ; 50ft _____		-	-	\$55.00	\$65.00	
Custom Requirements: (dedicated Internet access, public IP address, VLANs, etc. (call for pricing))				503.235.7578	503.235.7578	
					SUBTOTAL:	
Terms of Service: I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.					GRAND TOTAL:	

Service Placement

- Service will be installed at the rear of the booth
- Any variation must be marked on the diagram. Labor charges may apply
- Please attach a second page with additional placement information if necessary
- If island booth, please attach a drawing of an adjacent booth for reference



Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.

TELECOMMUNICATIONS – INTERNET – NETWORKING TERMS OF SERVICE

1. GENERAL: **A)** By using these Telephone/Internet/Networking services, or information available through these services, Customer agrees to be bound by all of the terms and conditions of use as set forth below. **B)** These terms and conditions may be updated from time to time without notice. Continued use of this service will indicate agreement to any such change. **C)** All floor boxes must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access. **D)** All Customer equipment must comply with FCC regulations where applicable. OCC reserves the right to limit use of outside communication devices, including wireless devices. **E)** Only OCC personnel are authorized to modify system wiring or cabling. **F)** OCC and/or its subcontractors shall not be liable for delays, failures, destruction, or malfunction of equipment and services, OR any consequences of the above, caused by, or due to fire, flood, water, the elements, power failure, explosions, civic disturbances, government regulatory requirements, acts of God, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of any third parties, or any other cause except for the sole negligence or willful misconduct of OCC. **G)** In no event shall OCC be liable to the Customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such damages include, but are not limited to loss of profits, loss or interruption of business, or other consequential or indirect economic loss. **H)** In the event of any violation of the terms contained herein, OCC reserves the right to suspend or terminate, either temporarily or permanently, any or all services provided. Customers who violate terms contained herein may additionally incur criminal and/or civil liability. OCC may refer violators to civil or criminal authorities for prosecution. **I)** Customer agrees to indemnify and hold OCC, Metro, the Metropolitan Exposition Recreation Commission and their affiliates, agents, telecommunications providers, service providers, officers, elected officials, employees and agents harmless from any claim, liability, loss, expense or demand, including attorneys' fees, related to a Customer's violation of the terms and conditions or the use of the services and information provided by OCC. **J)** The services provided are provided by OCC on an "as is" basis. Neither OCC nor its partners, providers, or affiliates make any representations or warranties of any kind, express or implied, as to the operation of the service, its contents, or any information made available by or through the services provided.

2. SERVICE ORDERS, PAYMENTS, & REFUNDS: **A)** Payment in full is required before service can be connected. **B)** All information on paper or online order forms must be complete, including acknowledgement of Terms of Service, or processing may be delayed. **C)** By providing an authorized signature on the front of the order form or by clicking on the "Place Order" button on the online order form, customer authorizes OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C)** Default placement of services will be applied - rear of booth, center of island booth, front of meeting rooms - unless placement is indicated on service order form or separately sent document. **D)** Full refunds will be granted if requested prior to the event start date. A \$100 charge per telephone line and a \$250 charge per Ethernet/data line cancelled will apply when request for cancellation is made on or after the event start date. Exception: Custom/Specially ordered services are non-refundable. **E)** Services installed but not used will not be refunded. **F)** Customer service issues must be reported to OCC during the event. In order for a refund to be considered, all claims must be filed with OCC prior to the close of the event.

3. EQUIPMENT & SERVICE PROCEDURES: **A)** OCC is the exclusive telecommunications provider at the Oregon Convention Center. Resale of services and 3rd party providers are prohibited without OCC approval. **B)** All material and equipment furnished by the OCC shall remain the property of OCC. Equipment may not be removed or relocated without OCC approval/staff assistance. **C)** Lost, stolen or damaged equipment will be charged to the Customer's authorized credit card at prevailing rates. **D)** Wired services will be delivered with one dropped cable and appropriate 4-wire (telephony) or 8-wire (data) modular jack per connection, unless otherwise specified. WiFi Internet access requires login/username and password, through web-based portal. **E)** Services are to be ordered by each Customer separately, and are not to be shared with other Customers. Customers sharing services purchased by another Customer will be disconnected from that service and/or required to place a separate order.

4. TELEPHONE/FAX/CC MACHINES: **A)** Service will be delivered over a standard RJ-11 jack. Standard analog phone set is available upon request. **B)** All "976," "900," and "10-10" dialing is restricted. **C)** Long distance dialing is available upon request; additional charges may apply. **D)** All devices must dial "9" for an outside line.

