

**EASY IS NICE, ON ANY DEVICE.**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high gray and white back drape, 3' high gray side dividers and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo. **Show management requires that all booths be carpeted or have approved floor covering.** Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

**\*Career Center booths will include black carpeting, blue drape and midnight blue aisle carpet.**

**Any booths without floor covering at 5:00 PM on Saturday, March 28, 2020 will have carpet installed at the exhibitor's expense. Final trash collection will be done on Saturday night so all cartons must be unpacked by 5:00 PM.**

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by MARCH 5, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Thursday	March 26, 2020	8:00 AM - 5:00 PM	(For booths over 400 sq. ft. in size only)
Friday	March 27, 2020	8:00 AM - 5:00 PM	
Saturday	March 28, 2020	8:00 AM - 5:00 PM	(All empty crates & cases clear by 5:00 PM)
Sunday	March 29, 2020	8:00 AM - 12:00 PM	(No freight or unpacking - Product Placement Only)

**EXHIBIT HOURS**

Sunday	March 29, 2020	4:00 PM - 6:00 PM
Monday	March 30, 2020	10:00 AM - 4:00 PM
Tuesday	March 31, 2020	9:00 AM - 2:00 PM

**EXHIBITOR MOVE-OUT**

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

Tuesday	March 31, 2020	2:00 PM - 10:00 PM
Wednesday	April 1, 2020	8:00 AM - 5:00 PM

**We will begin returning empty containers at the close of the show.**

**Note: Overtime charges will be assessed for all labor and material handling after 4:30 PM during weekdays and all day on weekends. Refer to order forms for applicable rates.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by April 1, 2020 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by April 1, 2020 at 3:00 PM.

**POST SHOW PAPERWORK AND LABELS**

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (714) 254-3410 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

2170 S. Towne Centre Place, Ste 100  
Anaheim, CA 92806  
(714) 254-3410 fax (469) 621-5602  
FreemanAnaheimES@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](mailto:exhibit.transportation@freeman.com)

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **MARCH 5, 2020**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

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

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

**SHIPPING INFORMATION****Warehouse Shipping Address:**

**Exhibiting Company Name / Booth #**  
**AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020**  
C/O FREEMAN  
3456 E. MIRALOMA AVE  
ANAHEIM, CA 92806

Freeman will accept crated, boxed or skidded material beginning **FEBRUARY 25, 2020** at the above address. Material arriving after **MARCH 19, 2020** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**

**AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020**

C/O FREEMAN

ANAHEIM CONVENTION CENTER

1850 WEST STREET

ANAHEIM, CA 92802

NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. (See enclosed map.) Certified Weight Tickets must accompany all shipments.

Freeman will receive shipments at the exhibit facility beginning **MARCH 26, 2020**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

**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 (714) 254-3410.

**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 feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by MARCH 5, 2020.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

### EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.

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

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

## Interested in going green and saving money?

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



### 1 BEFORE THE SHOW booth structure

#### Option 1 Multiple Use

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

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

#### Option 2 One-time Use

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

### 2 carpet

#### Option 1 Rent

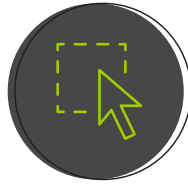
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

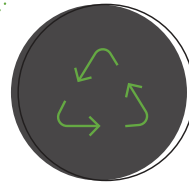
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



### 3 shipping



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



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



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

### 4 graphics

#### Option 1 Multiple Use

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

#### Option 2 One-time Use

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

### 5 printing



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



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



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

# 6

## ON SITE

### save energy



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



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



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

# 8

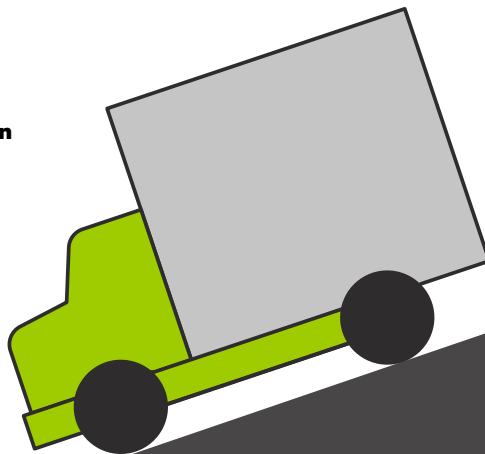
### shipping out

**Pack in, pack out.**

Leave no traces on show site.

**Join a caravan.**

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



# 7

## MOVE OUT

### train your team

Educate your installation and dismantling teams about **recycling and donation processes.**



# 9

### leftover materials

**Remember to label.**

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

**Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY\* DONATE-ABLE**

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

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

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

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

**TYPICALLY\* RECYCLABLE**

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

**Glass:** Green, brown, clear

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

**Metal:** Aluminum cans/ steel banding

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

**Wood:** Non-laminate wood



**ANAHEIM FIRE & RESCUE**  
Community Risk Reduction Division  
201 S. Anaheim Blvd., #300  
Anaheim, CA 92805  
(714) 765-4040  
tradeshowsinspector@anaheim.net



## **EXHIBITOR**

### **SPECIFICATIONS & REQUIREMENTS**

**References:** California Fire Code, California Building Code

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#### **Booth Requirements**

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be ¼ inch thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

#### **Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:**

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

#### **Storage**

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

#### **Decorative Material & Furniture**

All drapes, fabrics, netting, succulent/plant walls or faux boxwood hedge walls and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire & Rescue. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB133 requirements.

#### **Cooking Appliances**

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. An Exhibitor Permit is required for the use of propane, butane, deep fryers, CO2 and Nitrogen used for food or beverage dispensing or any other compressed gas cylinders. **These requirements do not apply to microwave ovens, coffee pots, rice cookers, crockpot's, popcorn wagons or sterno used with chaffing dishes.**

#### **Heat-Producing Equipment**

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **See permit section for compressed gas, natural gas, propane and butane.**

#### **Machinery**

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

# **EXHIBITOR SPECIFICATIONS & REQUIREMENTS**

**References:** California Fire Code, California Building Code

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## **Candles**

Use of any decorative candles for sale in booth space must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

## **Vehicles**

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

## **Helium**

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

## **Fireplaces**

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13 ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and requires an Exhibitor Permit.

## **Special Effects/Sparkular/Fireworks**

The use of any of these products in the City of Anaheim requires a license from the California State Fire Marshal's Office. For more information, please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net).

## **THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:**

**A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING**

## **Flammable or Combustible Aerosols/Liquids**

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. **All flammable or combustible aerosol containers used for display purposes, must be empty.**

## **Compressed Gas/Hazardous Materials**

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Provide the cubic feet of each cylinder, how many cylinders per day you will need and how it will be used in your booth. Include the Safety Data Sheet (SDS) for each product. Quantities may be limited by Anaheim Fire & Rescue. Delivery and pick-up of cylinders to the exhibit booth or space shall be regulated by the general service contractor. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

## **Open Flame**

Describe the product used to create open flame and description of demonstration. Ear candles require a permit and description of how it will be used and what safety precautions will be taken. **A permit is not required for the use of candles in a tradeshow (refer to candle section). Sterno does not require a permit when used with chaffing dishes.**

## **Propane or Butane**

Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.

## **Two-Story Booths (One or More Staircases)**

Submit booth diagrams that includes a wet stamp from a California Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit: 1) the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level). 2) the width of each staircase and 3) any doors, walls or room separations or setups on the upper levels. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.

**To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.**





**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
 201 S. Anaheim Blvd., #300  
 Anaheim, CA 92805  
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 tradeshowinspector@anaheim.net



**EXHIBITOR PERMIT**  
 THIS PERMIT SHALL BE KEPT ON SHOW SITE

BOOTH # \_\_\_\_\_

SHOW NAME \_\_\_\_\_

LOCATION OF SHOW \_\_\_\_\_

**CONTACT INFORMATION**

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER (     ) \_\_\_\_\_ FAX (     ) \_\_\_\_\_  
Area Code Area Code

CONTACT NAME \_\_\_\_\_

SHOW DATES \_\_\_\_\_

EMAIL \_\_\_\_\_

**I HEREBY APPLY FOR AN EXHIBITOR PERMIT FOR THE FOLLOWING USE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Flammable/Combustible Liquids/Aerosols | <input type="checkbox"/> 2-Story Booth (1 or more staircases) |
| <input type="checkbox"/> Compressed Gas/Hazardous Materials     | <input type="checkbox"/> Open Flame (Sterno does not apply)   |
| <input type="checkbox"/> Propane/Butane                         | <input type="checkbox"/> Other _____                          |

**PLEASE PROVIDE PERMIT INFORMATION AS REQUESTED ON EXHIBITOR REQUIRMENTS:**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE SAFETY REQUIREMENTS:**

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# FREEMAN

2170 S. Towne Centre Place, Suite 100  
Anaheim, CA 92806  
(714) 254-3410 Fax: (469) 621-5602

DISCOUNT PRICE  
DEADLINE DATE  
MARCH 5, 2020

NAME OF SHOW: <b>AORN GLOBAL SURGICAL CONFERENCE &amp; EXPO 2020 / MARCH 29 - 31, 2020</b>		
COMPANY NAME:	BOOTH#:	
ADDRESS:	BOOTH SIZE	X
CITY/STATE/ZIP:		
CONTACT NAME:	PHONE #:	
CONTACT EMAIL:		

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

## Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

***Freeman will no longer accept cash payments for any Freeman Services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/482167>

### 2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier 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 reason-able 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 YOU OR YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

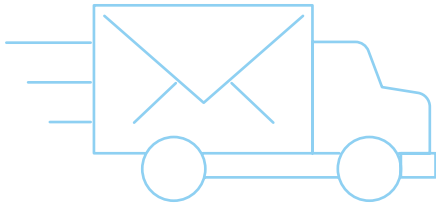
**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after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

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

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

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

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



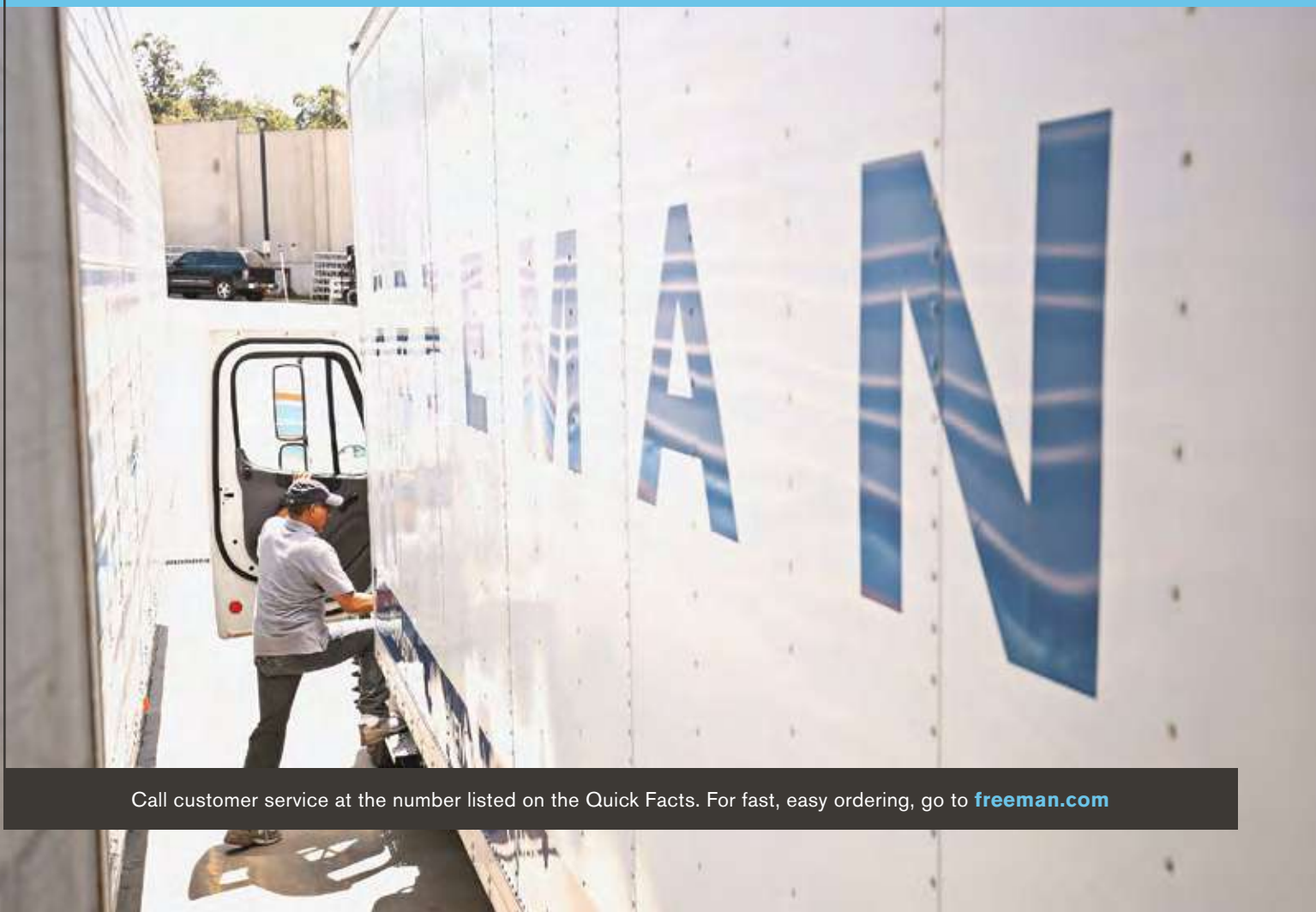
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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

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



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



## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

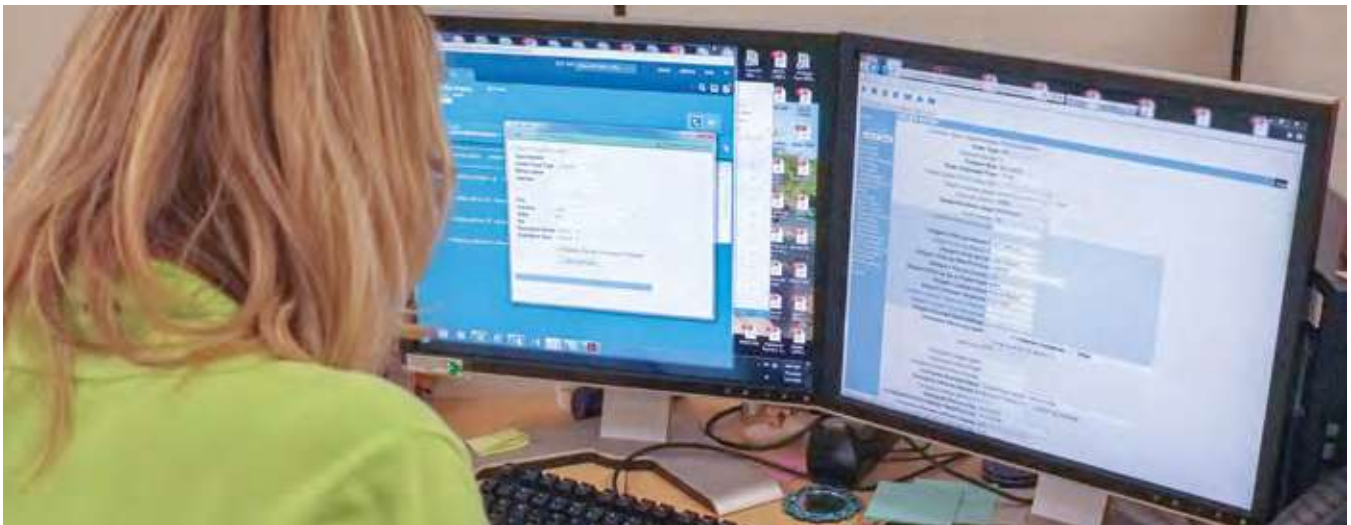
### Questions?

