FREEMAN

TCEQ AUTUMN ENVIRONMENTAL CONFERENCE & EXPO
OCTOBER 8-10, 2019
PALMER EVENTS CENTER
AUSTIN, TEXAS

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one 6' x 30" black skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

DISCOUNT PRICE DEADLINE DATE

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 17, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday	October 07, 2019	3:30 PM	-	6:00 PM	
Wednesday	October 09, 2019	3:30 PM	-	6:00 PM	WATER ONLY EXHIBITORS

EXHIBIT HOURS

Tuesday	October 08, 2019	7:30 AM	-	3:30 PM
Wednesday	October 09, 2019	Exhibit Hall Closed		
Thursday	October 10, 2019	7:30 AM	-	3:30 PM

EXHIBITOR MOVE-OUT

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

Tuesday	October 08, 2019	3:30 PM	-	5:00 PM	AIR ONLY EXHIBITORS
Thursday	October 10, 2019	3:30 PM	-	5:00 PM	

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, October 10, 2019 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 Thursday, October 10, 2019 at 4:00 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 (210) 554-2021 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at FreemanOnline by September 17, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930
C/O FREEMAN / AWD
15505 LONG VISTA DRIVE, STE 210
AUSTIN, TX 78728

Freeman will accept crated, boxed or skidded materials beginning Monday, September 09, 2019, at the above address. Material arriving after October 01, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930
C/O FREEMAN
PALMER EVENTS CENTER
900 BARTON SPRINGS RD
AUSTIN, TX 78704

Freeman will receive shipments at the exhibit facility beginning Monday, October 07, 2019. 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: (210) 554-2021.

Please note: All materials received by Freeman 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 Service 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 (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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 (210) 554-2021 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 17, 2019.

AVOID DELAY

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

SAFETY TIPS

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

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

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

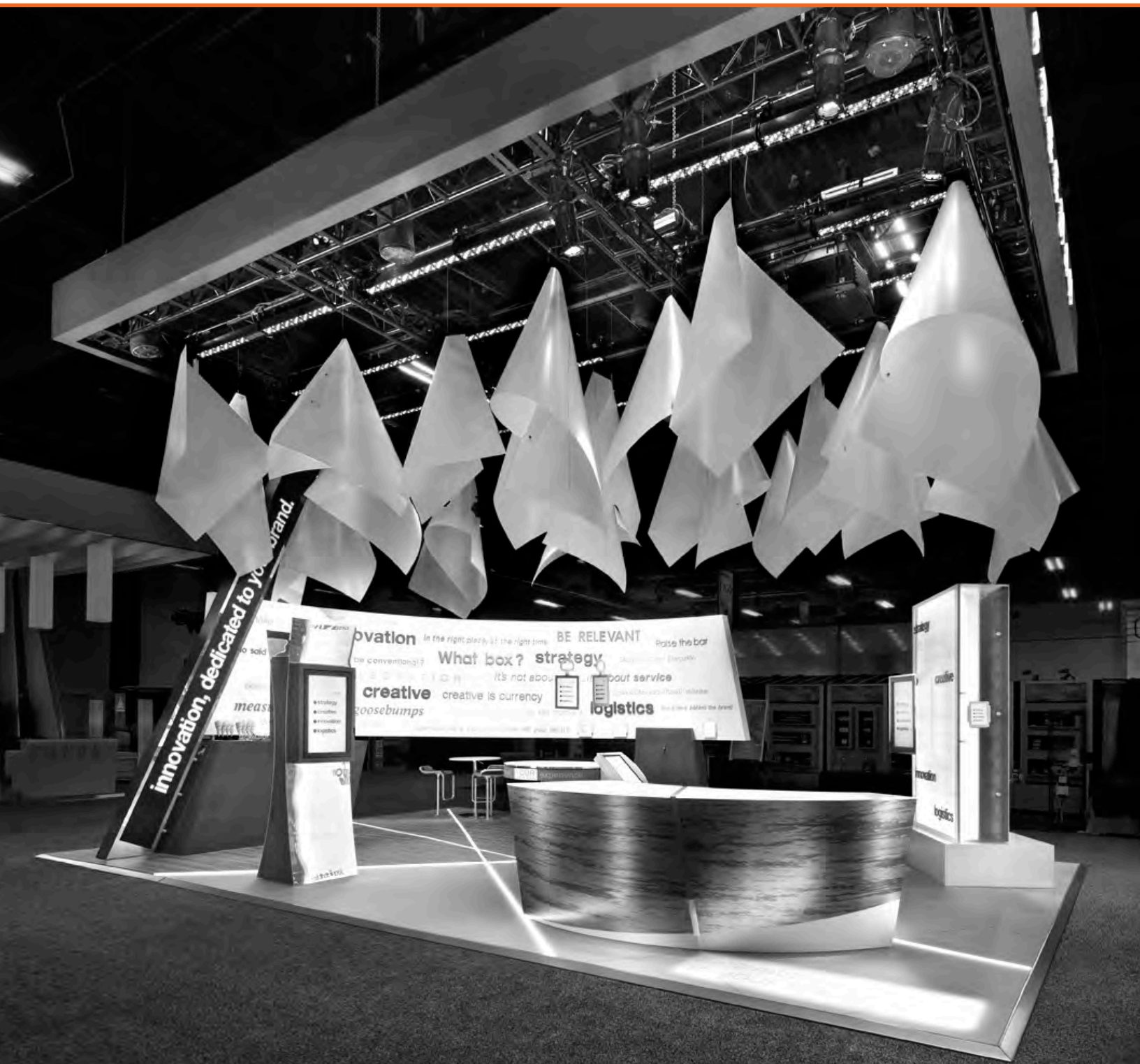
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.

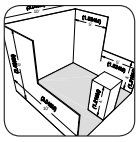
Made possible by a generous grant from
FREEMAN

IAEE
Exhibitions and Events Mean Business
www.iaee.com

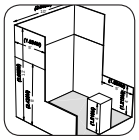
Guidelines for Display Rules & Regulations
2014 Update



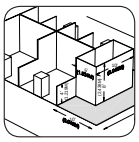
Contents



Linear Booth and Corner Booth 4



Perimeter Booth 5



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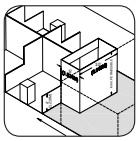
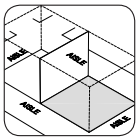
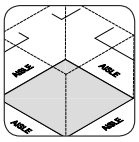


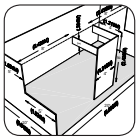
Peninsula Booth 7



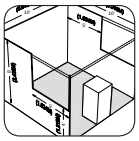
Split Island Booth 8



Island Booth 9



Extended Header Booth 10



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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.

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Linear Booth

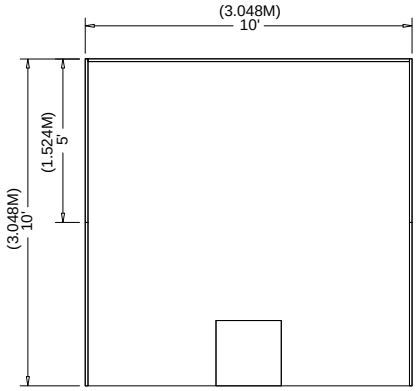
Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

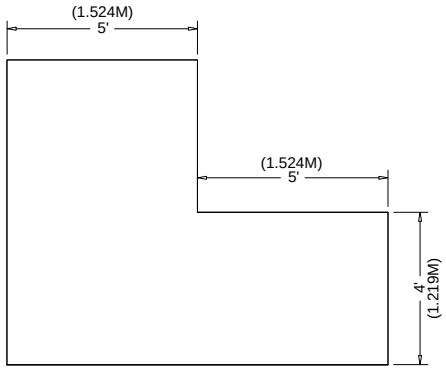
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