5. INTERNET/DATA SERVICES: **A)** Due to the nature of the Internet, OCC cannot guarantee performance or accessibility beyond our gateway. Traffic is monitored and every effort is made to maintain an acceptable level of performance for all users. **B)** The choice of Internet Service Provider (ISP) is at the sole discretion of OCC - if the Customer requires a specific 3rd party vendor, arrangements must be made 90 days prior to the move in date. **C)** OCC disclaims all warranties, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or any infringement. Furthermore, OCC does not warrant that use of the service will not be interrupted, available at any time or from any location, secured and error-free. Corrected defects are not warrantable and the service is not guaranteed free of viruses or other harmful components. **D)** Customer is responsible for the proper configuration of their own equipment and software. **E)** Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc. **F)** At no time shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. (see 8, and 9 below) **G)** At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. **H)** Any Customer device that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network.

6. SECURITY: **A)** OCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. **B)** OCC provides no firewall security or anti-virus protection. Customers are responsible for providing their own firewall security and anti-virus software. **C)** As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions. Customers whose equipment is known to be the origin of a security breach/intrusion shall be held liable for any damages to equipment, software, or proprietary information, AND/OR any damages due to network delays, interruption, troubleshooting, and/or repair. Each Customer must take proper security measures to protect their own equipment and software, and avoid any such damages. **D)** Internet access is provided without restrictions/blocked ports - Customer agrees to use Internet service only for its lawful, intended purposes. Use of this service for transmission, distribution, retrieval, or storage of any information, data, or other material in violation of any applicable law or regulation is prohibited. **E)** Customer agrees not to use the service to provide false information or to impersonate someone else, or to distribute computer viruses, worms, or any software intended to damage or alter a computer system. **F)** System or network security violations are prohibited, and may subject Customer to criminal and/or civil liability. OCC will investigate potential security violations, and may notify applicable law enforcement agencies if violations are suspected. **G)** Customer may not attempt to circumvent the authentication procedures or security of any host, network, network component, or account to access data, accounts, or systems which Customer is not expressly permitted to access. Customer shall not interfere or attempt to interfere with service to any other user.

7. WiFi SERVICES: **A)** OCC provides various tiered WiFi Internet access services and WLAN services. **B)** Complimentary WiFi zones are available in select lobby locations (see lobby signage). Performance levels are not guaranteed and customer service is not provided. **C)** Individual WiFi service plans available facility-wide are shared Internet services - speeds may vary based on overall network/Internet activity. Service must be purchased per individual device through an online sign up page available after connecting to the network. Customer service for individual accounts is available at 1 (888) 243-5685. **D)** The OCC Telecom department is the exclusive Internet Service Provider for OCC. Unlicensed radio frequency (RF) transmissions are inherently vulnerable to interference from other devices that transmit similar RF signals or that operate within the same frequency spectrum. OCC cannot guarantee that interference will not occur. A concerted effort will be made to provide "clean air" and identify unauthorized devices that may interfere with the performance of OCC's infrastructure and services provided to its Customers. The removal will be requested of any such identified device that is known to be on the premises and causing such interference.

8. OCC WIRELESS DEVICE POLICY

WHERE INTERNET ACCESS IS REQUIRED

A) Wired shared Internet connections will be charged per device with Internet access. Basic OCC material & labor is included in price. Upon authorization, Customer may use own cables/switch/non-wireless router to connect other devices, however access for those devices will still require payment. **B)** Wireless services provided by a common carrier - i.e. 3G/4G - are allowed, as they pertain to a one-to-one connection between a wireless device and the carrier point of access. **C)** The use of MiFi devices, EVDO routers, or other devices, for the purpose of providing Internet access to multiple end users violates OCC policy and is not allowed. **D)** The use of MiFi devices or WiFi access points (AP) to produce a WiFi signal which originates from within OCC may interfere with the operation of existing OCC networks, and is not allowed without prior authorization from the OCC Telecom department. **E)** When WiFi enabled devices are unable to use a direct Internet connection and must communicate with a local server, the use of a WiFi AP may be authorized under the following conditions: WiFi AP must be manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled. When local server/router is connected to Internet, denial of Internet access to connected WiFi enabled devices must be demonstrated to avoid charges for additional devices.

WHERE INTERNET ACCESS IS NOT REQUIRED

A) A wired local area network (LAN) may be created within a single booth without authorization from OCC. **B)** A LAN extending beyond a single booth, or between multiple booths, must be authorized by OCC, and may require the use of OCC infrastructure - charges may apply. **C)** LAN creation using a WiFi AP - i.e. for use by tablets, phones, etc. - must be authorized by OCC. Authorization will require that hardware is manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.