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

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

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

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



# FREEMAN

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

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

**FREEMAN exhibit transportation**

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

---

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

---

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

### PICK UP INFORMATION

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

---

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

---

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

---

\_\_\_\_\_  
 \_\_\_\_\_

(City) (State) (Zip Code)

### DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**  
**AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020**  
 C/O: FREEMAN  
 3456 E. MIRALOMA AVE  
 ANAHEIM, CA 92806  
 MUST BE DELIVERED BY MARCH 19, 2020
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**  
**AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020**  
 C/O: FREEMAN  
 ANAHEIM CONVENTION CENTER  
 1850 WEST STREET  
 ANAHEIM, CA 92802  
 CANNOT BE DELIVERED BEFORE MARCH 26, 2020

### TYPE OF SERVICE

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

### SHIPPING INFORMATION

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

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

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

### OUTBOUND SHIPPING

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

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

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

FAX THIS COMPLETED FORM VIA:

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

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

SHOW #           (482167)

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

**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 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:**

<b>Warehouse Shipment Delivered on or Before MARCH 19, 2020 (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 110.50	221.00
Special Handling Shipment.....	\$ 143.75	287.50
Carpet and/or Pad Only Shipment.....	\$ 165.75	331.50
<b>Show Site Shipment Cannot be Delivered Before MARCH 26, 2020 (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 104.75	209.50
Special Handling Shipment.....	\$ 136.25	272.50
Uncrated or Pad Wrapped Shipment.....	\$ 157.25	314.50
Carpet and/or Pad Only Shipment.....	\$ 157.25	314.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after MARCH 19, 2020.....	\$ 27.75	55.50
Show Site Shipment after Show Opening.....	\$ 26.25	52.50
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 26.25	52.50
Special Handling Shipment.....	\$ 34.25	68.50
Uncrated or Pad Wrapped Shipment.....	\$ 39.50	79.00
Carpet and/or Pad Only Shipment.....	\$ 39.50	79.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 26.25	52.50
Special Handling Shipment.....	\$ 34.25	68.50
Uncrated or Pad Wrapped Shipment.....	\$ 39.50	79.00
Carpet and/or Pad Only Shipment.....	\$ 39.50	79.00
<b>Mobile Unit Spotting Fee.....</b>	<b>\$ 409.25</b>	

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

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

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

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

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: FEBRUARY 25, 2020**

**RECEIVING DATE BEGINS: FEBRUARY 25, 2020**

**DEADLINE DATE IS: MARCH 19, 2020**

**DEADLINE DATE IS: MARCH 19, 2020**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**  
3456 E. MIRALOMA AVE  
  
ANAHEIM, CA 92806

**C/O: FREEMAN**  
3456 E. MIRALOMA AVE  
  
ANAHEIM, CA 92806

**WAREHOUSE**

**WAREHOUSE**

**EVENT:**           **AORN GLOBAL SURGICAL  
CONFERENCE & EXPO 2020**          

**EVENT:**           **AORN GLOBAL SURGICAL  
CONFERENCE & EXPO 2020**          

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 26, 2020**

**CANNOT DELIVER BEFORE MARCH 26, 2020**

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

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

**C/O: FREEMAN**  
**ANAHEIM CONVENTION CENTER**  
**1850 WEST STREET**  
  
**ANAHEIM, CA 92802**

**C/O: FREEMAN**  
**ANAHEIM CONVENTION CENTER**  
**1850 WEST STREET**  
  
**ANAHEIM, CA 92802**

**SHOW SITE**

**SHOW SITE**

EVENT:                     **AORN GLOBAL SURGICAL**  
                    **CONFERENCE & EXPO 2020**

EVENT:                     **AORN GLOBAL SURGICAL**  
                    **CONFERENCE & EXPO 2020**

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

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

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



**F R E E M A N**

**R U S H**

**D O N O T D E L A Y**

**RECEIVING DATE BEGINS: February 25, 2020**

**DEADLINE DATE IS: MARCH 19, 2020**

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

**C/O FREEMAN**  
**3456 E MIRALOMA AVE**  
**ANAHEIM, CA 92806**

**HANGING SIGNS**

**AORN GLOBAL SURGICAL CONFERENCE &**  
**EVENT: EXPO 2020**

**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**

**RECEIVING DATE BEGINS: February 25, 2020**

**DEADLINE DATE IS: MARCH 19, 2020**

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

**C/O FREEMAN**  
**3456 E MIRALOMA AVE**  
**ANAHEIM, CA 92806**

**HANGING SIGNS**

**AORN GLOBAL SURGICAL CONFERENCE &**  
**EVENT: EXPO 2020**

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

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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

\_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_

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

### METHOD OF SHIPMENT

**Select a Carrier:**

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

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

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

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

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

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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
Anaheim, CA 92806  
(714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
DEADLINE DATE  
MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## OPTIONAL BOOTH PACKAGE A - 10' x 10'

- Package is only available for 10' x 10' booths.
- Items included in the package cannot be substituted or traded.
- These packages are not available at show site

### PACKAGE A2405

\*Booth drape color may vary



- Package Includes:
- (1) 6'L x 30"H Draped Table
  - (2) Limerick® Chairs by Herman Miller
  - (1) Corrugated Wastebasket
  - (1) 9' x 10' Carpet
  - 200 lbs Material Handling

Discount Price \$ 922.50

Standard Price \$ 1,291.50

### CHOOSE YOUR TABLE DRAPE COLOR:

Black    Blue    Brown    Green    Flax    Gold    Gray    Plum    Red    White

### CHOOSE YOUR CARPET COLOR:

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

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7.75%) N/A \_\_\_\_\_ = TOTAL \_\_\_\_\_

(482167)

FREEMAN optional booth package A 10' x 10'

FREEMAN®

*furnishings 2019*





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

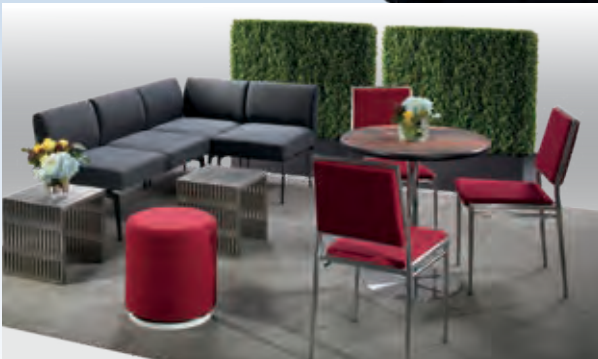
Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit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

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

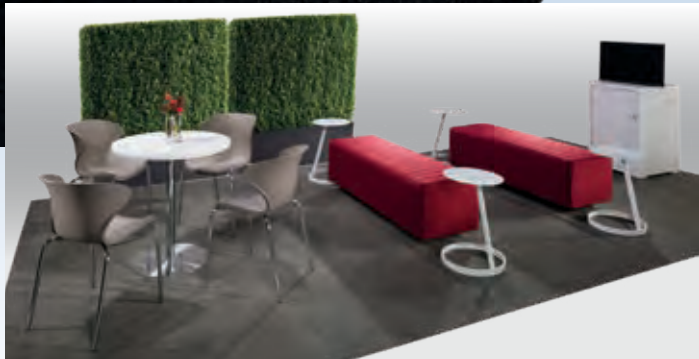
*beacon*

# Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth


# Power Up In Style.

Denotes Powered Products



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

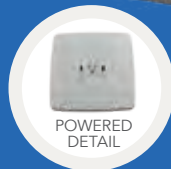


**ROMA**   
**83017 Sofa, Powered**  
(white vinyl) 78" L 31" D 33" H

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



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



## Powered Seating

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

# Powered Seating



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

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

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

# Powered Tables



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

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



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

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



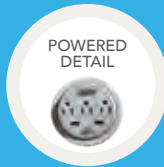
# Powered Banquettes.

Denotes Powered Products



## Modular System

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



POWERED  
DETAIL

Detail of Electrical  
Charging Outlet



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



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



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




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



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

# Powered Pedestals

Denotes AC and USB charging outlets 



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

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

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

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

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

# Powered Tech Desk



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

# Soft Seating

*Create Engaging Booth Environments*

## HOPI

(gray linen)

**810140, Chair**

21"L 25"D 34"H

**830150, Loveseat**

48"L 25"D 34"H

## HEDGE

**85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

## PEDESTAL

**85063**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**8201223**

**Hydraulic Chrome Base**

(laminated white top)

30" Round 29"H

## REGIS

**82075 End Table**

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

**815159 Swivel Ottoman**

(blue fabric)

17" RND 18"H



# Soft Seating Collections

Available in Power 



## BAJA

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

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

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

## FAIRFAX

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

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

## NAPLES

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

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

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



# Munich Collection

*Modular Seating to Design Custom Exhibits*

Denotes Powered Products



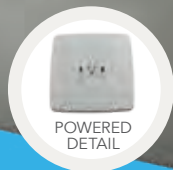
## MUNICH

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

## HEDGE

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

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



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



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



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

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.

## ALLEGRO

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

## TANGIERS

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

## KEY LARGO

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

## SOUTH BEACH

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

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## LA BREA

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



## WENTWORTH

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



## AURA

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



# Accent Chair Styles



A.



B.



C.



D.



E.



F.

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

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

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

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

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

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



# Group Seating

## ZENITH

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

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



## LAGUNA

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

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

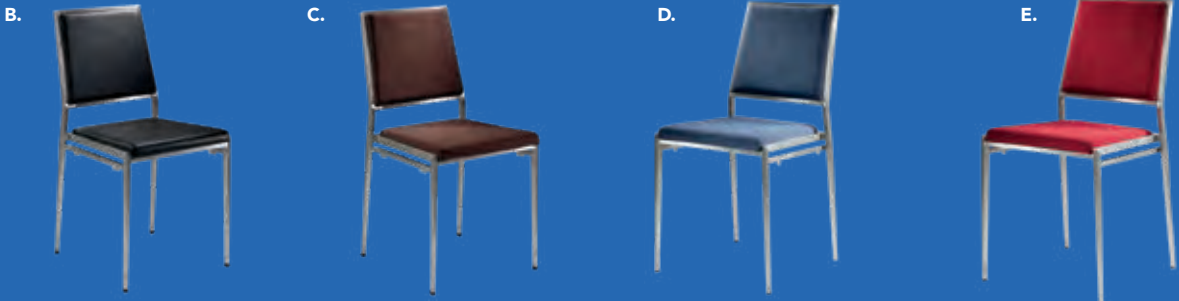


## MALBA

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

## MARINA

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



# Styles & Shapes



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

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

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



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

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

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



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

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

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

## Mix & Match

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

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

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

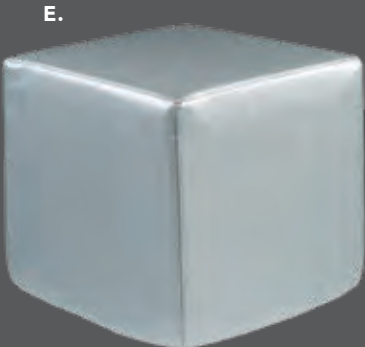


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



# Styles & Shapes



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

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

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

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

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

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

# Marche Swivel



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

# Accent Tables

## ALONDRA

Cocktail Table  
47"L 24"D 16"H

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



## ALONDRA

End Table

20"L 20"D 20"H

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

## GEO

Cocktail Table

50"L 22"D 16"H

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




## GEO

End Table

26"L 26"D 20"H

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

# Styles & Shapes

Available in Power 

## Sydney Cocktail Tables

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

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

## Sydney End Tables

27"L 23"D 22"H

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

## Regis Tables

(brushed metal)

### I) 82074 Bench Table

47"L 15.5"D 16"H

### J) 82075 End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) 82015 End Table

24" Round 22"H

### L) 82014 Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) 82088 End Table

22" Round 22"H

### N) 82087 Cocktail Table

47"L 27"D 19"H

## Aura Round Table

### O) 82084

(white metal)

15" Round 22"H

## Edge LED Cube Table

### P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

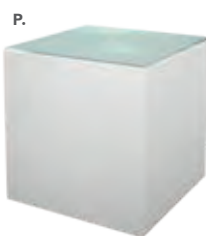
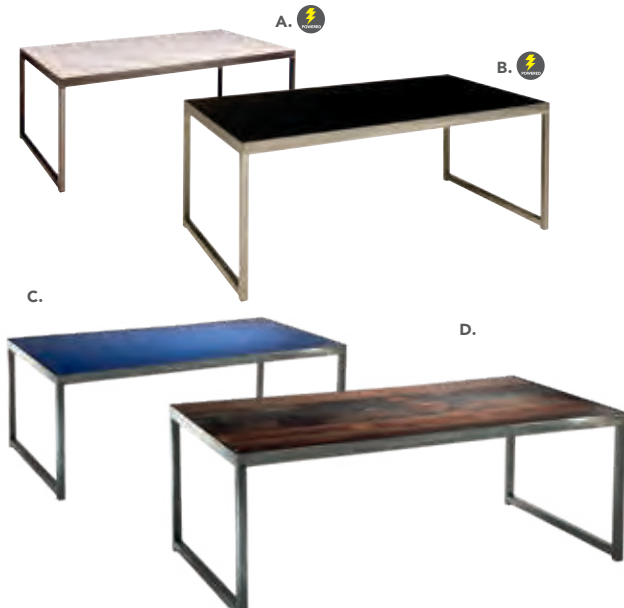
A/C power only

## Wireless Charging Table, Powered

### Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



# Café Tables

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

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



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



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

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



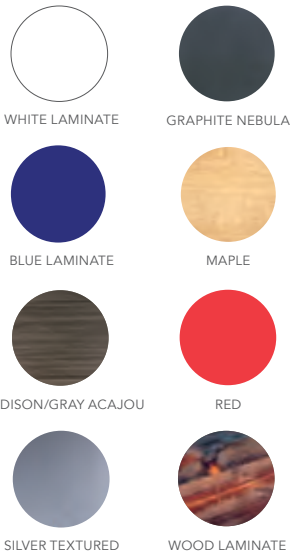
**A) 820241 Madison  
Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29"H

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



# Customize and Create

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



## Café Tables Standard Black Base 30" RND 29"H

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

## Café Tables Hydraulic Chrome Base 30" RND 29"H

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

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

# Mix & Match

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



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

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

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

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





# Bar Tables

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

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



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

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



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

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



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

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



# Customize and Create

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



## Bar Tables

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

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

## Bar Tables

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

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

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

# Style & Design

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



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

(oak) 30"RND 42"H

also available

**720164** 36"RND 42"H

**D) 81092 Lucent Barstool**

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

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

(black) 24"RND 42"H

also available

**72068** 36"RND 42"H

**F) 810953 Apex Barstool**

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



# Barstools



B.

C.

D.

A.

## LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.



S.



T.

U.

## Mix & Match

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Conference Tables

A.



B.



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

D.



C.



## MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



# Styles & Shapes

A. | B.



C.



D.



E.



F.



I.



G.



H.