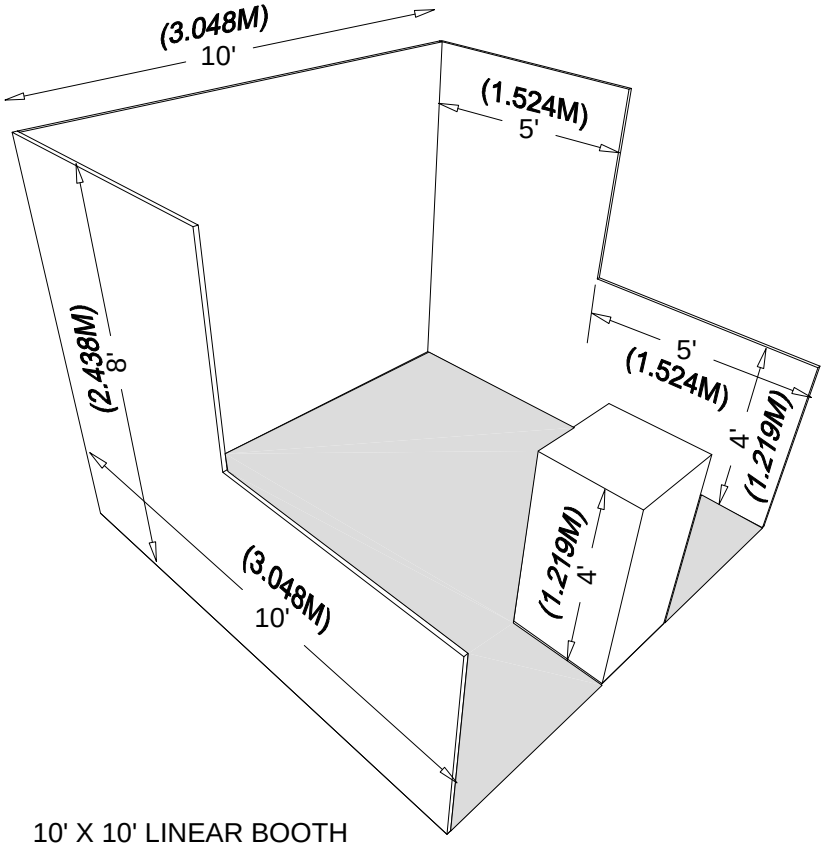
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



PLAN VIEW



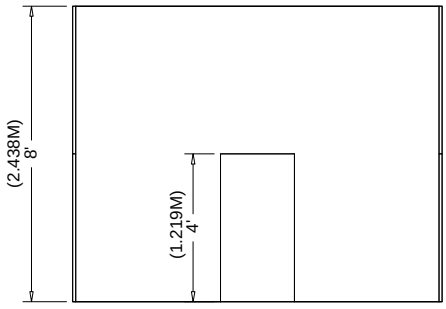
LEFT SIDE VIEW



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



FRONT VIEW

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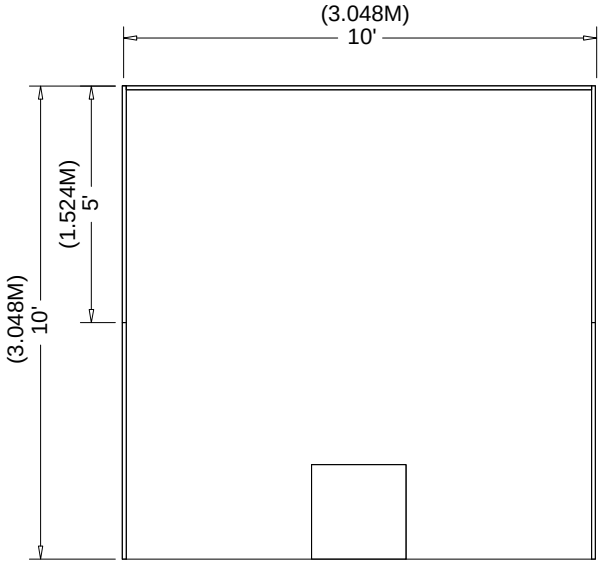
Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



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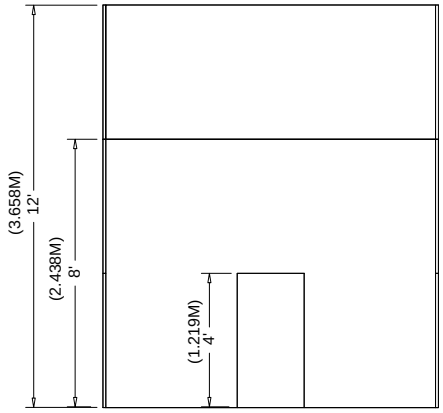

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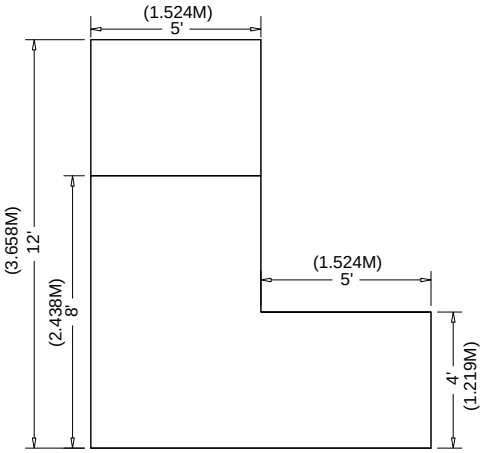

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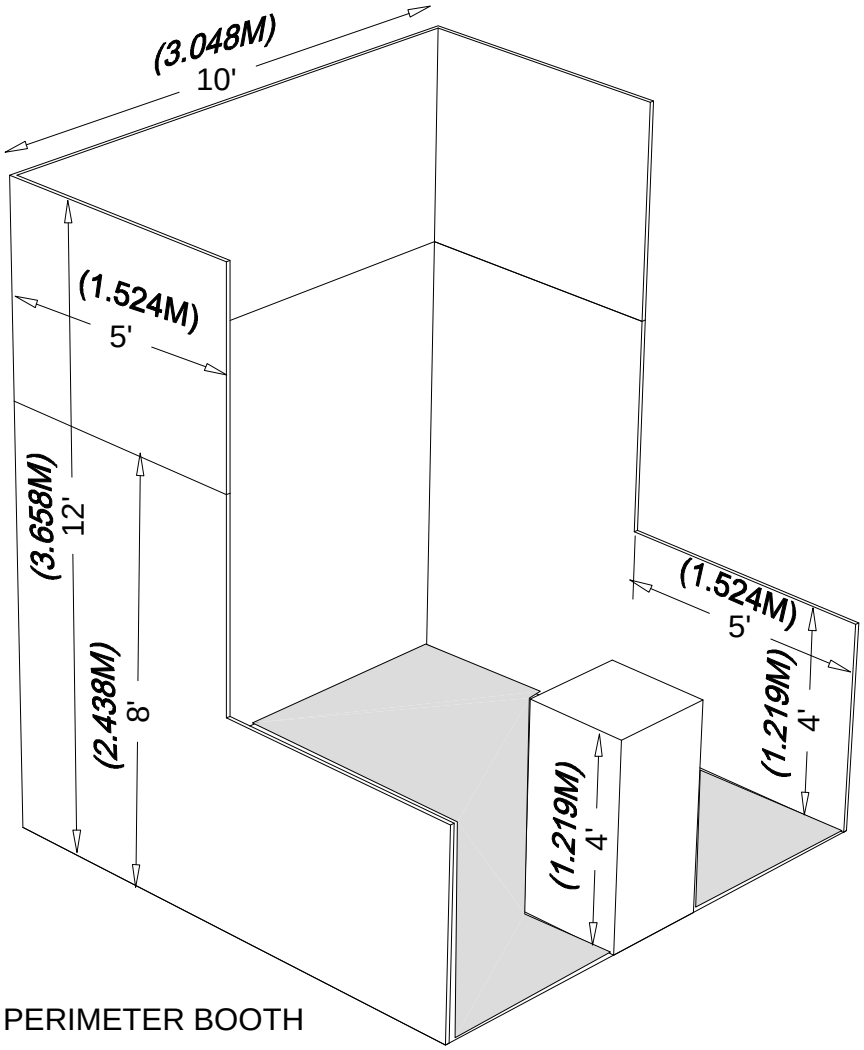

10' X 10' PERIMETER BOOTH

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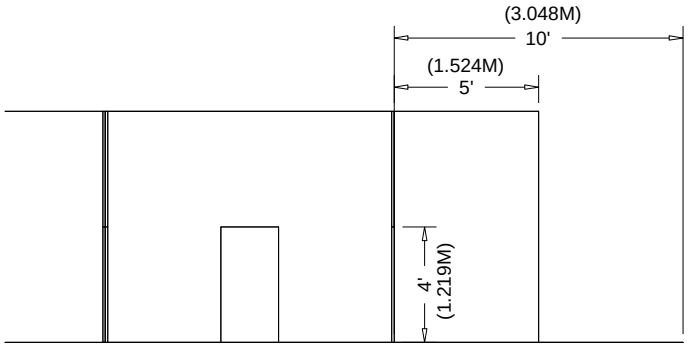
End-cap Booth

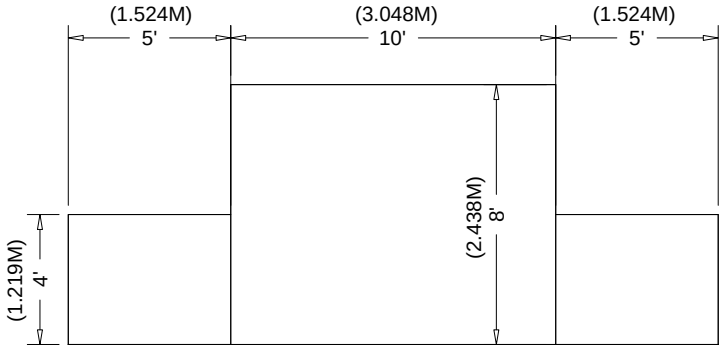
An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions

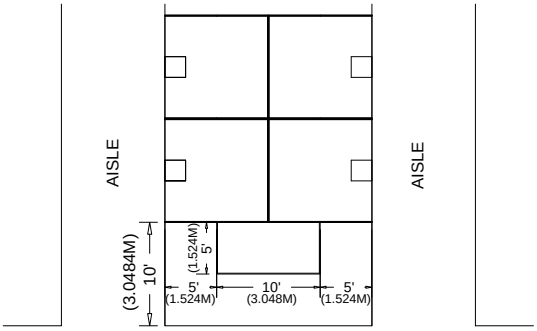
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



LEFT SIDE VIEW



FRONT VIEW



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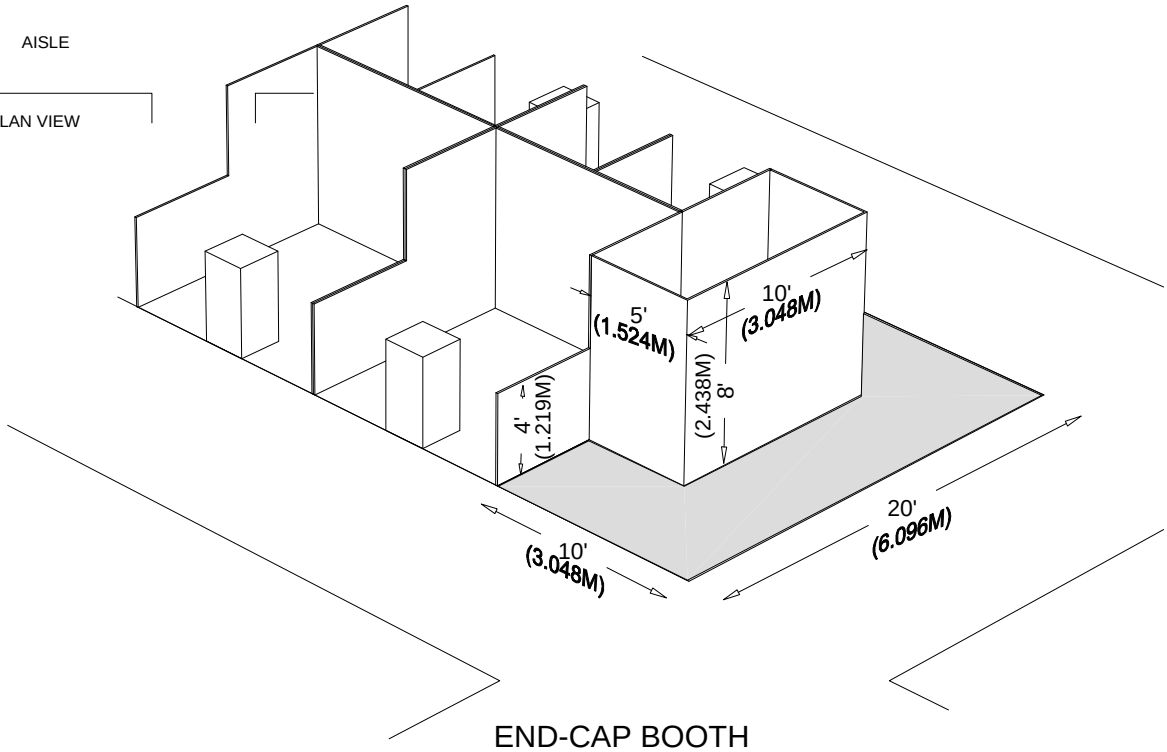

END-CAP BOOTH

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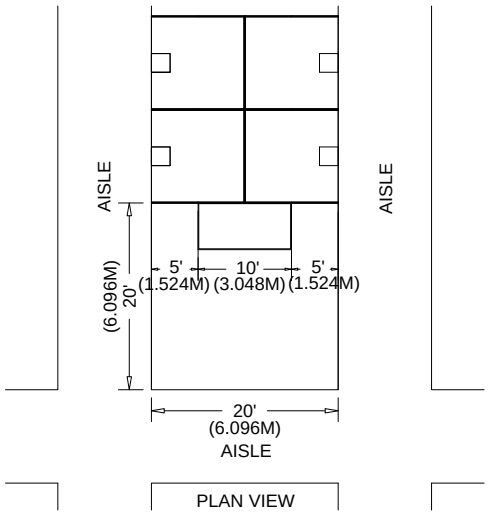
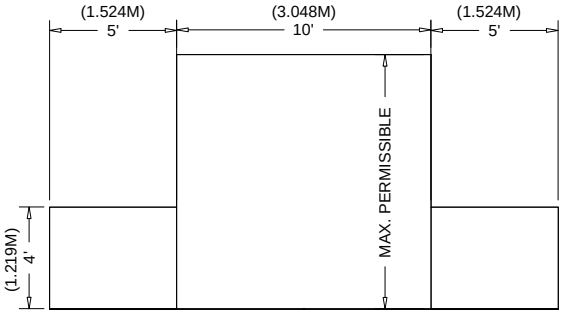
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."



Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



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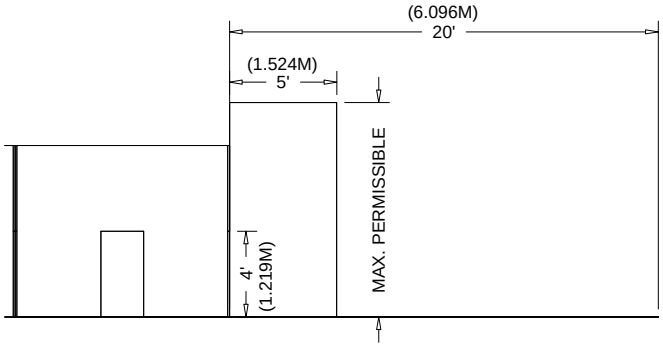