## Atomic Round Tables

(glass, chrome)

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

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

## Geo Rounded Square Tables

42"L 42"D 29"H

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

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

## Geo Rectangular Tables

60"L 36"D 29"H

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

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

## G) 820707 Merlin

**Multi Use Table**

(gray laminate, black)

46"L 29"D 30"H

**H) 820706 Work Table**

(white laminate, white)

48"L 24"D 30"H

## I) 820203

**6' Conference Tables**

(graphite nebula)

72"L 42"D 29"H

## Mix & Match

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

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



# Executive Seating

## Task Stool

**810135**

(black fabric)

27.5"L X 27.5"D X 32.75"-40.25"H

Adjustable height



## Pro Executive High Back Chair

25"L X 24"D X 48"H

**A) 810844** (white vinyl)

**B) 810946** (black vinyl)

Adjustable height



## Pro Executive Guest Chair

24"L X 22"D X 36"H

**810947** (black vinyl)



## Gas Lift Chair

26" X 20"L X 38"H

**A) 71045** (gray, adjustable)

**71046** w/ arms

## Gas Lift Stool

24"W X 20"L X 46"H

**B) 71048** (gray, adjustable)

**71047** w/o arms



## Pro Executive Mid Back Chair

24"L X 22"D X 40"H

**A) 810945** (white vinyl)


**B) 810944** (black vinyl)

Adjustable height



# Communal and Powered Tables

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

Denotes AC and USB charging outlets 



POWERED  
DETAIL



BLACK WHITE MAPLE

## Table Top Options

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

## Bar Tables



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



### Ventura Powered Bar Tables

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

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

### Ventura Communal Bar Tables

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

Maple Top  
**B) 820954** (solid)  
**820951** (grommets)  
White Top  
**C) 820953** (grommets)  
**820956** (solid)

Black Top  
**820952** (solid)

## Café Tables



### Ventura Powered Café Tables

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

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

### Ventura Communal Café Tables

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

Maple Top  
**C) 820963** (solid)  
**820960** (grommets)  
White Top  
**D) 820961** (grommets)  
**820966** (solid)

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



# Office Essentials

## MADISON

**A) 84075 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) 84077 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) 810135 Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

**D) 810844 Pro Executive**

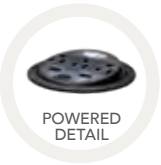
**High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable



# Tech Powered Desk




A. 



C.

B. 



Denotes AC and USB charging outlets 

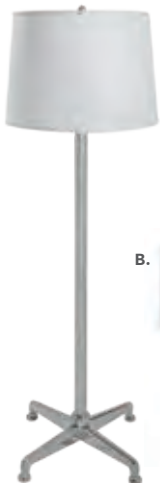
**A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H

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

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

# Lighting & Shelving

A.



B.



C.



D.



## ACCENT LAMPS

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

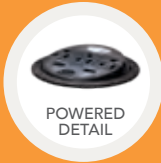
## SHELVING

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

# Show Essentials

Denotes AC and USB charging outlets 

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



## Midtown Powered Counter

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



**Midtown Powered Counter**  
60"L 18"D 42"H (pewter/glass)  
**850103** (unlighted)  
**850102** (lighted with plug-in)



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

## Display Counter

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

**B) 210109**  
**limerick Stool**  
BY HERMAN MILLER™  
(white)  
18" X 17.75" L X 44"H



# Midtown Bar

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



## Midtown Bar

60"L 18"D 42"H

(pewter)

**A) 850101**

(unlighted)

**B) 850100**

(lighted with plug-in)

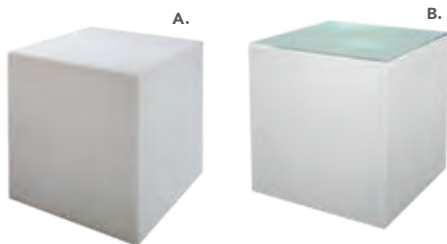
## Apex Barstool

**C) 810952**

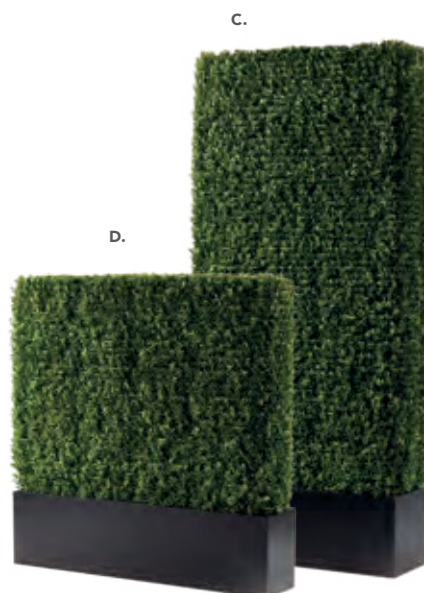
(blue ultra suede)

21"L 21"D 33"H

# Lighted & Greenery Products



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



## A) 81526 Edge

**LED Cube Ottoman**

(white plastic)

20"L 20"D 20"H

A/C power only

**B) 82057 Edge LED**

**Cube Table**

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

**C) 85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

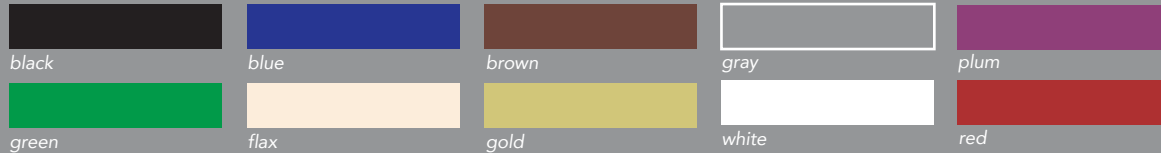
**D) 85035**

**4' Boxwood Hedge**

46"L 9"D 47"H

# Draped or Undraped Tables & Counters

## Table-Drape Colors



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

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



## Sizing Chart\*

\*Table and counter widths are available in select cities

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

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

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

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

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

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

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

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

### 4th Side | Table Draped 30"

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

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

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

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

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

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

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

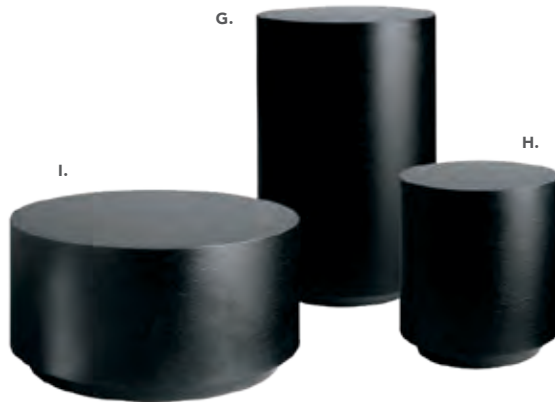
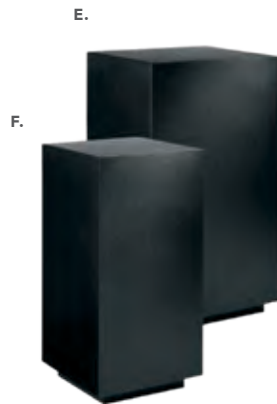
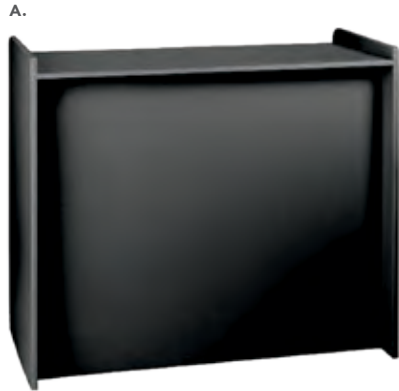
### 30"D X 42"H | Counter Undraped

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

### 4th Side | Table Draped 42"

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

# Product Display



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

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

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

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

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

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

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

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

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

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

# Product Storage



## RACKS

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

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

## CABINETS

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

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

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



## REFRIGERATORS

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

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

# Show & Office Accessories



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

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



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



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



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



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



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



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





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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119*	Chair.....	720.30	792.35	1,008.40	_____
_____	830120*	Loveseat.....	907.05	997.75	1,269.85	_____
_____	830119*	Sofa.....	1,033.75	1,137.15	1,447.25	_____
<b>Munich Group - Gray Fabric</b>						
_____	810150*	Corner Chair.....	731.00	804.10	1,023.40	_____
_____	810151*	Armless Chair.....	638.10	701.90	893.35	_____
_____	830200*	Armless Loveseat.....	1,071.75	1,178.95	1,500.45	_____
_____	830201*	Sectional - 3 Piece.....	2,440.85	2,684.95	3,417.20	_____
<b>Baja Group - White Vinyl</b>						
_____	81050*	Chair.....	727.90	800.70	1,019.05	_____
_____	83020*	Loveseat.....	774.40	851.85	1,084.15	_____
_____	83019*	Sofa.....	1,005.00	1,105.50	1,407.00	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	912.15	1,003.35	1,277.00	_____
_____	8151*	Ottoman.....	398.85	438.75	558.40	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	687.10	755.80	961.95	_____
_____	830951*	Sofa.....	763.80	840.20	1,069.30	_____
_____	810950*	Chair.....	524.90	577.40	734.85	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	723.65	796.00	1,013.10	_____
_____	83015*	Sofa.....	1,155.45	1,271.00	1,617.65	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	442.75	487.05	619.85	_____
_____	830949*	Sofa.....	706.65	777.30	989.30	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	283.00	311.30	396.20	_____
_____	830150*	Loveseat.....	361.50	397.65	506.10	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	625.25	687.80	875.35	_____
_____	830220*	Loveseat.....	901.35	991.50	1,261.90	_____
_____	830118*	Sofa.....	880.25	968.30	1,232.35	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122*	Endless Square - White Vinyl.....	437.15	480.85	612.00	_____
_____	815123*	Endless Square - Black Vinyl.....	437.15	480.85	612.00	_____
_____	815953*	Endless Curve - White Vinyl.....	576.00	633.60	806.40	_____
_____	815952*	Endless Curve - Black Vinyl.....	576.00	633.60	806.40	_____
_____	815119*	Half-Bench - White Vinyl.....	449.70	494.65	629.60	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	157.40	173.15	220.35	_____
_____	81519*	Vibe Cube - Red Vinyl.....	157.40	173.15	220.35	_____

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<b>CASUAL SEATING (cont'd)</b>						
	81525*	Vibe Cube - Orange Vinyl.....	157.40	173.15	220.35	
	81520*	Vibe Cube - Pink Vinyl.....	157.40	173.15	220.35	
	81517*	Vibe Cube - Yellow Vinyl.....	157.40	173.15	220.35	
	81530*	Vibe Cube - Black Vinyl.....	157.40	173.15	220.35	
	81531*	Vibe Cube - White Vinyl.....	157.40	173.15	220.35	
	81532*	Vibe Cube - Steel Blue Vinyl.....	157.40	173.15	220.35	
	81533*	Vibe Cube - Silver Vinyl.....	157.40	173.15	220.35	
	81534*	Vibe Cube - Purple Vinyl.....	157.40	173.15	220.35	
	815151*	Marche Swivel - Gray Fabric.....	279.00	306.90	390.60	
	815154*	Marche Swivel - Red Fabric.....	279.00	306.90	390.60	
	815159*	Marche Swivel - Blue Fabric.....	279.00	306.90	390.60	
	815152*	Marche Swivel - Linen Fabric.....	279.00	306.90	390.60	
	815157*	Marche Swivel - Meadow Green Fabric.....	279.00	306.90	390.60	
	815158*	Marche Swivel - Pear Yellow Fabric.....	279.00	306.90	390.60	
	815156*	Marche Swivel - Plum Fabric.....	279.00	306.90	390.60	
	815153*	Marche Swivel - Raspberry Fabric.....	279.00	306.90	390.60	
	815155*	Marche Swivel - Rose Quartz Fabric.....	279.00	306.90	390.60	
	815150*	Marche Swivel - White Vinyl.....	279.00	306.90	390.60	
	815160*	Marche Swivel - Orange Fabric.....	279.00	306.90	390.60	
	81526*	Edge LED Cube - High Density Plastic.....	393.20	432.50	550.50	
<b>Banquettes</b>						
	8506*	Center Cone w/Electrical Charging Outlet.....	799.00	878.90	1,118.60	
	8507*	Quarter Curve Ottoman.....	528.20	581.00	739.50	
<b>Beverly Bench Ottomans</b>						
	81550*	Black Vinyl.....	542.05	596.25	758.85	
	81551*	Brown Fabric.....	542.05	596.25	758.85	
	81552*	Gray Fabric.....	542.05	596.25	758.85	
	81553*	Linen Fabric.....	542.05	596.25	758.85	
	81554*	Ocean Blue Fabric.....	542.05	596.25	758.85	
	81555*	Red Fabric.....	542.05	596.25	758.85	
	81556*	White Vinyl.....	542.05	596.25	758.85	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	149.45	164.40	209.25	
	71090	Black Diamond Arm Chair.....	183.55	201.90	256.95	
	810861*	Laguna Chair - Maple/Chrome.....	167.25	184.00	234.15	
	210108	Limerick® Chair by Herman Miller.....	95.10	104.60	133.15	
	8102*	Madrid Chair - Black Vinyl/Chrome.....	1,137.25	1,251.00	1,592.15	
	810816*	Madrid Chair - White Vinyl/Chrome.....	1,137.25	1,251.00	1,592.15	
	810948*	Meeting Chair - White Vinyl.....	384.00	422.40	537.60	
	810835*	Meeting Chair - Espresso Vinyl.....	426.10	468.70	596.55	
	810836*	Meeting Chair - Taupe Microfiber.....	552.55	607.80	773.55	
	8103*	Key West Tub Chair - Black Fabric.....	569.70	626.65	797.60	
	810164*	Marina Chair - White Vinyl.....	177.00	194.70	247.80	
	810160*	Marina Chair - Black Vinyl.....	177.00	194.70	247.80	
	810161*	Marina Chair - Brown Fabric.....	177.00	194.70	247.80	
	810162*	Marina Chair - Ocean Blue Fabric.....	177.00	194.70	247.80	
	810163*	Marina Chair - Red Fabric.....	177.00	194.70	247.80	

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<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	233.25	256.60	326.55	
	810130*	Malba Chair - Green Molded Plastic.....	233.25	256.60	326.55	
	810846*	Christopher Chair - White Vinyl/Chrome.....	232.10	255.30	324.95	
	810851*	Zenith Chair - White/Chrome.....	195.25	214.80	273.35	
	810841*	Rustique Chair - Gunmetal.....	231.80	255.00	324.50	
	810837*	Razor Armless Chair - White High Density Plastic....	112.20	123.40	157.10	
	810875*	Swanson Swivel Chair - White Vinyl.....	340.85	374.95	477.20	
	81083*	Blade Chair - Sky Blue.....	96.00	105.60	134.40	
	81082*	Blade Chair - Red.....	96.00	105.60	134.40	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	161.35	177.50	225.90	
	81093*	Lucent Chair - Frosted Acrylic.....	249.00	273.90	348.60	
	810145*	Wentworth Chair - Brown Vinyl.....	405.00	445.50	567.00	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	303.00	333.30	424.20	
	71045	Gray Gaslift Chair Without Arms.....	286.60	315.25	401.25	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	500.55	550.60	700.75	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	431.15	474.25	603.60	
	810844*	Pro Executive High Back Chair - White Vinyl.....	383.95	422.35	537.55	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	383.95	422.35	537.55	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	452.25	497.50	633.15	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	452.25	497.50	633.15	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	468.90	515.80	656.45	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	183.10	201.40	256.35	
	71048	Gray Gaslift Stool with Arms.....	336.05	369.65	470.45	
	71047	Gray Gaslift Stool without Arms.....	319.65	351.60	447.50	
	810860*	Laguna Barstool - Maple/Chrome.....	210.65	231.70	294.90	
	210109	Limerick® Stool by Herman Miller.....	151.15	166.25	211.60	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	283.25	311.60	396.55	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	283.25	311.60	396.55	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	283.25	311.60	396.55	
	810870*	Lift Barstool - White Vinyl/Chrome.....	283.25	311.60	396.55	
	810951*	Apex Barstool - Black Vinyl.....	297.20	326.90	416.10	
	810952*	Apex Barstool - Blue Ultra Suede.....	297.20	326.90	416.10	
	810953*	Apex Barstool - Red Vinyl.....	297.20	326.90	416.10	
	810954*	Apex Barstool - White Vinyl.....	297.20	326.90	416.10	
	810103*	Banana Barstool - White Vinyl/Chrome.....	271.85	299.05	380.60	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	271.85	299.05	380.60	
	810850*	Zenith Barstool - White/Chrome.....	372.45	409.70	521.45	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	583.50	641.85	816.90	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	583.50	641.85	816.90	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	270.60	297.65	378.85	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	484.70	533.15	678.60	
	810839*	Rustique Barstool - Gunmetal.....	231.80	255.00	324.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	341.10	375.20	477.55	
	81080*	Blade Barstool - Red.....	195.00	214.50	273.00	
	81081*	Blade Barstool - Sky Blue.....	195.00	214.50	273.00	
	81092*	Lucent Barstool - Frosted Acrylic.....	264.00	290.40	369.60	
	810135*	Task Stool - Black Fabric.....	213.00	234.30	298.20	