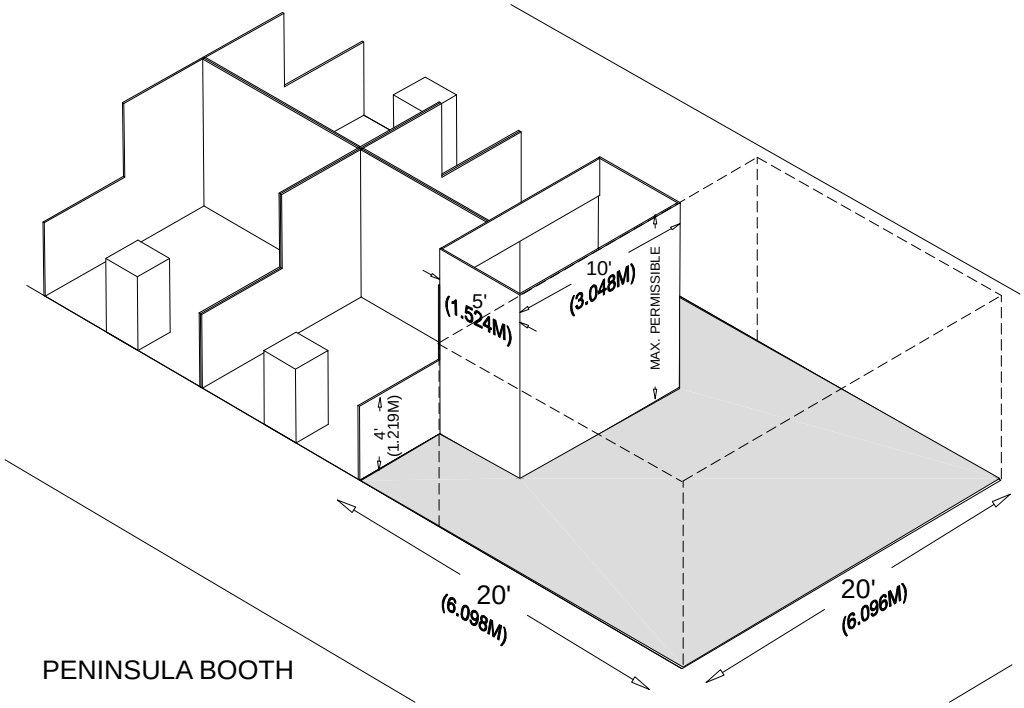

PENINSULA BOOTH

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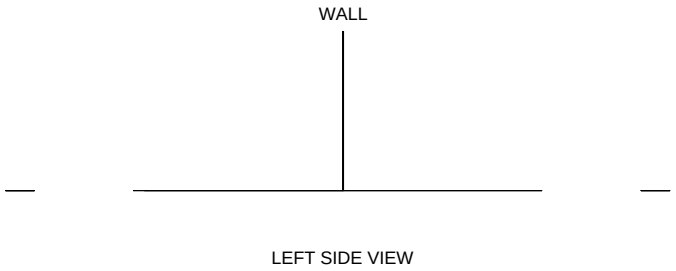
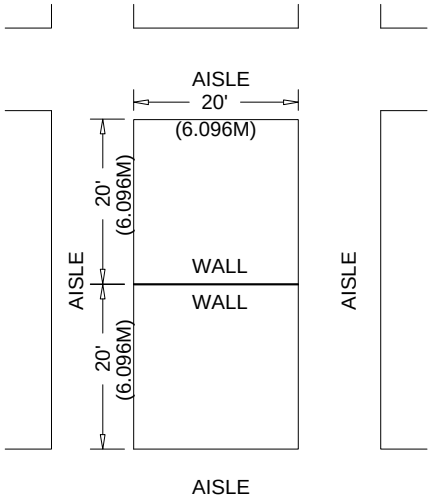
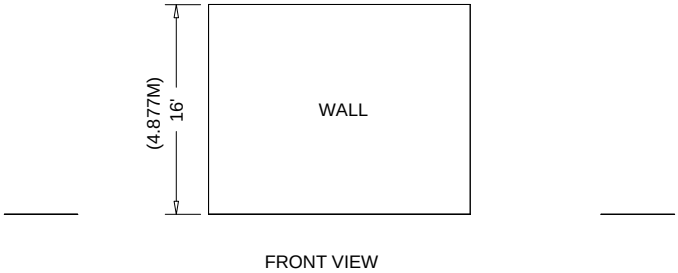
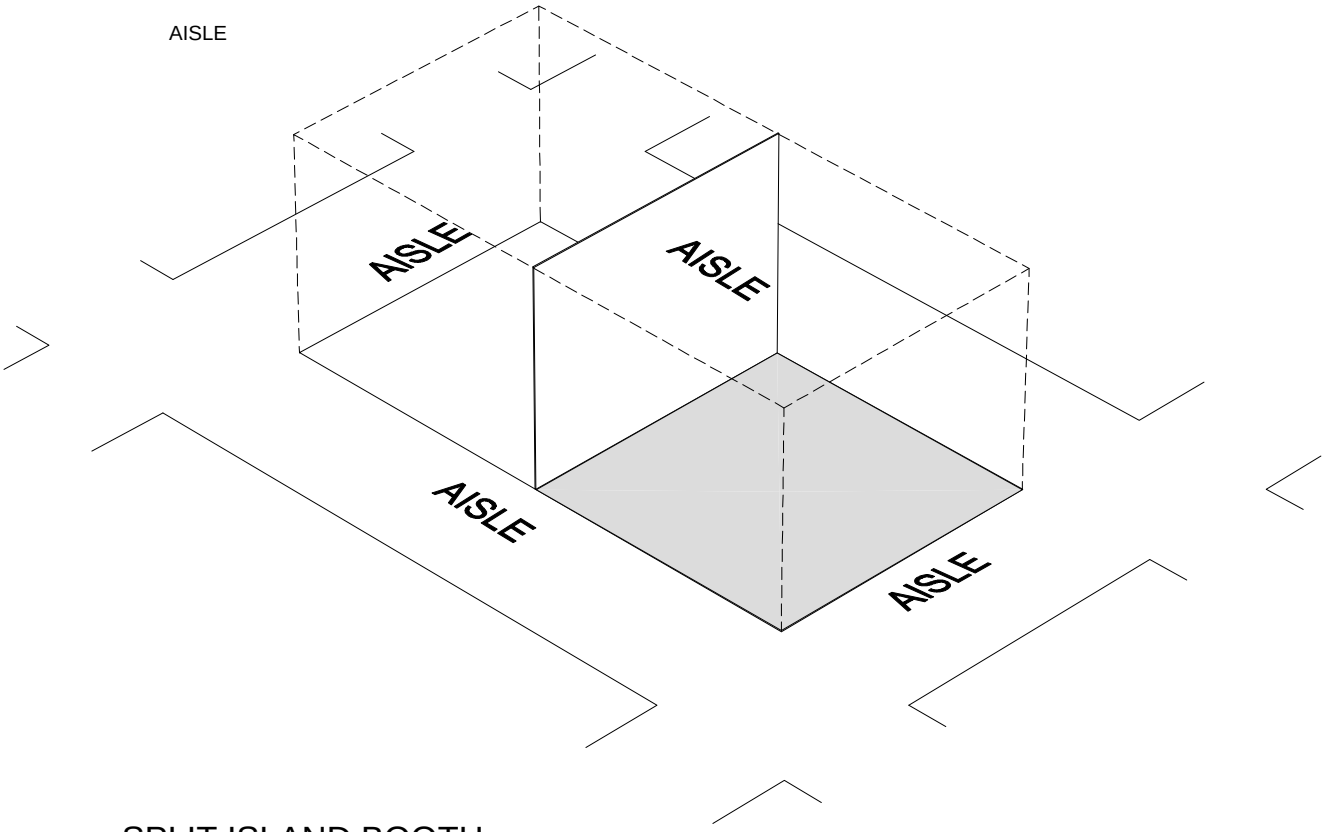
Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.









SPLIT ISLAND BOOTH

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Island Booth

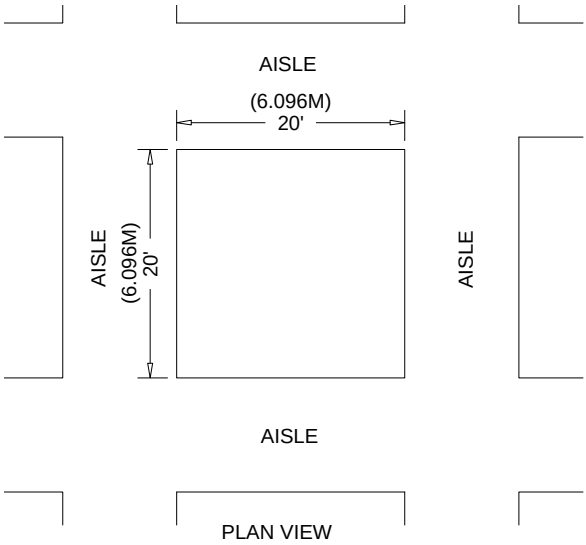
An Island Booth is any size booth exposed to aisles on all four sides.