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

<b>Draped Tables</b> - 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.....	156.25	171.90	218.75	_____
_____	124430	Draped Table 4'L x 30"H.....	156.25	171.90	218.75	_____
_____	124630	Draped Table 6'L x 30"H.....	174.40	191.85	244.15	_____
_____	124830	Draped Table 8'L x 30"H.....	195.00	214.50	273.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	64.90	71.40	90.85	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	64.90	71.40	90.85	_____
_____	124342	Draped Counter 3'L x 42"H.....	182.90	201.20	256.05	_____
_____	124442	Draped Counter 4'L x 42"H.....	182.90	201.20	256.05	_____
_____	124642	Draped Counter 6'L x 42"H.....	212.75	234.05	297.85	_____
_____	124842	Draped Counter 8'L x 42"H.....	241.10	265.20	337.55	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	82.90	91.20	116.05	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	82.90	91.20	116.05	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	101.00	111.10	141.40	_____
_____	125430	Undraped Table 4'L x 30"H.....	101.00	111.10	141.40	_____
_____	125630	Undraped Table 6'L x 30"H.....	110.70	121.75	155.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	122.15	134.35	171.00	_____
_____	125342	Undraped Counter 3'L x 42"H.....	110.70	121.75	155.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	110.70	121.75	155.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	122.15	134.35	171.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	131.50	144.65	184.10	_____

**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.....	193.60	212.95	271.05	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	250.55	275.60	350.75	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	134.60	148.05	188.45	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	254.65	280.10	356.50	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	285.25	313.80	399.35	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	242.65	266.90	339.70	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	242.65	266.90	339.70	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	276.25	303.90	386.75	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	276.25	303.90	386.75	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	430.55	473.60	602.75	
	8201207*	Hydraulic Base Bar Table - Maple.....	452.25	497.50	633.15	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	483.20	531.50	676.50	
	8201211*	Hydraulic Base Bar Table - Graphite.....	495.60	545.15	693.85	
	8201206*	Hydraulic Base Cafe Table - Maple.....	480.10	528.10	672.15	
	8201205*	Hydraulic Base Bar Table - Maple.....	489.40	538.35	685.15	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	480.10	528.10	672.15	
	820125*	Hydraulic Base Bar Table - White Laminate.....	501.80	552.00	702.50	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	406.80	447.50	569.50	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	406.80	447.50	569.50	
	820265*	Madison Cafe Table - Gray Acajou.....	305.30	335.85	427.40	
	820264*	Madison Bar Table - Gray Acajou.....	334.45	367.90	468.25	
	8201220*	30" Cafe Table Black Base - White Laminate.....	325.45	358.00	455.65	
	8201221*	30" Bar Table Black Base - White Laminate.....	347.80	382.60	486.90	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	500.90	551.00	701.25	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	500.90	551.00	701.25	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	386.05	424.65	540.45	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	386.05	424.65	540.45	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	386.05	424.65	540.45	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	386.05	424.65	540.45	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	472.20	519.40	661.10	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	472.20	519.40	661.10	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	373.90	411.30	523.45	
	820931*	30" Bar Table w/ Black Base - Blue.....	296.65	326.30	415.30	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	457.30	503.05	640.20	
	820933*	30" Bar Table w/ Black Base - Wood.....	305.90	336.50	428.25	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	373.90	411.30	523.45	
	820941*	30" Cafe Table w/ Black Base - Blue.....	228.65	251.50	320.10	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	457.30	503.05	640.20	
	820943*	30" Cafe Table w/ Black Base - Wood.....	290.45	319.50	406.65	
<b>Accent Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	342.20	376.40	479.10	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	361.95	398.15	506.75	
	820252*	Alondra End Table - Glass/Chrome.....	422.45	464.70	591.45	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	449.70	494.65	629.60	
	820253*	Alondra End Table - Wood/Chrome.....	422.45	464.70	591.45	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	449.70	494.65	629.60	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	424.35	466.80	594.10	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	424.35	466.80	594.10	
	82028*	Geo End Table - Wood/Black Steel.....	322.45	354.70	451.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	343.10	377.40	480.35	
	82035*	Geo End Table - Glass/Chrome.....	322.45	354.70	451.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	343.10	377.40	480.35	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	344.45	378.90	482.25	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	344.45	378.90	482.25	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	414.00	455.40	579.60	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	414.00	455.40	579.60	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel.....	344.45	378.90	482.25	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	344.45	378.90	482.25	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	414.00	455.40	579.60	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	414.00	455.40	579.60	_____
_____	82075*	Regis End Table - Brushed Metal.....	306.90	337.60	429.65	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	434.05	477.45	607.65	_____
_____	820844*	Aura Round Table - White Metal.....	245.55	270.10	343.75	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	393.20	432.50	550.50	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	345.45	380.00	483.65	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	345.45	380.00	483.65	_____
_____	82088*	Oliver End Table - Walnut Finish.....	246.65	271.30	345.30	_____
_____	82087*	Oliver Table - Walnut Finish.....	266.85	293.55	373.60	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	371.70	408.85	520.40	_____
<b>Conference Tables</b>						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	583.45	641.80	816.85	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	583.45	641.80	816.85	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	522.90	575.20	732.05	_____
_____	820708*	42" Round Conference Table - White Laminate.....	568.25	625.10	795.55	_____
_____	820203*	6' Oval Conference Table - Graphite.....	710.20	781.20	994.30	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	633.45	696.80	886.85	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,265.15	1,391.65	1,771.20	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,265.15	1,391.65	1,771.20	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	919.95	1,011.95	1,287.95	_____
_____	820952*	Ventura Communal Bar Table - Black.....	901.35	991.50	1,261.90	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	919.95	1,011.95	1,287.95	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	919.95	1,011.95	1,287.95	_____
_____	820956*	Ventura Communal Bar Table - White.....	919.95	1,011.95	1,287.95	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	594.00	653.40	831.60	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	891.00	980.10	1,247.40	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	891.00	980.10	1,247.40	_____
_____	820966*	Ventura Communal Cafe Table - White.....	594.00	653.40	831.60	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	594.00	653.40	831.60	_____
<b>Office</b>						
_____	84075*	Madison Desk - Gray Acajou.....	651.55	716.70	912.15	_____
_____	84077*	Madison Credenza - Gray Acajou.....	691.15	760.25	967.60	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	394.70	434.15	552.60	_____
<b>Computer Desks/Tables</b>						
_____	820706*	Work Desk - White Laminate.....	482.60	530.85	675.65	_____
_____	820707*	Merlin Table - Gray Laminate.....	500.55	550.60	700.75	_____

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<b>POWERED</b>						

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	894.85	984.35	1,252.80	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,201.95	1,322.15	1,682.75	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,383.60	1,521.95	1,937.05	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	1,007.15	1,107.85	1,410.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,558.55	1,714.40	2,181.95	_____

**Powered Tables**

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	1,115.10	1,226.60	1,561.15	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	1,012.90	1,114.20	1,418.05	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	753.00	828.30	1,054.20	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	753.00	828.30	1,054.20	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	797.30	877.05	1,116.20	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	699.25	769.20	978.95	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	541.20	595.30	757.70	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	541.20	595.30	757.70	_____

**Powered Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	736.35	810.00	1,030.90	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	736.35	810.00	1,030.90	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	878.40	966.25	1,229.75	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	878.40	966.25	1,229.75	_____
_____	820710*	Wireless Charging Table, Powered.....	597.00	656.70	835.80	_____

**Midtown Counters & Bars**

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

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	243.35	267.70	340.70	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	237.20	260.90	332.10	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	325.55	358.10	455.75	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	678.35	746.20	949.70	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	460.30	506.35	644.40	_____
_____	8503001*	Refrigerator - White.....	1,129.85	1,242.85	1,581.80	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	210.60	231.65	294.85	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	225.45	248.00	315.65	_____

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**DISPLAY & ACCESSORIES**

**Display**

_____	75020	Display Cylinder - Black - Low.....	221.95	244.15	310.75	_____
_____	75021	Display Cylinder - Black - Medium.....	238.45	262.30	333.85	_____
_____	75022	Display Cylinder - Black - High.....	269.10	296.00	376.75	_____
_____	75030	Display Cube - Black - 12" Small.....	276.25	303.90	386.75	_____
_____	75031	Display Cube - Black - 18" Medium.....	295.95	325.55	414.35	_____
_____	75032	Display Cube - Black - 24" Large.....	335.60	369.15	469.85	_____
_____	75079	Orion Computer Kiosk - Black.....	445.40	489.95	623.55	_____
_____	72056	Display Counter - Black.....	513.50	564.85	718.90	_____

**Boxwood Hedges**

_____	85030*	7' Boxwood Hedge.....	852.00	937.20	1,192.80	_____
_____	85035*	4' Boxwood Hedge.....	456.00	501.60	638.40	_____

**Accessories**

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	162.70	178.95	227.80	_____
_____	220118	Chrome Sign Holder.....	162.70	178.95	227.80	_____
_____	750135	Round Literature Rack.....	238.60	262.45	334.05	_____
_____	750136	Flat Literature Rack.....	211.10	232.20	295.55	_____
_____	220109	Chrome Coat Tree.....	82.10	90.30	114.95	_____
_____	220134	Aluminum Easel.....	67.55	74.30	94.55	_____
_____	220110	Chrome Bag Rack.....	96.55	106.20	135.15	_____
_____	10201484	Floor Standing Bulletin Board.....	356.45	392.10	499.05	_____
_____	220106	Corrugated Wastebasket.....	25.35	27.90	35.50	_____

**Special Drape**

- Black    Blue    Brown    Green    Flax  
 Gold    Gray    Plum    Red    White

_____	12103	Special Drape 3'H (per ft.).....	22.25	24.50	31.15	_____
_____	12108	Special Drape 8'H (per ft.).....	24.50	26.95	34.30	_____

TOTAL COST		
_____	+	_____
Sub-Total	7.75% Tax	Total Cost

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

\*Asterisk indicates item is a Freeman Select furnishing

**FREEMAN furnishings**

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com) before  
MARCH 05, 2020

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

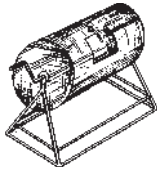
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## ACCESSORIES

### TICKET TUMBLER



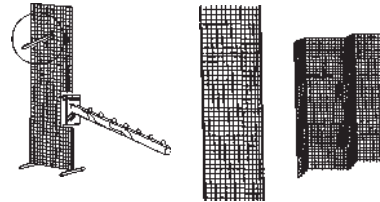
Brass finish table top model  
 23"H x 20"W x 18"D

### SAFETY CONTAINER



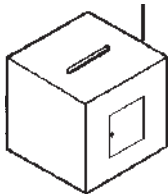
82"H x 44"W x 48"D

### GRID PANELS



Chrome 7-way waterfall.  
 Chrome 24" X 96"-Prices are per Panel

### BALLOT BOX



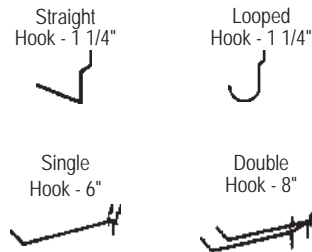
White Only  
 12" x 12" Square

### FISH BOWL



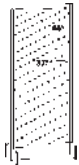
Water & Goldfish not included

### PERFBOARD HOOKS

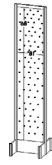


### PERFBOARD

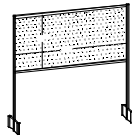
(push pins cannot be used)



Vertical-1mx8'h  
 37" x 86"  
 of usable surface  
 per panel



Vertical-1/2mx8'h  
 18" X 86"  
 of usable surface  
 per panel



Horizontal-90"lx6'h  
 37" x 86"  
 of usable surface per  
 panel

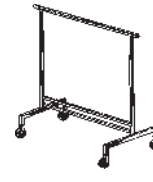
### GARMENT RACKS



Chrome 2 Arm  
 Waterfall



Chrome 4 Arm  
 Waterfall  
 5'-6" Adjustable



Chrome  
 4 1/2'-6" adjustable  
 x 4'w

### MISCELLANEOUS

Qty	Part#	Description	Online Price	Discount Price	Standard Price	Total
___	159011	Ticket Tumbler Table Top ...	117.85	129.65	165.00	___
___	151010	Safety Container.....	510.80	561.90	715.10	___
___	103028	Grid Panel .....	179.70	197.65	251.60	___
___	1030107	Grid Panel Rack 7 Way Waterfall	25.25	27.80	35.35	___
___	10407	Garment Rack .....	149.95	164.95	209.95	___
___	10402	Garment Rack 2 Arm Waterfall	137.85	151.65	193.00	___
___	10404	Garment Rack 4 Arm Waterfall	164.05	180.45	229.65	___
___	15905	Fish Bowl.....	64.40	70.85	90.15	___
___	159020	Ballot Box .....	105.10	115.60	147.15	___

### PERFBOARD

Qty	Part#	Description	Online Price	Discount Price	Standard Price	Total
___	10201282	Double Sided Vert 1/2m x 8'	219.60	241.55	307.45	___
___	10201482	Double Sided Vert 1m x 8'...	368.80	405.70	516.30	___
___	10201088	Double Sided Horz 90" x 6'	368.80	405.70	516.30	___
___	10201	Straight Hook 1 1/2" .....	3.95	4.35	5.55	___
___	10202	Looped Hook 1 1/4" .....	3.95	4.35	5.55	___
___	10203	Single Hook 6" .....	5.10	5.60	7.15	___
___	10204	Double Hook 8" .....	5.95	6.55	8.35	___

### TOTAL COST

Sub-Total	+	7.75% Tax	=	Total Cost
-----------	---	-----------	---	------------

Don't see what you need?  
 Please call an Exhibitor Sales Specialist at (714) 254-3410.

# FREEMAN

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 Anaheim, CA 92806  
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**ONLINE PRICE  
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 DEADLINE DATE  
 MARCH 5, 2020**

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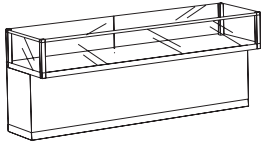
NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

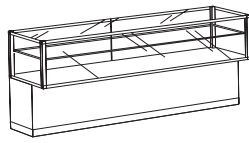
For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

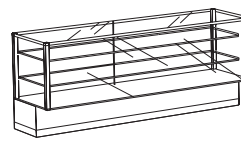
## SHOWCASES



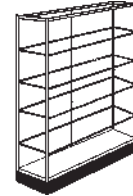
**QUARTER VIEW**



**HALF VIEW**



**FULL VIEW CASE**



**WALL DISPLAY  
 SHOWCASE**

STANDARD WHITE LINE (FLUORESCENT)					
Qty	Part#	Description	Online Price	Discount Price	Standard Price Total

Fluorescent Lighting. Solid Sides (1/2 & 1/4 view). White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).

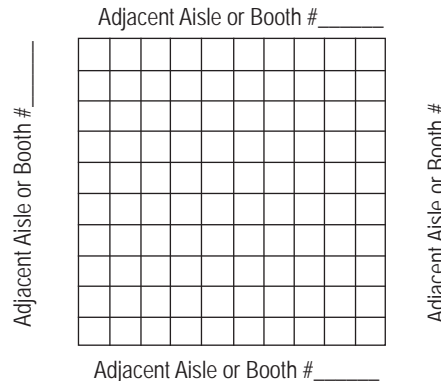
___	101043	Full View 4' .....	626.00	688.60	876.40 ___
___	101051	Full View 5' .....	626.00	688.60	876.40 ___
___	101061	Full View 6' .....	626.00	688.60	876.40 ___
___	101042	Half View 4' .....	626.00	688.60	876.40 ___
___	101050	Half View 5' .....	626.00	688.60	876.40 ___
___	101060	Half View 6' .....	626.00	688.60	876.40 ___
___	101090	Half View 34" Corner.....	682.10	750.30	954.95 ___
___	101044	Quarter View 4' .....	626.00	688.60	876.40 ___
___	101052	Quarter View 5' .....	626.00	688.60	876.40 ___
___	101062	Quarter View 6' .....	626.00	688.60	876.40 ___
___	101092	Quarter View 34" Corner	682.10	750.30	954.95 ___

DESIGNER LINE (FLUORESCENT)					
Qty	Part#	Description	Online Price	Discount Price	Standard Price Total

Fluorescent Lighting. Brushed Silver Frame. Textured Gray Formica Exterior. Mirrored Sliding Doors w/Lock. Glass Sides. Rear Storage w/Locked Sliding Doors.

___	1012401	Half View 4' .....	701.75	771.95	982.45 ___
___	1012501	Half View 5' .....	701.75	771.95	982.45 ___
___	1012601	Half View 6' .....	701.75	771.95	982.45 ___
___	101212	Half View 34" Corner.....	751.60	826.75	1,052.25 ___
___	1012400	Quarter View 4' .....	701.75	771.95	982.45 ___
___	1012500	Quarter View 5' .....	701.75	771.95	982.45 ___
___	1012600	Quarter View 6' .....	701.75	771.95	982.45 ___
___	101214	Quarter View 34" Corner	751.60	826.75	1,052.25 ___

Please use diagram below to indicate the placement of showcase(s) within your booth space.



### WALL DISPLAY SHOWCASES

Fluorescent Lighting. Solid Sides. White formica exterior. Glass Sliding Doors. Adjustable Shelves. See through or Front View.

___	1010203	Wall (Front View) .....	727.95	800.75	1,019.15 ___
84"H x 70"W x 18"D					
___	1010204	Wall (See Through) .....	727.95	800.75	1,019.15 ___
84"H x 70"W x 19"D					

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

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	+	7.75% Tax	= Total Cost

FREEMAN showcases

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before MARCH 5, 2020

# FROM THE GROUND UP

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

**Sustainability Tip:**

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

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



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

## PRESTIGE CARPET

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


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

### Custom Options

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



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

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

## CLASSIC CARPET

### Custom Cut

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

### Standard Cut

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



*Actual colors may vary slightly*

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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

ONLINE PRICE  
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 DEADLINE DATE  
 MARCH 05, 2020

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 360.60	\$ 396.65	\$ 504.85	_____
_____	10' x 20' Classic Carpet .....	\$ 721.20	\$ 793.30	\$ 1,009.70	_____
_____	10' x 30' Classic Carpet .....	\$ 1,081.80	\$ 1,190.00	\$ 1,514.50	_____
_____	10' x 40' Classic Carpet .....	\$ 1,442.40	\$ 1,586.65	\$ 2,019.35	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 201.95	\$ 222.15	\$ 282.75	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 403.90	\$ 444.30	\$ 565.45	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 605.85	\$ 666.45	\$ 848.20	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 807.80	\$ 888.60	\$ 1,130.90	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 403.90	\$ 444.30	\$ 565.45	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 807.80	\$ 888.60	\$ 1,130.90	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,211.70	\$ 1,332.85	\$ 1,696.40	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,615.60	\$ 1,777.15	\$ 2,261.85	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 212.35	\$ 233.60	\$ 297.30	_____
_____	9' x 20' Classic Carpet .....	\$ 424.70	\$ 467.15	\$ 594.60	_____
_____	9' x 30' Classic Carpet .....	\$ 637.05	\$ 700.75	\$ 891.85	_____
_____	9' x 40' Classic Carpet .....	\$ 849.40	\$ 934.35	\$ 1,189.15	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 181.75	\$ 199.95	\$ 254.45	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 363.50	\$ 399.85	\$ 508.90	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 545.25	\$ 599.80	\$ 763.35	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 727.00	\$ 799.70	\$ 1,017.80	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 363.50	\$ 399.85	\$ 508.90	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 727.00	\$ 799.70	\$ 1,017.80	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,090.50	\$ 1,199.55	\$ 1,526.70	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,454.00	\$ 1,599.40	\$ 2,035.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

\*\*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	+	7.75% Tax
	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
 by ordering at [www.freeman.com](http://www.freeman.com)  
 before MARCH 05, 2020

# FREEMAN

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 Anaheim, CA 92806  
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 PAYMENT FORM WITH YOUR ORDER

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.90**

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

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>3.90</b>	\$ <b>4.30</b>	\$ <b>5.45</b>	_____

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

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

- Black  Cardinal  Charcoal  Cream  Gray Pearl  Navy  Toast  Wedgewood  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>5.20</b>	\$ <b>5.70</b>	\$ <b>7.30</b>	_____
Over 700 sq. ft.		\$ <b>4.65</b>	\$ <b>5.10</b>	\$ <b>6.50</b>	_____

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

- Black  Charcoal  Gray Pearl  Navy  White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>6.00</b>	\$ <b>6.60</b>	\$ <b>8.40</b>	_____
Over 700 sq. ft.		\$ <b>5.50</b>	\$ <b>6.05</b>	\$ <b>7.70</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.05**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>2.05</b>	\$ <b>2.25</b>	\$ <b>2.85</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.75</b>	\$ <b>1.95</b>	\$ <b>2.45</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>4.10</b>	\$ <b>4.50</b>	\$ <b>5.75</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>3.50</b>	\$ <b>3.85</b>	\$ <b>4.90</b>	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub- Total		7.75% Tax		Total Cost

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---

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

---

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

---

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

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## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.80	1.10	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.60	2.25	_____
_____	610300	Booth Vacuuming - 3 Days .....	2.40	3.35	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.15	1.60	_____
_____	630200	Shampoo Carpet - 2 Days .....	2.30	3.20	_____
_____	630300	Shampoo Carpet - 3 Days .....	3.45	4.85	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	96.10	134.55	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	126.20	176.70	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	160.00	224.00	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	N/A %Tax	=	_____
Sub-Total				Total Cost



# FIT TO PRINT

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



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

## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

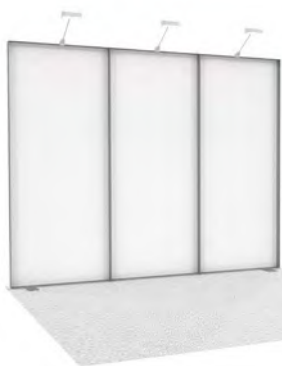
233.5"W 92.5"H

### RENTAL EXHIBITS INCLUDE:

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

## FRAME ONLY UNIT

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



**10 x 10 ft. frame**



**10 x 20 ft. frame**

### RENTAL EXHIBITS INCLUDE:

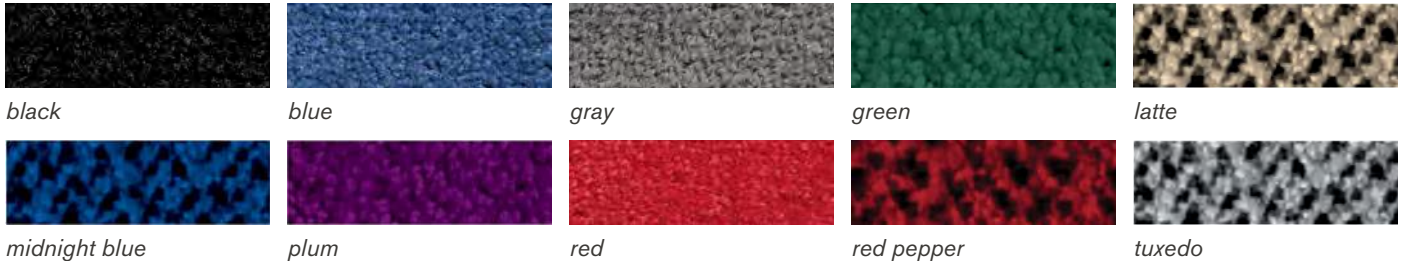
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

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

## CLASSIC CARPET

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

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

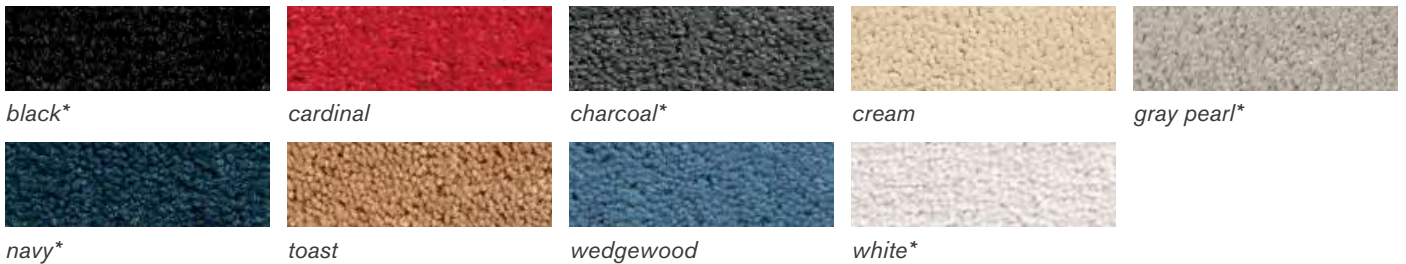


*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.*

## PRESTIGE CARPET

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

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



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

## OPTIONAL ACCESSORIES

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



### CLEAR ACRYLIC SHELF

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


(holds up to 15 lbs each)



## CUSTOM GRAPHICS

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

## FREEMAN SUSTAINABILITY FOCUS

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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 05, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## SMARTFABRIC EXHIBIT

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



### SmartFabric Rental Exhibit Includes:

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

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

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

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

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

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

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

## ACCESSORIES

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

## QUICK TIPS

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total	7.75 % Tax	Total Cost

# RENTAL EXHIBITS THAT IMPRESS

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

**PACKAGE 1**



10 X 20



10 X 10

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

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

**PACKAGE 2 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



**PACKAGE 3 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



**PACKAGE 4 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10



## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

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



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**

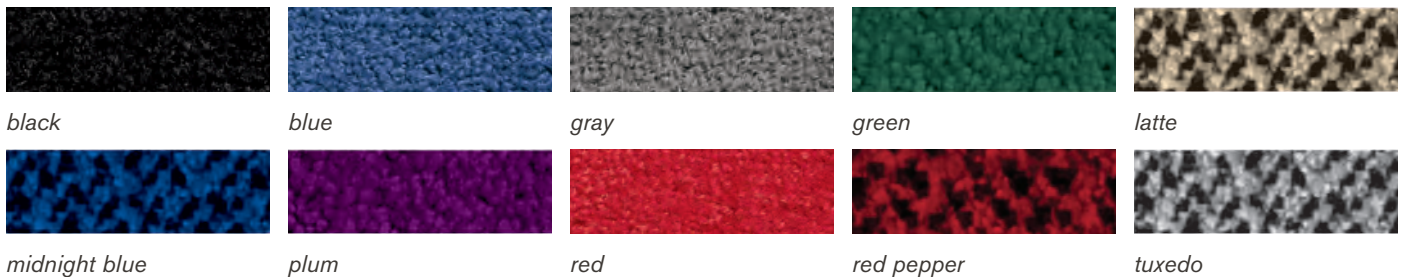


**CABINETS**

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

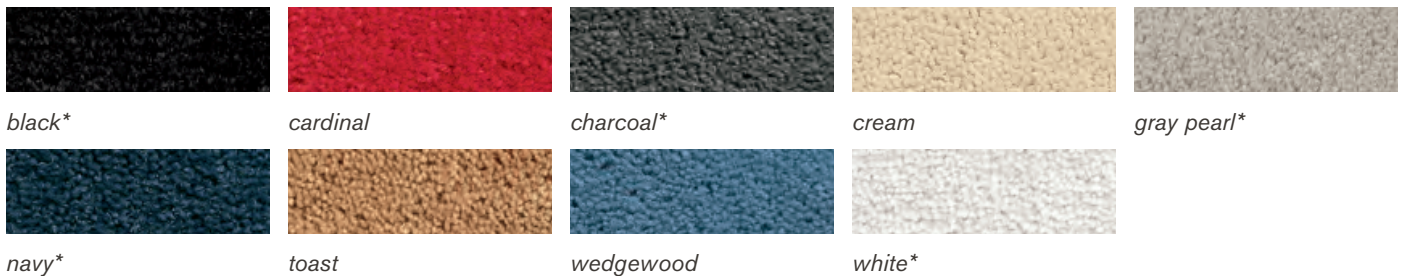


## Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



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

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



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

## Rental Exhibits Include:

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

## questions?

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



## “CLEAN FOOTPRINT” MATERIALS

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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

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 MARCH 05, 2020

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

**NAME OF SHOW:** **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,585.55	5,019.75	<input type="checkbox"/> 10' x 20'	6,812.55	9,537.55	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,105.35	2,947.50	<input type="checkbox"/> 10' x 20'	4,000.15	5,600.20	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,822.55	3,951.55	<input type="checkbox"/> 10' x 20'	5,362.85	7,508.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,995.35	4,193.50	<input type="checkbox"/> 10' x 20'	5,691.15	7,967.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,646.55	3,705.15	<input type="checkbox"/> 10' x 20'	5,028.45	7,039.85	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,760.30	3,864.40	<input type="checkbox"/> 10' x 20'	5,244.55	7,342.35	_____

## CHOOSE YOUR PANEL

- Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfboard

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
_____	+	_____ = _____
Sub-Total		7.75 % Tax      Total Cost

# FREEMAN

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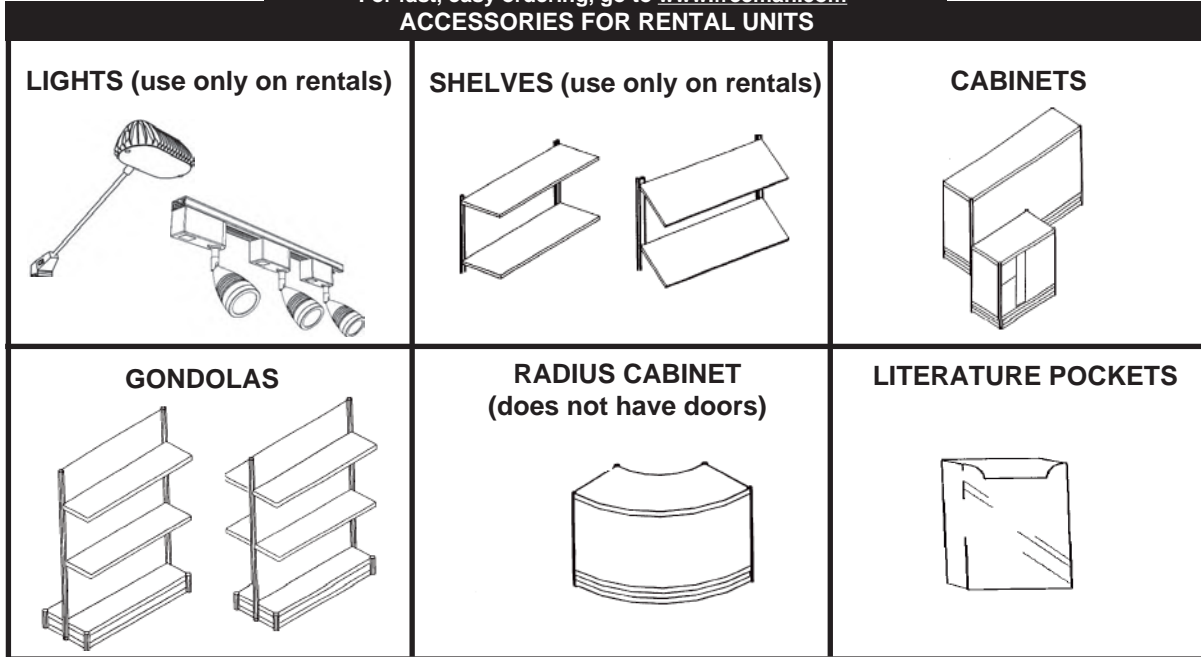
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (electrical service & labor to install lights not included)					
___	172512	Arm Light .....	183.55	256.95	_____
___	172514	4' Tracklight (3 lights)	492.00	688.80	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	633.95	887.55	_____
___	17306	1M x 1/2M x 42" High.....	633.95	887.55	_____
___	17308	2M x 1/2M x 36" High.....	870.95	1,219.35	_____
___	17309	2M x 1/2M x 42" High.....	870.95	1,219.35	_____
___	173010	1M Radius x 1/2M x 36" High.	949.90	1,329.85	_____
___	173011	1M Radius x 1/2M x 42" High..	949.90	1,329.85	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	37.65	52.70	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	528.15	739.40	_____
___	174542	Double Sided 1M x 4' High..	918.40	1,285.75	_____
___	174581	Single Sided 1M x 8' High...	1,056.30	1,478.80	_____
___	174582	Double Sided 1M x 8' High..	1,836.70	2,571.40	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	111.25	155.75	_____
___	17206	1M Angled (37" x 12") .....	138.40	193.75	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	53.00	74.20	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		7.75% Tax		Total Cost	

Don't see what you need?  
 Please call Exhibitor Sales at (714) 254-3410.