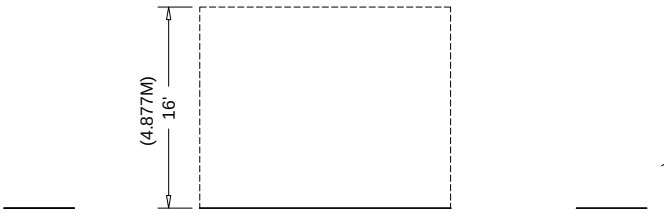
Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

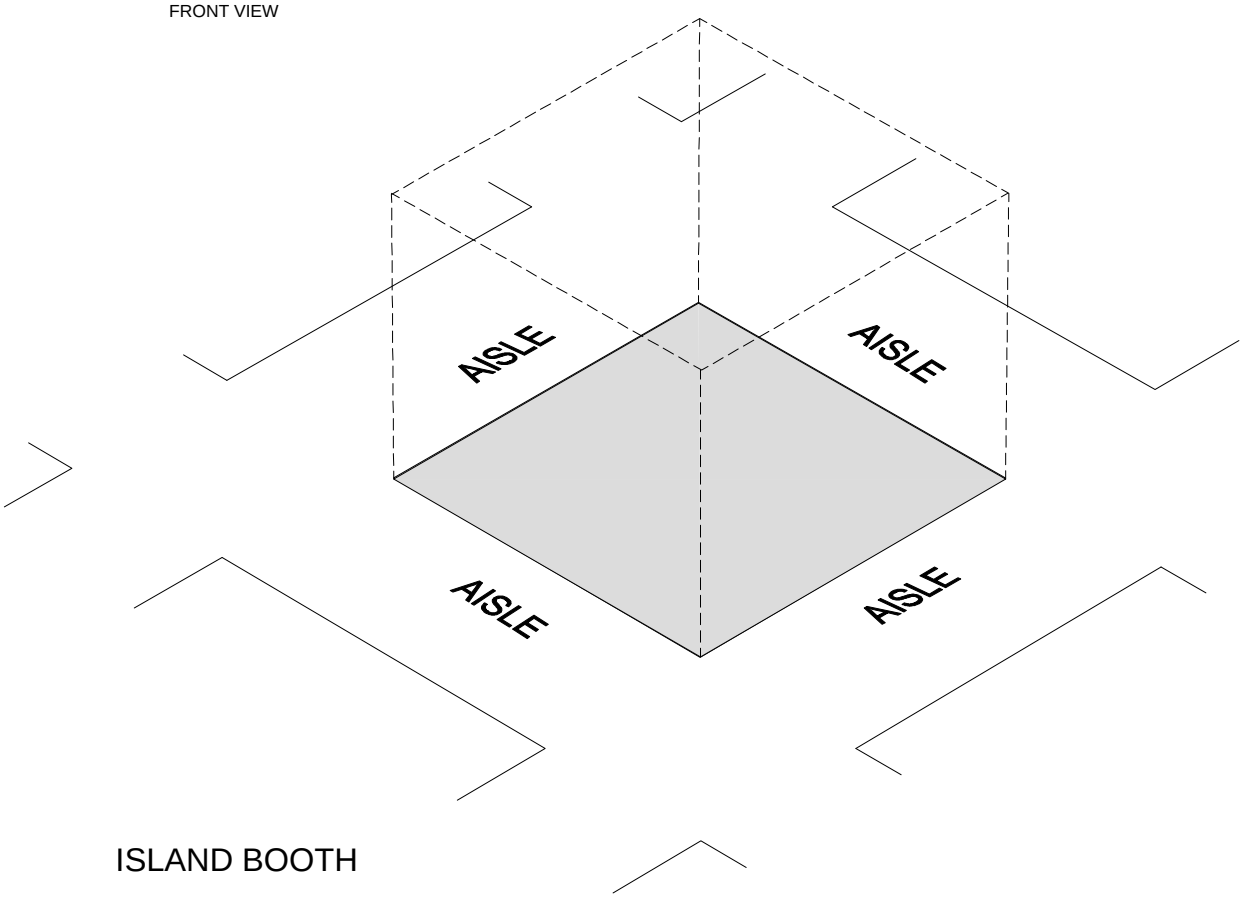
Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.





FRONT VIEW



ISLAND BOOTH

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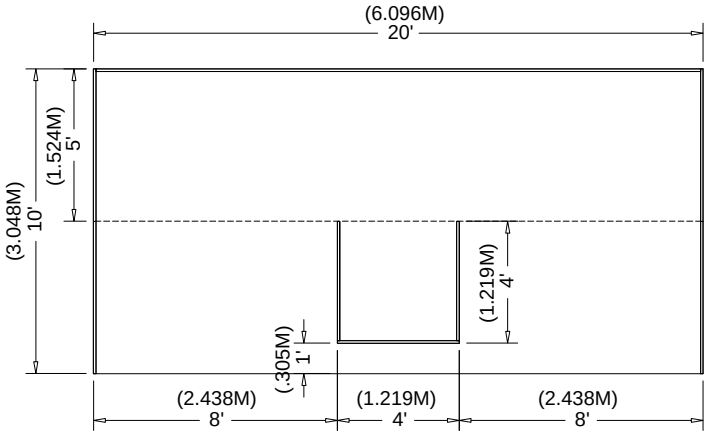
Extended Header Booth 20ft (6.10m) or Longer

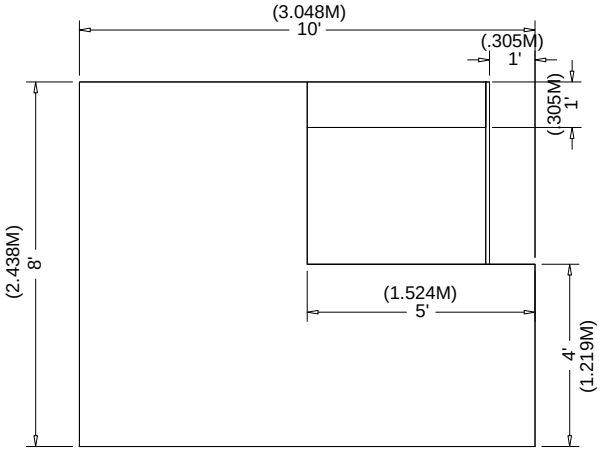
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

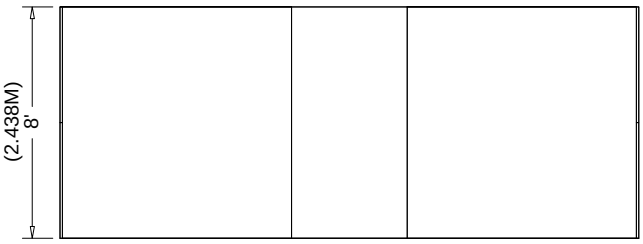
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