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

# FLEXING TO FIT YOUR NEEDS

---

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

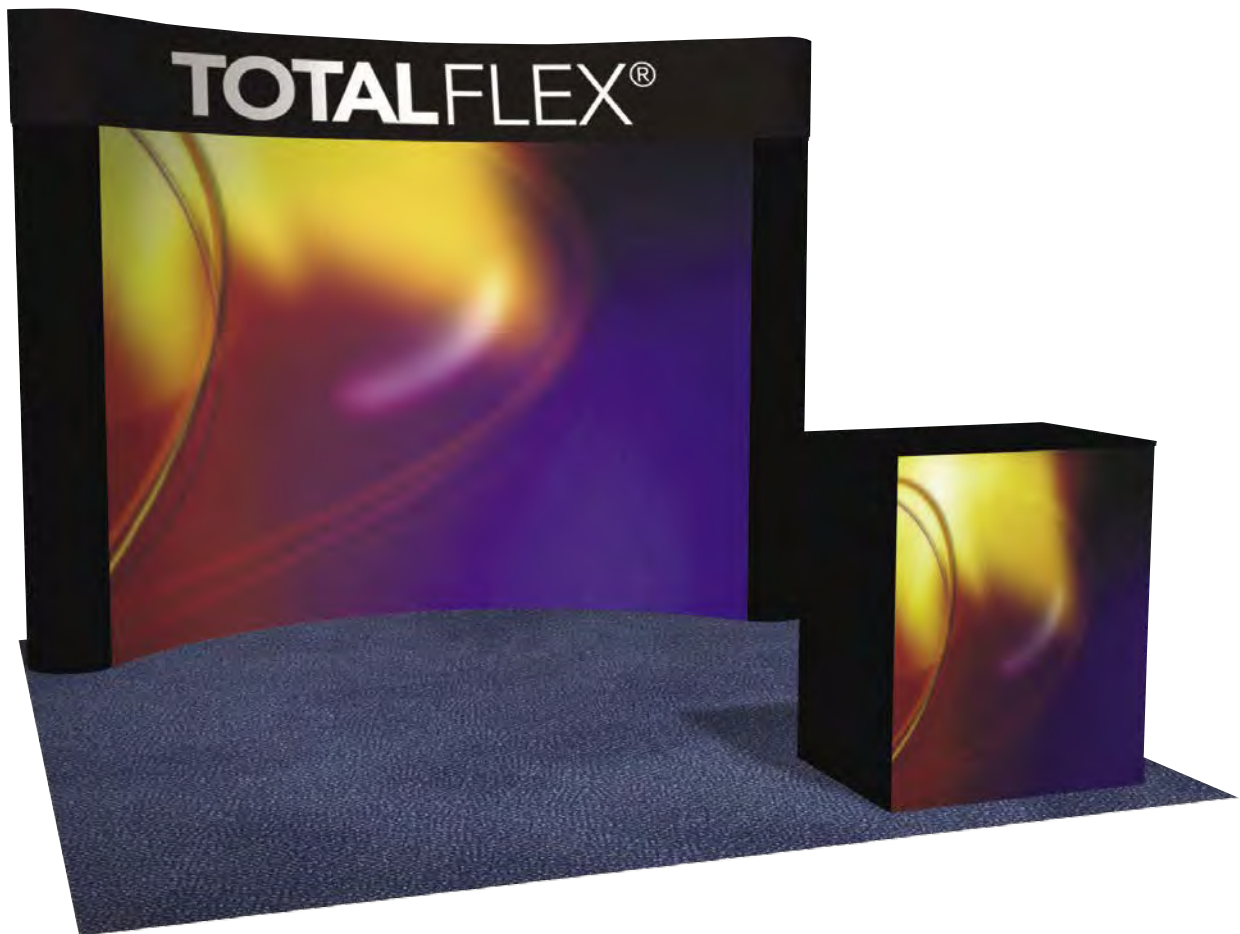


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

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



**FLOOR UNITS**

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

# FREEMAN

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 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 05, 2020

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

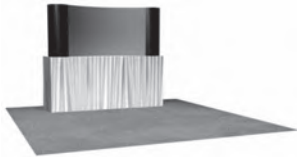
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

## TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,266.80	1,773.50	_____	_____
40"H x 8'W	1,447.70	2,026.80	_____	_____
PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,539.55	2,155.35	_____	_____
40"H x 8'W	1,721.90	2,410.65	_____	_____

\*Shipping Not Included

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

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

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

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

*\*Other Colors Also Available for Purchase Units*

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

**Table Drape:**

Black  Blue  Brown  Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,994.65	2,792.50	_____	_____
8'H x 10'W	2,353.25	3,294.55	_____	_____
PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	3,269.25	4,576.95	_____	_____
8'H x 10'W	3,811.65	5,336.30	_____	_____

\*Shipping Not Included

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

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

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

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

*\*Other Colors Also Available for Purchase Units*

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

All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	227.40	318.35	_____	_____	323.90	453.45	_____
1715801	1-200 Watt Halogen Light Kit	_____	117.50	164.50	_____	_____	236.50	331.10	_____
1715802	Straight Shelf	_____	90.35	126.50	_____	_____	164.30	230.00	_____
1715803	Angled Shelf	_____	90.35	126.50	_____	_____	164.30	230.00	_____

## 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 + 7.75% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 7.75% Tax = Total Cost



# FREEMAN

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**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

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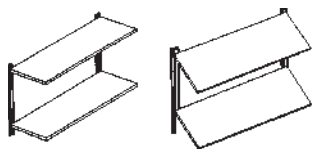
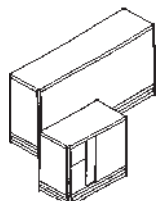
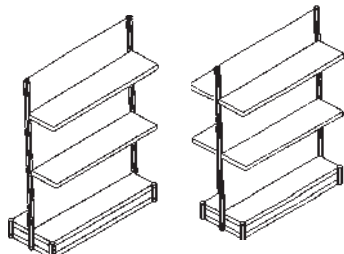

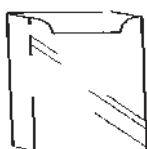
NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					

___	172512	Arm Light (200w).....	183.55	256.95	___
___	172514	4' Tracklight (3 lights).....	492.00	688.80	___
___	17252	Halogen Light.....	N/A	N/A	___

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 1/2M x 36" High.....	633.95	887.55	___
___	17306	1M x 1/2M x 42" High.....	633.95	887.55	___
___	17308	2M x 1/2M x 36" High.....	870.95	1,219.35	___
___	17309	2M x 1/2M x 42" High.....	870.95	1,219.35	___
___	17310	1M Radius x 1/2M x 36" High..	949.90	1,329.85	___
___	17311	1M Radius x 1/2M x 42" High..	949.90	1,329.85	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock.....	37.65	52.70	___
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High .	528.15	739.40	___
___	174542	Double Sided 1M x 4' High.	918.40	1,285.75	___
___	174581	Single Sided 1M x 8' High .	1,056.30	1,478.80	___
___	174582	Double Sided 1M x 8' High	1,836.70	2,571.40	___

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12").....	111.25	155.75	___
___	17206	1M Angled (37" x 12").....	138.40	193.75	___

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature.....	53.00	74.20	___

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

Don't see what you need?  
 Please call an Exhibitor Sales Specialist at (714) 254-3410.

<b>TOTAL COST</b>			
Sub-Total	+	7.75% Tax	= Total Cost

FREEMAN exhibit accessories

# MATERIAL MATTERS

---

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

## COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

## ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

## GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

## GREEN

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Solutionist will contact you for details.**

### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$ 3,307.65	\$ 4,961.50	_____
_____	10'	4'	40'	\$ 4,332.60	\$ 6,498.90	_____
_____	15'	3'	60'	\$ 4,897.20	\$ 7,345.80	_____
_____	15'	4'	60'	\$ 6,442.20	\$ 9,663.30	_____
_____	20'	4'	80'	\$ 8,985.00	\$ 13,477.50	_____

### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$ 4,370.00	\$ 6,555.00	_____
_____	10' x 15'	4'	40'	\$ 5,647.50	\$ 8,471.25	_____

### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$ 2,608.95	\$ 3,913.45	_____
_____	10'	4'	31.42'	\$ 3,414.80	\$ 5,122.20	_____
_____	15'	3'	47.12'	\$ 3,861.10	\$ 5,791.65	_____
_____	15'	4'	47.12'	\$ 5,066.50	\$ 7,599.75	_____
_____	20'	4'	62.80'	\$ 6,860.85	\$ 10,291.30	_____

### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$ 2,490.70	\$ 3,736.05	_____
_____	10'	4'	30'	\$ 3,259.55	\$ 4,889.35	_____
_____	15'	3'	45'	\$ 3,750.35	\$ 5,625.55	_____
_____	15'	4'	45'	\$ 4,914.80	\$ 7,372.20	_____
_____	20'	4'	60'	\$ 6,784.90	\$ 10,177.35	_____

### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	60'	\$ 1,704.55	\$ 2,556.85	_____
_____	10'	4'	80'	\$ 2,212.85	\$ 3,319.30	_____
_____	15'	3'	30'	\$ 2,513.60	\$ 3,770.40	_____
_____	15'	4'	30'	\$ 3,276.35	\$ 4,914.55	_____
_____	20'	4'	40'	\$ 4,473.70	\$ 6,710.55	_____

**Sub-Total:** \_\_\_\_\_ **x 7.75% (Tax)** \_\_\_\_\_ **= Total** \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONT AND LINKS:**

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

**COLOR:**

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

**ARTWORK IN THE STRUCTURE:**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES AND SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OF BITMAP ART:**

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

MAC users: User Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts).

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (714) 254-3410 for assistance.

# SEEING IS BELIEVING

.....

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

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



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



# FREEMAN

2170 S. Towne Centre Place, Ste 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 05, 2020

INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 19.60 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 29.40 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:  
 Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_  
 PMS Colors \_\_\_\_\_

### Backing Material:

- |   |   |
|---|---|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                                 |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                                    |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input checked="" type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                                    |

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

**Special Instructions** \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	64.75	97.15 =	_____
7" x 22" @ _____	64.75	97.15 =	_____
7" x 44" @ _____	81.70	122.55 =	_____
9" x 44" @ _____	94.20	141.30 =	_____
11" x 14" @ _____	64.75	97.15 =	_____
14" x 22" @ _____	86.80	130.20 =	_____
14" x 44" @ _____	137.70	206.55 =	_____
22" x 28" @ _____	137.70	206.55 =	_____
28" x 44" @ _____	196.50	294.75 =	_____
20" x 60" @ _____	235.80	353.70 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	7.75 % Tax
		=
		Total Cost



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# 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:

## DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

## TEAMSTERS UNION

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.

## ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

## 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.

# LET US DO THE HEAVY LIFTING

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



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

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

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

---

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DEADLINE DATE**  
**MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 138.75	\$ 194.25
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday and Sunday .....	\$ 249.75	\$ 349.75
<b>Holiday-</b> ALL DAY on recognized Holidays .....	\$ 319.25	\$ 447.00

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

## INSTALLATION LABOR

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

# FREEMAN installation & dismantle labor

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

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:**

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

**Other Carrier:**

Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select Level of Service:**

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

**Freight Charges:**

Same as ship to  
Bill To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Select Shipment Options (if applicable)**

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

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

- Re-route via Freeman's choice
- Deliver back to the warehouse at exhibitor's expense

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

**FREEMAN installation & dismantle labor**

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR (One Hour Minimum per Worker)

**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  
**DoubleTime** - ALL DAY on Saturday and Sunday  
**Holiday** - ALL DAY on recognized Holidays

- Show site prices will apply to all orders placed at show site.
- Start time guaranteed only at start of working day.
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Center to pickup labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Additional crew, equipment and or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.
- When moving or placing machinery, the applicable rate of a Rigger will be added to the Forklift charges.

Description	Price/Hour Advance	Price/Hour Show Site
<b>FORKLIFT LABOR</b>		
304050 Forklift w/operator up to 5,000 lbs ST.....	\$ 212.00	\$ 297.00
304051 Forklift w/operator up to 5,000 lbs OT.....	\$ 282.50	\$ 395.50
304052 Forklift w/operator up to 5,000 lbs DT.....	\$ 325.00	\$ 455.00
304053 Forklift w/operator up to 5,000 lbs HOL.....	\$ 395.50	\$ 553.75
3040150 Forklift w/operator up to 15,000 lbs ST.....	\$ 275.75	\$ 386.25
3040151 Forklift w/operator up to 15,000 lbs OT.....	\$ 346.25	\$ 484.75
3040152 Forklift w/operator up to 15,000 lbs DT.....	\$ 388.75	\$ 544.25
3040153 Forklift w/operator up to 15,000 lbs HOL.....	\$ 459.25	\$ 643.00
304040 Forklift w/operator 4-Stage ST.....	\$ 231.75	\$ 324.50
304041 Forklift w/operator 4-Stage OT.....	\$ 302.25	\$ 423.25
304042 Forklift w/operator 4-Stage DT.....	\$ 344.75	\$ 482.75
304043 Forklift w/operator 4-Stage HOL.....	\$ 415.25	\$ 581.50
<b>RIGGING LABOR</b>		
3020100 Rigger ST.....	\$ 173.50	\$ 243.00
3020101 Rigger OT.....	\$ 260.25	\$ 364.50
3020102 Rigger DT.....	\$ 312.50	\$ 437.50
3020103 Rigger HOL.....	\$ 399.25	\$ 559.00
3010100 Material Handler ST.....	\$ 141.00	\$ 197.50
3010101 Material Handler OT.....	\$ 211.50	\$ 296.25
3010102 Material Handler DT.....	\$ 254.00	\$ 355.75
3010103 Material Handler HOL.....	\$ 324.50	\$ 454.50
<b>EQUIPMENT</b>		
3090600 Forklift Cage.....	\$ 29.25	
3090700 Forklift Boom.....	\$ 29.25	
3090800 Pallet Jack.....	\$ 29.25	

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							<b>Total</b>	

# FREEMAN forklift / rigging labor

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- **If these instructions are not followed and/or orders are not complete and submitted by the order deadline date, Freeman cannot guarantee the hanging of your sign or advance pricing. Show Site orders might not be accepted due to advance clearance requirements.**
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline date.
- Hanging Structures are permitted in most areas of the convention center with the exception of meeting rooms and lobbies. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. **ELECTRICAL SERVICE** requirements must be ordered in advance on the enclosed **ELECTRICAL SERVICE** Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Incomplete or missing information may delay your installation.

Number of signs to be hung: \_\_\_\_\_  
 Type:  Cloth Banner  Metal  Wood  
 Other \_\_\_\_\_  
 Shape:  Square  Circle  Rectangle  Triangle  
 Other \_\_\_\_\_  
 Size: Height \_\_\_ Length \_\_\_ Width \_\_\_ Weight \_\_\_\_\_  
 Is Electrical Required?  Yes  No  
 Is Assembly Required?  Yes  No  
 Is Your Sign Designed to Rotate?  Yes  No  
(Initial in the applicable box above)  
 Does Your Sign Require Motors or Truss?  Yes  No  
 Quantity: \_\_\_\_\_  
 Provided with Sign  Need to Order\*  
 \*See motors & truss form

### Placement Diagram:

No. of feet from floor to top of sign \_\_\_\_\_  
 Submit a scaled floor plan indicating exact sign placement complete with dimensions, booth orientation and indicating surrounding aisle or booth numbers. Complete the Hanging Sign Placement Diagram OR if sign is **centered**, check here.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

- Straight Time**  
 8:00 A.M. to 4:30 P.M., Monday through Friday
- Overtime**  
 4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday.
- Holiday**  
 All day on Holidays.
- Crew Size - MINIMUM of two people**
- Materials**  
 Cable, clamps, etc. are additional and charged accordingly
- Equipment With Crew**
- **Standard prices will apply to all hanging sign orders placed at show site.**
  - Rates are per lift and crew per hour
  - One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
  - Straight time cannot be guaranteed

	Straight Time	Overtime	Holiday
<b>Boom Lift with crew (up to 200 lbs lift capacity)</b>			
Advance Price.....	\$673.50	\$933.50	\$1096.00
<b>Standard Price.....</b>	<b>\$943.00</b>	<b>\$1307.00</b>	<b>\$1534.50</b>
<b>Assembly Labor (Per person / Per hour)</b>			
Advance Price.....	\$141.25	\$254.25	\$325.00
<b>Standard Price.....</b>	<b>\$197.75</b>	<b>\$356.00</b>	<b>\$455.00</b>
For Display Work Only (Not to hang sign)			
<b>20' Scissorlift with crew (up to 350 lbs lift capacity)</b>			
Advance Price.....	\$510.00	\$736.00	\$877.50
<b>Standard Price.....</b>	<b>\$714.00</b>	<b>\$1030.50</b>	<b>\$1228.50</b>

**\*Requested Install Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
 Installation Estimate Condor/Crew  
 Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 @ \_\_\_\_\_ = \_\_\_\_\_

**\*Requested Dismantle Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
 Dismantle Estimate Condor/Crew  
 Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
 @ \_\_\_\_\_ = \_\_\_\_\_

\*Requested dates & times are not guaranteed.

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- OK to proceed without Exhibitor Supervision
  - Wait for Exhibitor Personnel
  - Display House to supervise
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### INBOUND SHIPPING

Shipping to Advance Warehouse  
 Deadline for Receipt: **MARCH 19, 2020**

Shipping to Show Site  
 Date of Arrival: \_\_\_\_\_



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

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

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

**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.
- All Sign Structure/Truss and Motor System orders must be accompanied by both a Weight Certificate and a Certified Structural Engineered Drawing.
- Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure or may need seismic safety cables.
- 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 Distro's will be handled by Freeman.

**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: ANAHEIM CONVENTION CENTER rigging regulations must be adhered to.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

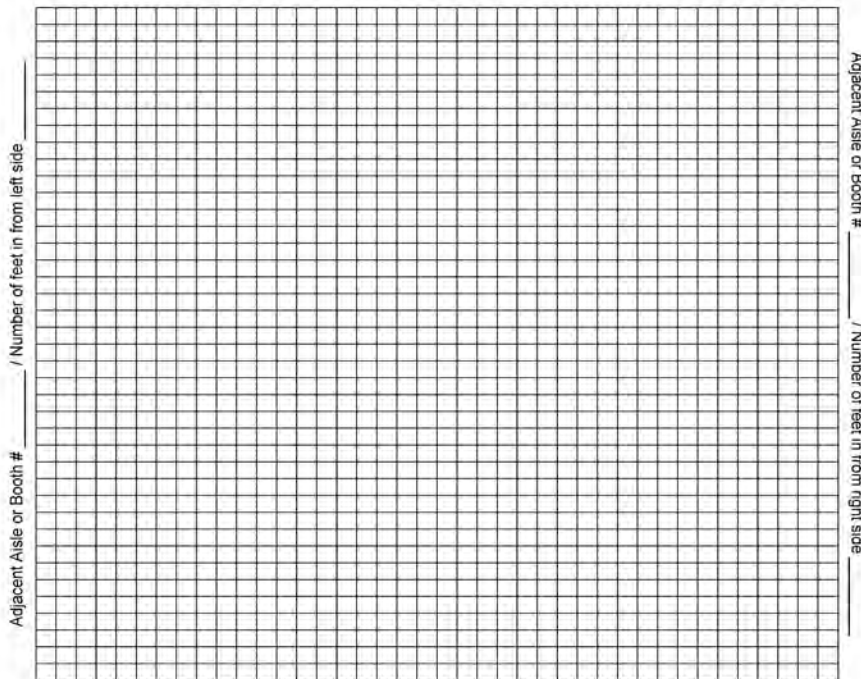
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

**HANGING SIGN PLACEMENT DIAGRAM**

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

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

Adjacent Aisle or Booth# \_\_\_\_\_ / Number of feet in from TOP of exhibit space \_\_\_\_\_



Adjacent Aisle or Booth # \_\_\_\_\_ / Number of feet in from BOTTOM of exhibit space \_\_\_\_\_

A measurement scale can be applied as necessary to reflect your booth size.

- 10' x 10' use 1 square = 1/4ft
- 20'x20' use 1 square = 1/2ft
- 30ft x 30ft use 1 square = 3/4 ft
- 40' x 40' use 1 square = 1ft
- Customize your grid \_\_\_\_\_ ft x \_\_\_\_\_ ft use 1 square = \_\_\_\_\_ foot

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
Anaheim, CA 92806  
(714) 254-3410 Fax: (469) 621-5602

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

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\_\_\_\_\_, the contracted exhibitor at the **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020** 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, ANAHEIM 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

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DEADLINE DATE**  
**MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call (714) 254-3400 and ask for the Exhibitor Sales Department.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with \*. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Description	Advance Price	Standard Price	Total
<b>EQUIPMENT</b>			
_____ Quarter Ton Hoist .....	637.15	892.00	\$ _____
_____ Half Ton Hoist .....	637.15	892.00	\$ _____
_____ One Ton Hoist.....	637.15	892.00	\$ _____
_____ Rotating Motor.....	516.25	722.75	\$ _____
_____ 12" Box Truss (per foot)* .....	26.55	37.15	\$ _____
_____ 12" Corner Blocks* .....	91.50	128.10	\$ _____
_____ 20.5" Box Truss (per foot)* .....	34.70	48.60	\$ _____
_____ 20.5" Corner Blocks* .....	101.80	142.50	\$ _____
<b>Total for Equipment.....</b>			<b>\$ _____</b>

**\* Select Color for Truss and Corner Blocks:**       Black       Silver  
 (If a color choice is not indicated, silver will be selected for you.)

**Please indicate what you will be hanging with the above equipment:**

- \_\_\_\_\_ Hanging Sign
- \_\_\_\_\_ Lighting Truss
- \_\_\_\_\_ Combination of Both

STRUCTURAL INTEGRITY STATEMENT  
 MUST ACCOMPANY ORDER

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

**LABOR RATES & SCHEDULE:**

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST.....	\$ 150.25	\$ 210.50
Electrician - OT.....	\$ 300.50	\$ 420.75
Scissor Lift (Labor not included).....	\$ 250.25	
Boom Lift (Labor not included).....	\$ 383.75	

All lifts require labor to operate and a ground person in order to meet safety standards.

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

**Note: For more information and an example of a completed floorplan please see the following page.**

**FLOOR WORK:**

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED)**

**BOOTH WORK:**

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Lighting requirements of 2000w or greater require labor to balance & distribute.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams.
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

**LABOR REQUEST**

**SELECT WORK TYPE**

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

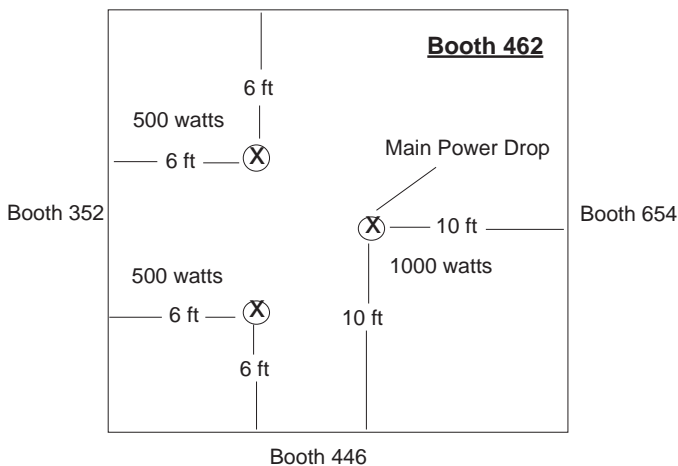
### CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

**F R E E M A N**

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).

# FREEMAN

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000



# F R E E M A N

## ELECTRICAL SERVICES

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

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

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

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

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # _____																																									Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

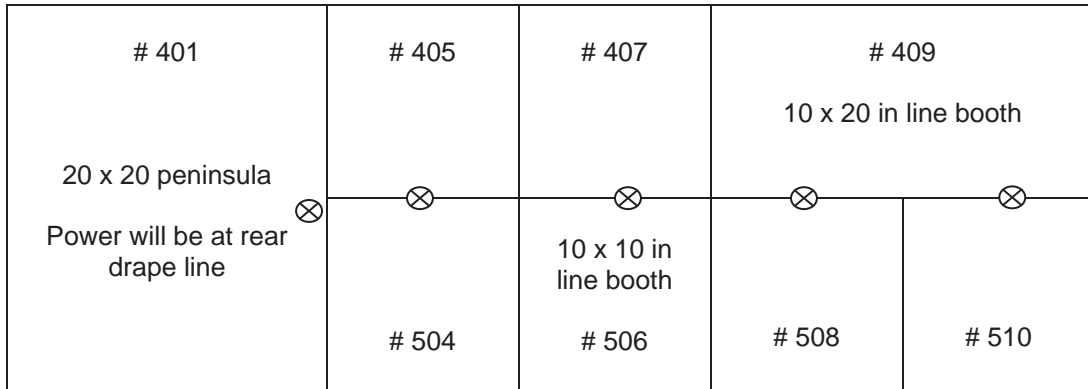
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

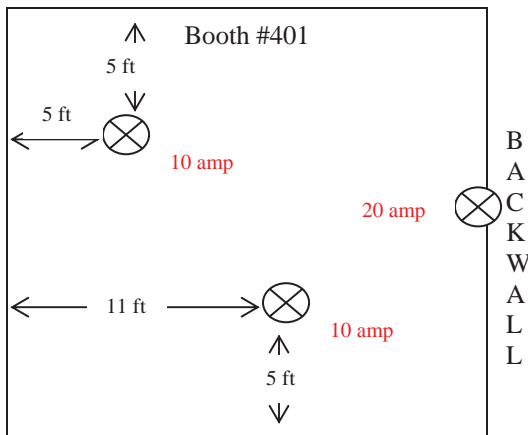
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

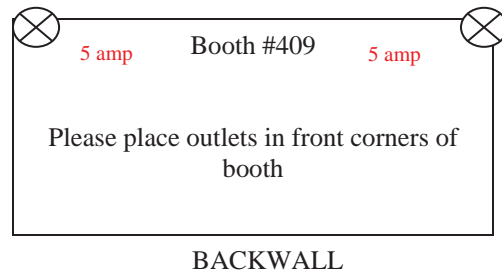


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

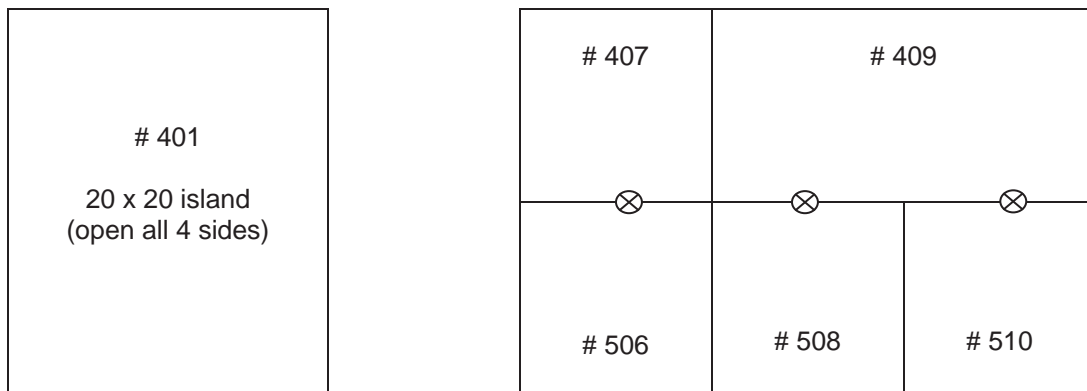
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

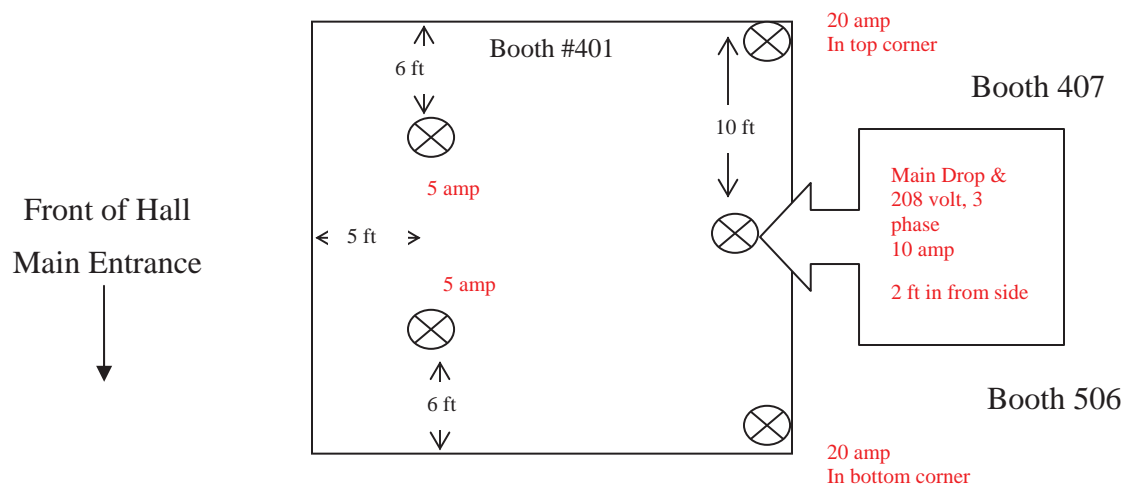
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

**110/120 VOLT**

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
500 Watts (5 amps)	_____	_____	159.25	238.90	= \$ _____
1000 Watts (10 amps)	_____	_____	275.50	413.25	= \$ _____
2000 Watts (20 amps)	_____	_____	369.25	553.90	= \$ _____

**208 VOLT SINGLE PHASE (Labor Required for Connection)**

20 Amps	_____	_____	700.75	1,051.15	= \$ _____
30 Amps	_____	_____	841.00	1,261.50	= \$ _____
60 Amps	_____	_____	1,099.25	1,648.90	= \$ _____
100 Amps	_____	_____	1,452.00	2,178.00	= \$ _____
200 Amps	_____	_____	2,218.50	3,327.75	= \$ _____

**208 VOLT THREE PHASE (Labor Required for Connection)**

20 Amps	_____	_____	928.50	1,392.75	= \$ _____
30 Amps	_____	_____	1,116.25	1,674.40	= \$ _____
60 Amps	_____	_____	1,457.50	2,186.25	= \$ _____
100 Amps	_____	_____	1,929.50	2,894.25	= \$ _____
200 Amps	_____	_____	2,868.25	4,302.40	= \$ _____
400 Amps	_____	_____	3,898.25	5,847.40	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$8.00 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**480 VOLT THREE PHASE (Labor Required for Connection)**

20 Amps	_____	_____	1,095.25	1,642.90	= \$ _____
30 Amps	_____	_____	1,312.50	1,968.75	= \$ _____
60 Amps	_____	_____	1,720.50	2,580.75	= \$ _____
100 Amps	_____	_____	2,271.50	3,407.25	= \$ _____
200 Amps	_____	_____	3,344.25	5,016.40	= \$ _____

**LIGHTING (Price Includes Power Consumed)\*\*\*\***

Single Light Stand (200w)**	_____	_____	163.00	244.50	= \$ _____
Double Light Stand (400w)**	_____	_____	268.50	402.75	= \$ _____
Arm Light***	_____	_____	200.25	300.40	= \$ _____
Overhead Quartz Light*	_____	_____	528.25	792.40	= \$ _____

\* May require labor and a lift at additional charge(s). Please contact FreemanAnaheimES@freeman.com for estimated charges.