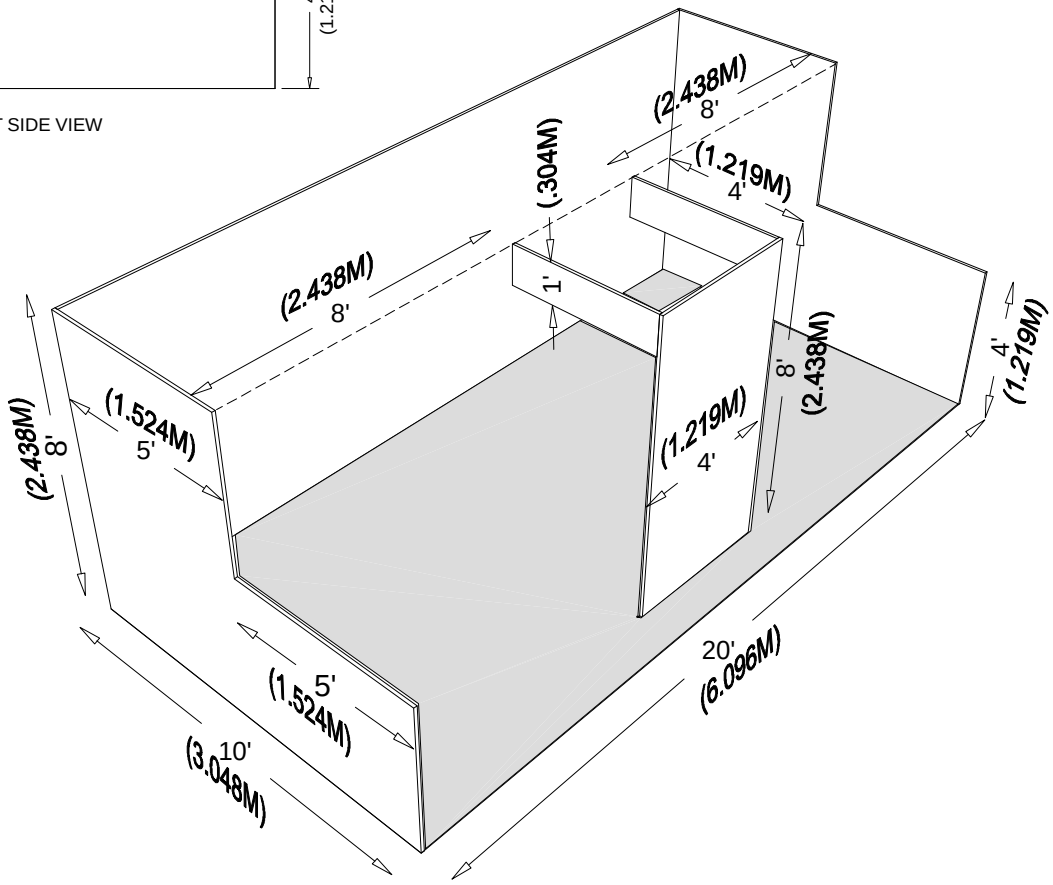


PLAN VIEW



LEFT SIDE VIEW





10' X 20' EXTENDED HEADER BOOTH

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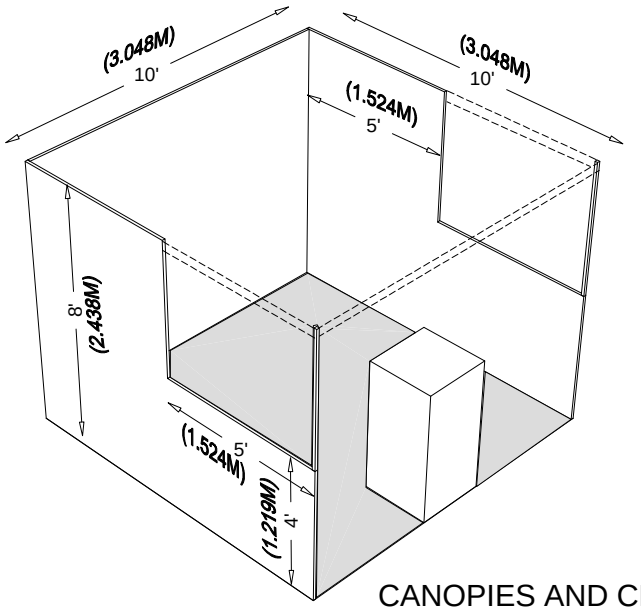
Other Important Considerations

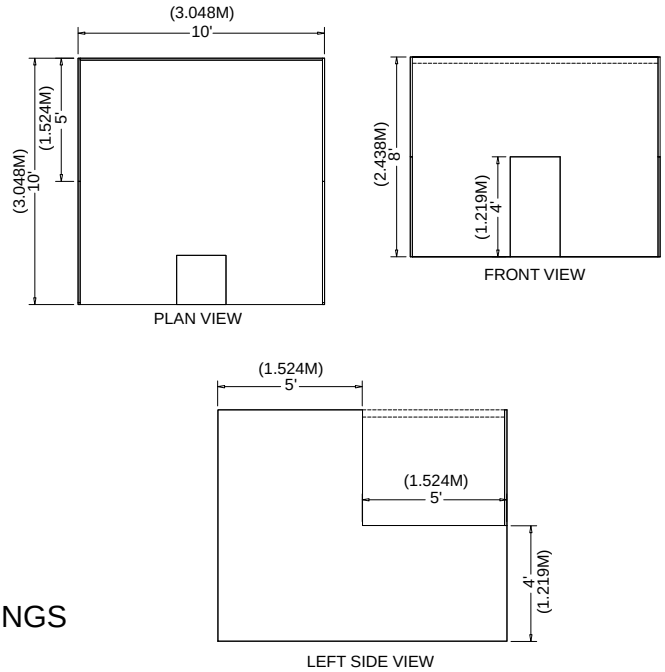
Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS



Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

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Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

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Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

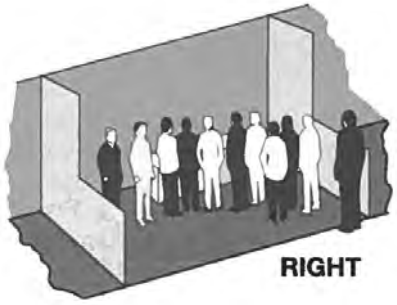
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

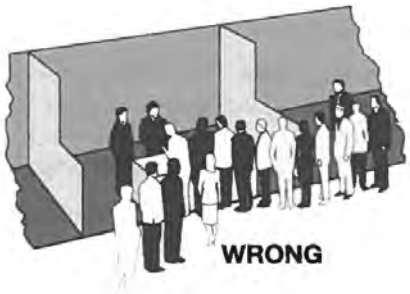
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.





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Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at **www.osha.gov** for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

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Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

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Perimeter Openings: Large Peninsulas and Islands with long high walls can create a "tunnel-like" effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

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12700 Park Central Drive, Suite 308
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USA

www.iaee.com

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.

BEFORE THE SHOW

1 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.

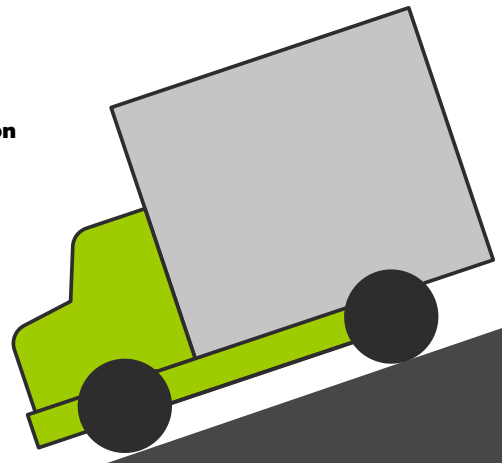
7 MOVE OUT
train your team

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

8
shipping out

Pack in, pack out.
Leave no traces on show site.

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



9
leftover materials

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

Donate the rest.
Ask the Freeman Exhibitors Services desk about local donation programs.

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials

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

Flooring: 100 square feet of flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/ steel banding

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

Wood: Non-laminate wood

FREEMAN
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San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

DISCOUNT PRICE DEADLINE DATE SEPTEMBER 17, 2019

INCLUDE THIS FORM WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH#:

ADDRESS: BOOTH SIZE X

CITY/STATE/ZIP:

CONTACT NAME: PHONE #:

CONTACT EMAIL:

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.

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/490930
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 du-ration 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 la-bor, 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 per-son, 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 rea-sons 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.

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MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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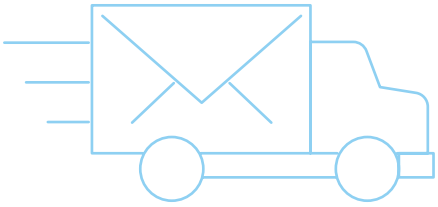


TRANSPORTATION SERVICE, FULLY LOADED.

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

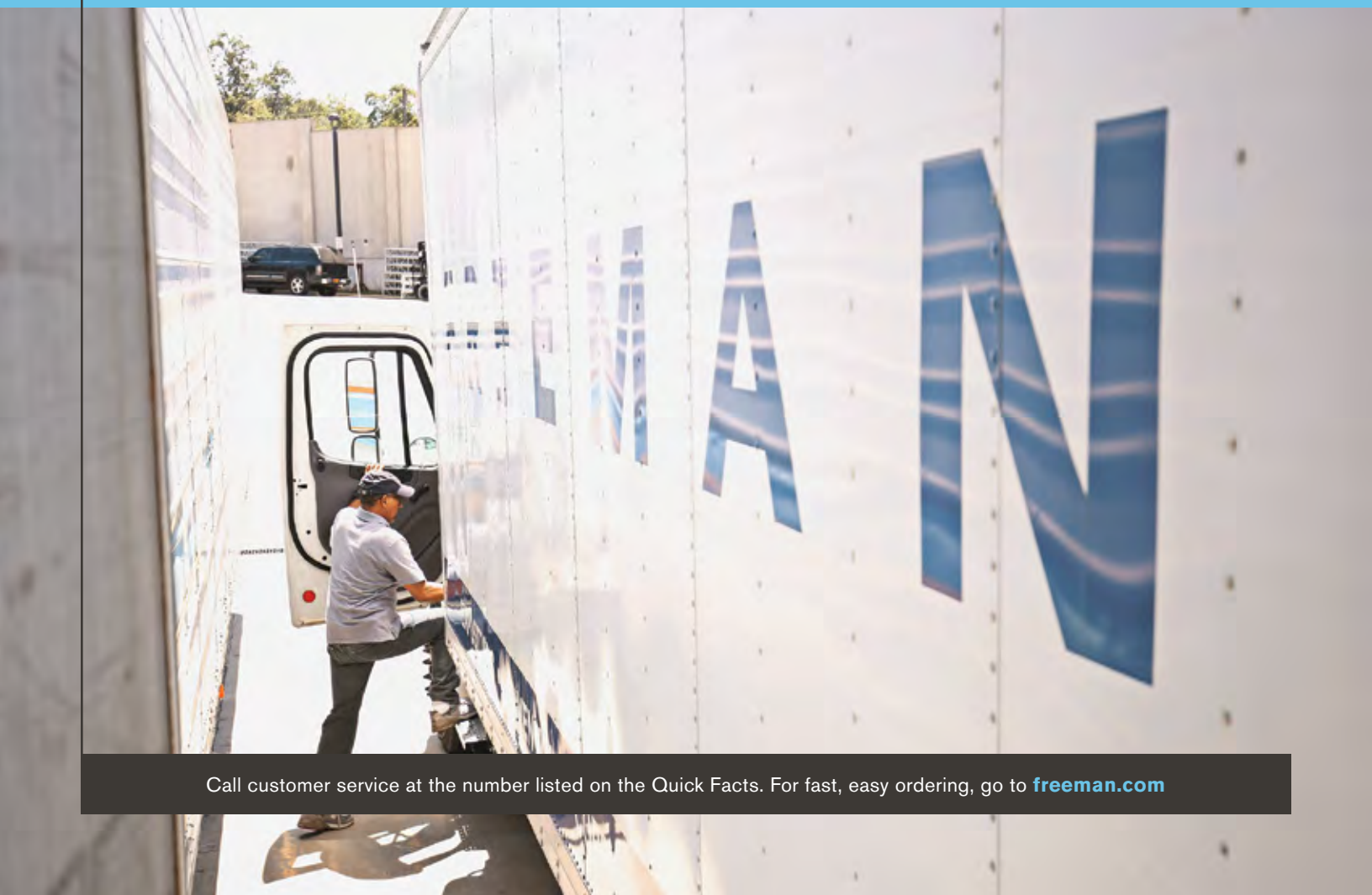
*Services apply to destinations anywhere in the Continental U.S.

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

RESULTS, DELIVERED

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**

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:

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

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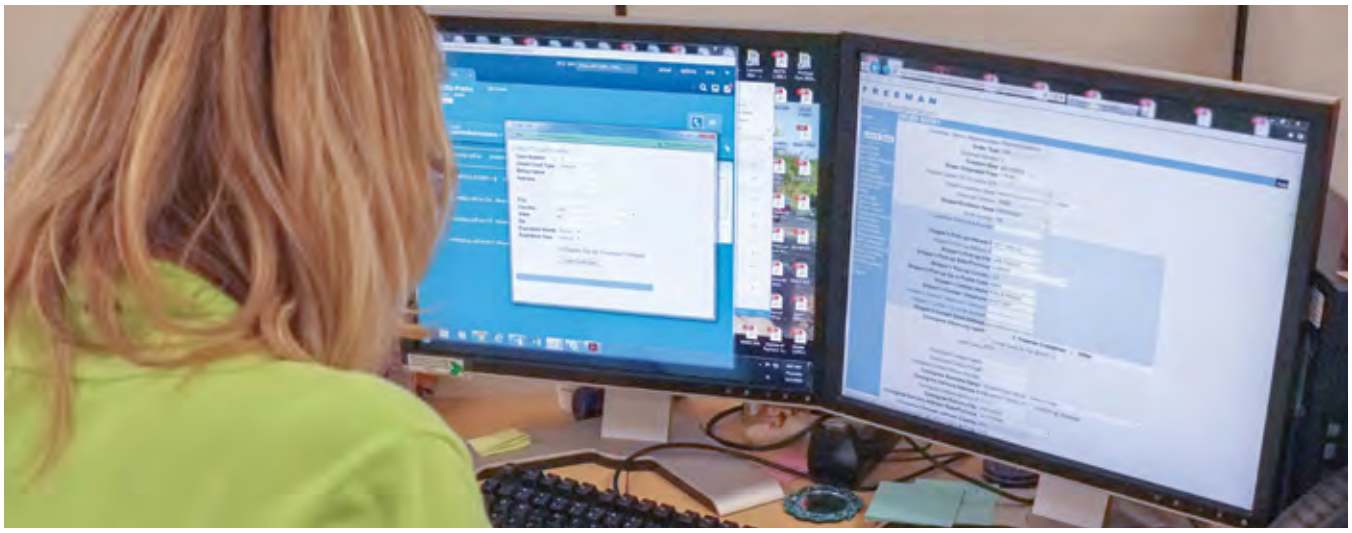
DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM



10/18

FREEMAN

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

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

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

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

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 #
TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930
C/O: FREEMAN / AWD
15505 LONG VISTA DRIVE, STE 210
AUSTIN, TX 78728

MUST BE DELIVERED BY OCTOBER 01, 2019

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #
TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930
C/O: FREEMAN
PALMER EVENTS CENTER
900 BARTON SPRINGS RD
AUSTIN, TX 78704

CANNOT BE DELIVERED BEFORE OCTOBER 07, 2019

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

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

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

SHOW # (490930)

07/17

FREEMAN exhibit transportation

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

EXHIBITING COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE: X

PHONE #: EXT.: FAX #:

PRINT NAME:

SIGNATURE: DATE:

CUSTOMER #: OR ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL ADDRESS:

CART SERVICE

Cart Rate: $121.00 per trip

Service to include:

- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

PLEASE CHECK DESIRED SERVICE:

☐ **INBOUND**

Approximate number of piece: _____ Move-in day you will receive this service:_____

☐ **OUTBOUND** **Approximate number of pieces:_____**

CART SERVICE is provided for Privately Owned Vehicles (POVs) only.
This service is available at a rate of $121.00 per one-way trip. Workers equipped with a 3' x 4' flat cart will assist Exhibitors with unloading with a maximum of one cart load per vehicle. One cart load may not exceed 200 lbs. Empty stickers will be provided as this service includes the storage of cardboard/product boxes at no additional charge. Loads exceeding 200 lbs. will NOT qualify for cart service but may still be unloaded and subjected to material handling charges.

DEFINITION:
Privately Owned Vehicles are defined as cars, pick-up trucks and vans primarily designed for passenger use. Straight trucks, bobtails, contract carriers and vehicles with trailers are NOT considered POVs. Personal trucks (1 ton & over), rental trucks or bobtails will NOT be unloaded utilizing cart service.

VEHICLES THAT QUALIFY:

Sedan

SUV

Pickup

Van

VEHICLES THAT DO NOT QUALIFY:

Trailer

Rentals

Bobtail

Stakebed

DOLLIES THAT QUALIFY:

DOLLIES THAT DO NOT QUALIFY:

2019
Job #490930

FREEMAN PRIVATELY OWNED VEHICLE cart service

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

01/17 | 55880

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** 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 OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 86.50	173.00
Special Handling Shipment	$ 112.50	225.00
Carpet and/or Pad Only Shipment	$ 129.75	259.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 80.00	160.00
Special Handling Shipment	$ 104.00	208.00
Uncrated or Pad Wrapped Shipment	$ 120.00	240.00
Carpet and/or Pad Only Shipment	$ 120.00	240.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	

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

ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 10/01/2019	$ 21.75	43.50
Show Site Shipment after 10/08/2019	$ 20.00	40.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 20.00	40.00
Special Handling Shipment	$ 26.00	52.00
Uncrated or Pad Wrapped Shipment	$ 30.00	60.00
Carpet and/or Pad Only Shipment	$ 30.00	60.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment	$ 20.00	40.00
Special Handling Shipment	$ 26.00	52.00
Uncrated or Pad Wrapped Shipment	$ 30.00	60.00
Carpet and/or Pad Only Shipments	$ 30.00	60.00

LATE SHIPMENT FEES:
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of **$150.00**

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.25% Tax	**N/A**
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

What does it mean if I have "No Documentation"?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 07, 2019

TO: _____

EXHIBITOR NAME

C/O: **FREEMAN**
PALMER EVENTS CENTER
900 BARTON SPRINGS RD

AUSTIN, TX 78704

SHOW SITE

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 07, 2019

TO: _____

EXHIBITOR NAME

C/O: **FREEMAN**
PALMER EVENTS CENTER
900 BARTON SPRINGS RD

AUSTIN, TX 78704

SHOW SITE

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

BOOTH NO: _____ NO. _____ OF _____ PCS

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

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 09, 2019

DEADLINE DATE IS: OCTOBER 01, 2019

TO:_____

EXHIBITOR NAME

C/O: FREEMAN / AWD
15505 LONG VISTA DRIVE
STE 210
AUSTIN, TX 78728

WAREHOUSE

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 09, 2019

DEADLINE DATE IS: OCTOBER 01, 2019

TO:_____

EXHIBITOR NAME

C/O: FREEMAN / AWD
15505 LONG VISTA DRIVE
STE 210
AUSTIN, TX 78728

WAREHOUSE

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

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

MUST DELIVER BY OCTOBER 1, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AUSTIN WAREHOUSE
15505 LONG VISTA DR, STE 210
AUSTIN, TX 78728

HANGING SIGN

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

BOOTH NO._____NO._____OF_____PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY OCTOBER 1, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AUSTIN WAREHOUSE
15505 LONG VISTA DR, STE 210
AUSTIN, TX 78728

HANGING SIGN

EVENT: ***TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930***

BOOTH NO._____NO._____OF_____PCS.