\*\* For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

\*\*\* Requires a hard wall surface for installation.

Extension cords and power strips are available for rental at the Freeman Service Desk.

\*\*\*\*Applicable sales tax applies to all Lighting orders.

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:  
**DEADLINE DATE OF:  
 MARCH 5, 2020**

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**HANGING SIGNS**

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanAnaheimES@freeman.com.

**TOTAL COST**

Outlet(s)	\$ _____
Lighting	\$ _____
7.75% Tax (Lighting only)	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

**FREEMAN electrical**

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

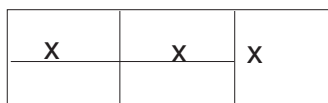
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

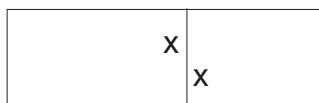
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

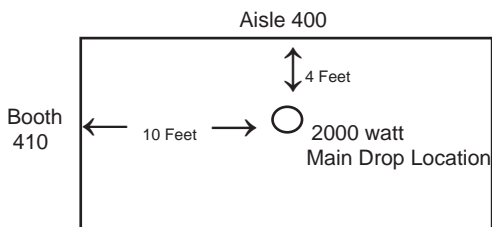


BACK TO BACK PENINSULA

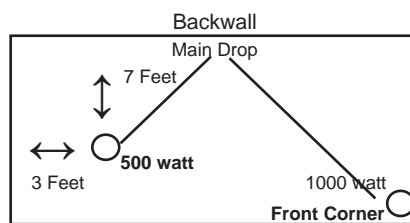
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitor' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
10. Fire code requires a 9" minimum access space for electrical equipment at the back of all booths with a hard back wall. Storage of any materials is not allowed in this space.

# FREEMAN

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 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 5, 2020**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

**\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.  
 NOTE: There is a minimum labor charge of 1 hour for both the installation and removal of all services listed below.**

<b>COMPRESSED AIR: 90-100 lbs. PSI</b>	<u>QTY.</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>TOTAL</u>
Service charge for 1st air outlet (includes 1st 50 ft. of air line) .....	_____	714.75	1,072.15 = \$	_____
Each additional outlet within a booth .....	_____	539.00	808.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	_____	11.40	17.10 = \$	_____
CFM Requirement .....	_____	13.75	20.65 = \$	_____
To determine Volume Supply Line, please provide your connection size _____			<b>Total</b>	_____

(Please note that any compressed air order must include a minimum of 5 cfm's per machine. If machinery requires more than 5 cfm's, please indicate the total requirement in quantity)

**NOTE:** Plumbing contractor will not be responsible for moisture, oil or water in air lines or loss of flow or drop in pressure in line to equipment. Exhibitors should supply their own filters, driers or other equipment for moisture control. **Exhibitors are not allowed to provide their own air compressors.**

**WATER**

Service Charge for first water outlet at rear of booth (includes 1st 50 ft.) _____	714.75	1,072.15 = \$	_____
Each additional water outlet within a booth .....	539.00	808.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	11.40	17.10 = \$	_____
		<b>Total</b>	_____

**NOTE:** Pressure may vary. Minimum or maximum pressures cannot be guaranteed. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed. Plumbing contractor is not responsible for sediment, color or taste of water.

**DRAINS**

Service Charge for first drain outlet at rear of booth (includes 1st 50 ft.) _____	714.75	1,072.15 = \$	_____
Each additional drain outlet within the same booth .....	539.00	808.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	11.40	17.10 = \$	_____
		<b>Total</b>	_____

**FILL & DRAINS** (Please order for each separate item/machine)

0 - 200 Gallons .....	297.75	446.65 = \$	_____
201 - 400 Gallons .....	441.75	662.65 = \$	_____
Each Additional 100 Gallons .....	50.00	75.00 = \$	_____
		<b>Total</b>	_____

**NOTE:** Plumbing Contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**GASES & MISCELLANEOUS EQUIPMENT**

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
 Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

Exhibitors are not permitted to bring in any type of cylinder gas. Safety Regulations require all cylinder gases to be purchased and

**LABOR RATES (1 hour minimum charge for all services for both installation and removal. Total 2 hours.  
 Additional time charged in 1 hour increments.)**

	<u>Advance</u>	<u>Show Site</u>
<b>Straight Time</b> .....	<b>\$ 136.75</b>	<b>\$ 191.50</b>
Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)		
<b>Overtime</b> .....	<b>\$ 273.50</b>	<b>\$ 383.00</b>
Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays		

**In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.  
 Applicable sales tax applies to all orders.**

**FREEMAN air-water-drain-gas**

## PLUMBING CONDITIONS AND REGULATIONS

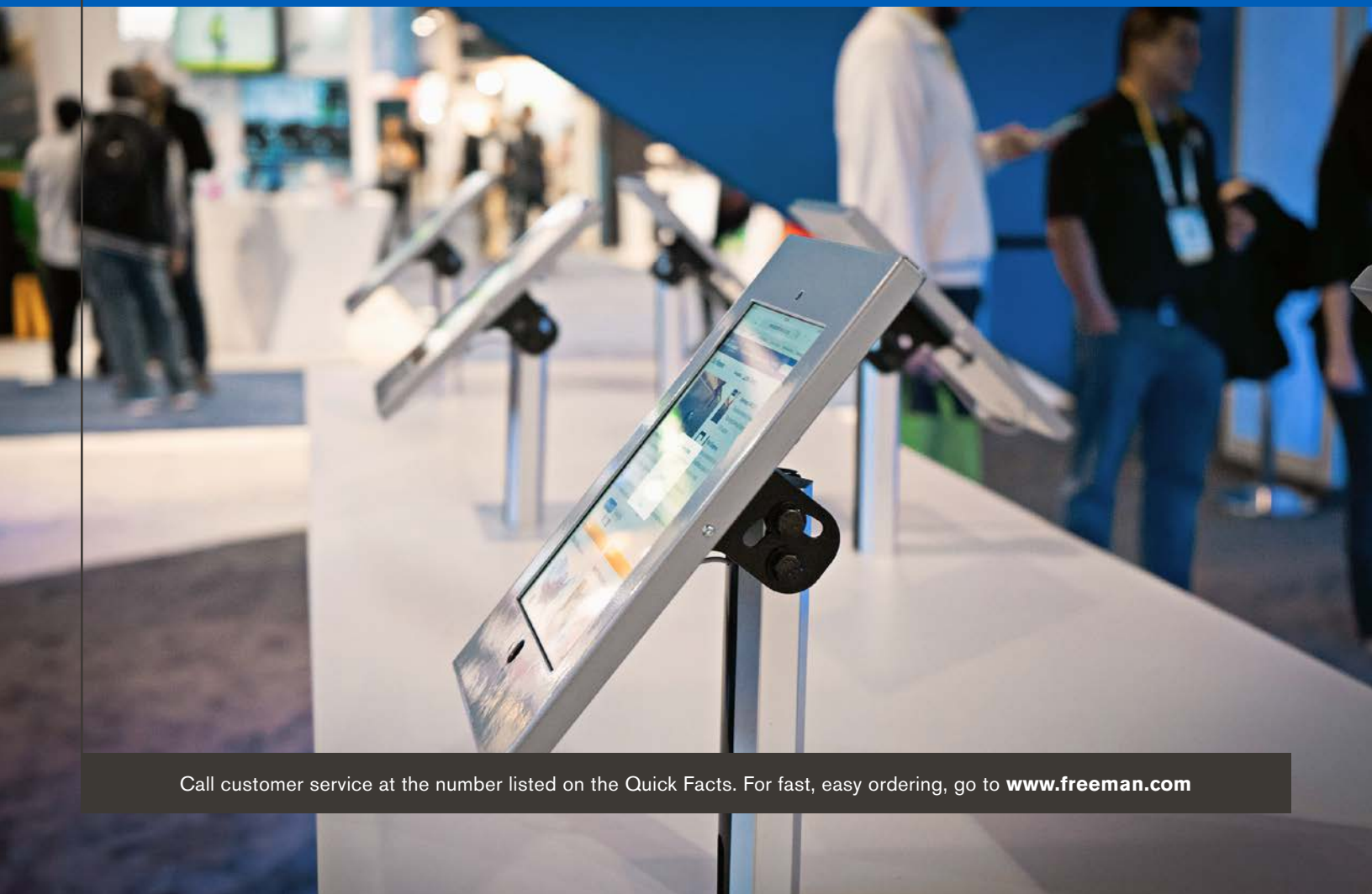
- 1 To receive discount prices, order must be received by Freeman Electrical Services with full payment by Deadline Date.
  - 2 Credit will not be given for connections installed and not used.
  - 3 All material and equipment furnished by Freeman Electrical Services for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
  - 4 All equipment must comply with state and local safety codes.
  - 5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
  - 6 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
  - 7 All equipment using water must have inlet and outlet properly tagged.
  - 8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
  - 9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
  - 10 Service outlet size will be determined by the volume required.
  - 11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
  - 12 All outlets will be installed on the floor at the backwall of booth.
  - 13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  - 14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  - 15 All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
  - 16 Exhibitors are not allowed to bring air compressors on the show floor.
  - 17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
  - 18 Please call (714) 254-3410 for gas requirements or for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**

# EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

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When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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



**Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.**

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



**\*Order By: March 5, 2020 to Receive Early Order Pricing!**



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
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Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	



Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		



Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	



Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		



Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	



Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	



Quoted Equipment	QTY.	Early Order	Show Rate	Total

**\*Early order rate is subject to a 30% increase when ordering equipment after March 5, 2020.**



Contact Your Freeman Representative	Total Your Order		
<b>ERIC DE LA OSSA</b>	<b>Equipment Sub-Total</b>		
<a href="mailto:eric.delaossa@freeman.com">eric.delaossa@freeman.com</a>	<b>28% Handling Charge (\$213.00 Min)</b> Includes Delivery, Install & Dismantle		
Phone: 714.448.2182	<b>Added Labor to Mount Client Owned Flat Screen to Stand (\$75)</b>		
Fax: 469.621.5602	<b>TOTAL CHARGES:</b>		
Online at: <a href="http://www.freeman.com">www.freeman.com</a>	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors		
<b>Don't see what you are looking for? Please call to discuss the options!</b>	** Electrical Services are not included in equipment pricing.		



**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

<b>Your Name:</b>	<b>Booth Number:</b>
<b>Exhibiting Company Name:</b>	
<b>Company Address:</b>	
<b>City / State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Third Party (If Applicable):</b>	
<b>Signature:</b>	

**Delivery Information**

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the booth structure and set-up. Please call us at 714.448.2182 with questions.*

<b>On-Site Contact Person:</b>	<b>Cell Phone:</b>
<b>Please Select Your Preferred Date and Time of Delivery (Choose One):</b>	
Saturday, March 28, 2020	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
Sunday, March 29, 2020	<input type="checkbox"/> 8am - 12pm
<b>If You Have a Special Delivery Request, Please Note it Here:</b>	

**Payment Information**

**Method of Payment (Choose One):**

**Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

**Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

**Key Account** \*Key Account customers have been pre-approved with net 30 terms.

**Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.  
**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.

\*\* All payments must be made in advance in US funds.

\*\* Full payment, including any applicable tax, is due at the time the order is placed.

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

**\*Order By: March 5, 2020 to Receive Early Order Pricing!**

**Company Name:** \_\_\_\_\_



**Meeting Room Event Technology Packages (Daily Rentals)**

**Small Meeting Room Package (Up to 50 people)**

Meeting Room Event Technology Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$650.00	\$845.00	

**Medium Meeting Room Package (50 - 150 people)**

7.5' X 10' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$1,100.00	\$1,430.00	
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**Large Meeting Room Package (150 people +)**

10' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$1,450.00	\$1,885.00	
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**Meeting Room Flat Screen Packages (Daily Rentals)**

46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
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55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
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70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	
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**A La Carte Meeting Room Equipment (Daily Rentals)**

A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
LCD XGA Computer Projector (4000 Lumens)		\$425.00	\$552.50	

Projection Stand (for LCD and Overhead Projectors)		\$20.00	\$26.00	
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Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
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Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
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Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$165.00	\$214.50	
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Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$120.00	\$156.00	
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Computer Direct Interface Box (Audio)		\$40.00	\$52.00	
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Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
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HP Laser Printer (40 PPM)		\$97.50	\$126.75	
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Wireless Presentation Mouse		\$30.00	\$39.00	
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Flip Chart w/ Pad with Markers		\$40.00	\$52.00	
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**Quoted Additional Equipment**

Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total



**Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you! Please contact us at: 714.448.2182 for a custom quote.**

**\*Early order rate is subject to a 30% increase when ordering equipment after March 5, 2020.**



Contact Your Freeman Representative	Total Your Order	
ERIC DE LA OSSA <a href="mailto:eric.delaossa@freeman.com">eric.delaossa@freeman.com</a> Phone: 714.448.2182 Fax: 469.621.5602 Online at: <a href="http://www.freeman.com">www.freeman.com</a>	Equipment Sub-Total	
	28% Handling Charge (\$213.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	<b>TOTAL CHARGES:</b>	
Don't see what you are looking for? Please call to discuss the options!	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors  ** Electrical Services are not included in equipment pricing.	



**Contact Information**

Name:

Exhibiting Company Name:

Company Address:

City / State:

Zip Code:

Phone:

Fax:

Email:

Third Party (If Applicable):

Signature:

**Meeting Information**

*A representative must be in your meeting room at the time of delivery unless alternate arrangements are made.  
Delivery subject to readiness of the meeting room and set-up. Please call us at 714.448.2182 with questions.*

On-Site Contact Person:

Cell Phone:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Rehearsal Required:  Yes  No If so, what time?

**Additional Meeting Days:**

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

**Payment Information**

Method of Payment (Choose One):

- Credit Card** \* In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- Check** \*Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- Key Account** \*Key Account customers have been pre-approved with net 30 terms.
- Bank Transfer** \* Please reference the Show Name and Booth Number so we may properly credit your account.

**Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX  
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.  
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

**International Wire Transfer**  
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.  
 CHIPS address: 0959 Freeman Audio Visual, Inc.  
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

**ACH Direct Deposit**  
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.  
**ABA routing transit number physical bank address: 901 Main Street, Dallas,TX**  
**Note:** Customers assume responsibility for any bank processing fees.

*\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*\*\* All payments must be made in advance in US funds.*

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

# 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, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and 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

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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