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

FREEMAN
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611

DISCOUNT PRICE DEADLINE DATE SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN hanging sign labor

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- 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 Phil Sherrod with Freeman AV at 512/827-3231 immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____ Metal or Wood _____ Other _____

Shape: Square ____ Triangle __ Rectangle ____ Other ____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

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

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle # _____

_____ Feet in from the right Aisle # _____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

FY 20 - AUSTIN

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday
Overtime
6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.
Monday through Friday,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people
Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

		Straight Time	Overtime	DT
Condor/Boom	Condor with crew (up to 200 lbs lift capacity)			
	Advance Price	$525.00	$629.00	$725.00
	Show Site Price	$735.00	$880.75	$1015.00
Additional Crew	Assembly Labor (Per person / Per hour)			
	Advance Price	$104.00	$156.00	$208.00
	Show Site Price	$145.50	$218.50	$291.25

Installation Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Assembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Dismantle Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Disassembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

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:
____ Freeman
____ Exhibitor Personnel
____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

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

_____, the contracted exhibitor at the **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, PALMER EVENTS 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 outbound shipping

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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

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

☐ **Other Carrier**

Carrier Name: _____
Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: _____

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

FREEMAN®

furnishings 2019

EMPOWERING YOUR BUSINESS FROM THE GROUND UP

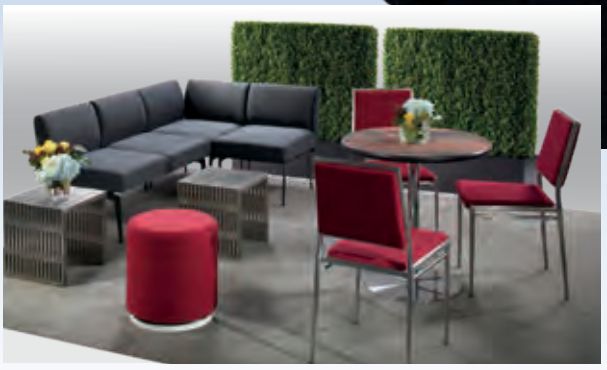
Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.
To learn more about our exhibit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

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

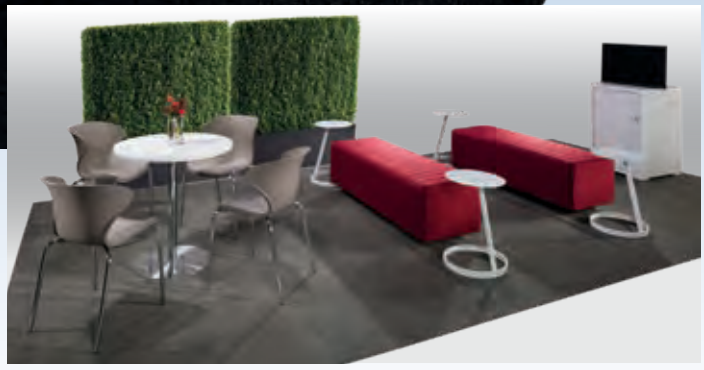
beacon

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

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.

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

A. | B.

C. | D.

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

E.

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

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 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

Powered Tech Desk

B.

A.

C.

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

10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power

A.

B.

C.

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

A.

B.

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

A.

B.

C.

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

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

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

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

POWERED DETAIL

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.

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

A.

B.

C.

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

A.

B.

C.

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

A.

B.

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

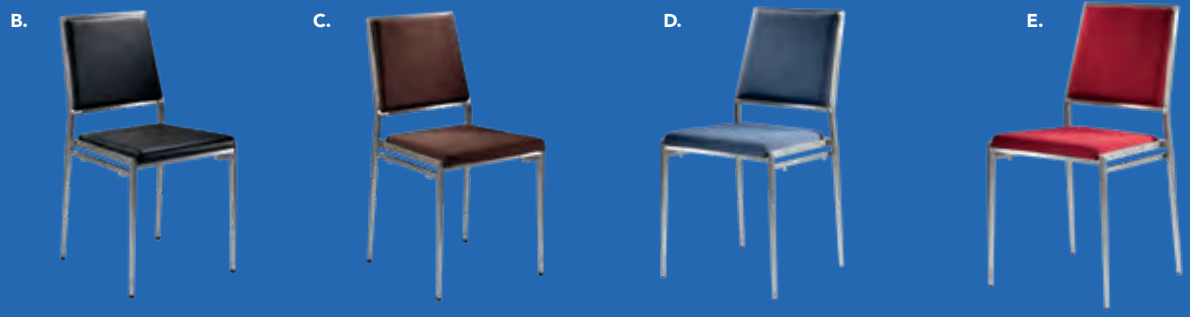
D) 8201223
Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

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.

B.

C.

D.

E.

F.

G.

H.

I.

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

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

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

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

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

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

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

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

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

Mix & Match

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

J) 210108 LIMERICK® Chair *BY HERMAN MILLER*™
(gray) 18"W X 17.75"L X 33"H
K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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

D.

E.

G.

I.

F.

H.

J.

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

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

A.

B.

C.

D.

E.

F.

G.

H.

I.
J.
K.

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

A.

B.

ALONDRA

Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

C.

D.

ALONDRA

End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

A.

B.

GEO

Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

C.

D.

GEO

End Table
26"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)

Styles & Shapes

Available in Power

A.

B.

E.

F.

C.

D.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q.

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

Edge LED Cube Table
P) 82057
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

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

Café Tables

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

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

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

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

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

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

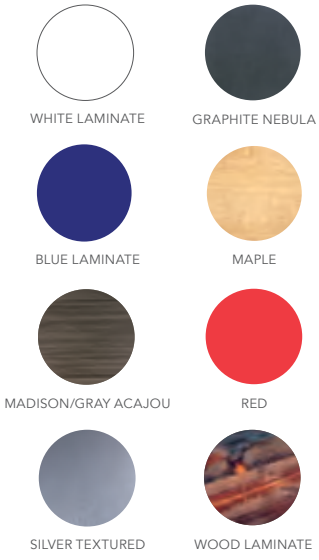
B) 810130 Malba Chair
(green)
20"L 20"D 32"H

Customize and Create

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

A.

B.



Café Tables

Standard Black Base
30" RND 29"H

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

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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

D.

C.

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

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

F.

E.

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

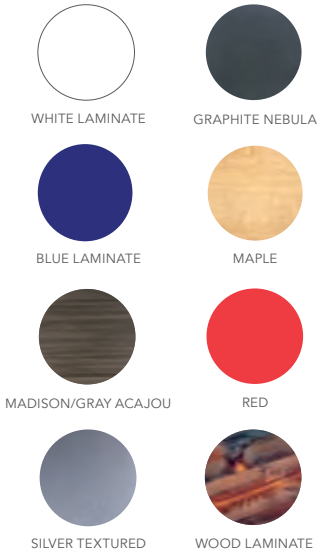
H) 810850
Zenith Barstool
(white, chrome)
19"L 20"D 44"H

Customize and Create

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

A.

B.



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.

D.

C.

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.

F.

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

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.

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M.

N.

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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.

G.

H.

I.

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 27.5"D 32.75"-40.25"H
Adjustable height

Pro Executive High Back Chair
25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

Pro Executive Guest Chair
24"L 22"D 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 22"D 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

Table Top Options

BLACK WHITE MAPLE

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

Bar Tables

A.

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

B.

C.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

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

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

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

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

Black Top
820952 (solid)

Cafe´ Tables

A.

B.

C.

D.

E.

Ventura Powered Café Tables
72.25"L 26.25"D 30"H
(silver frame)
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

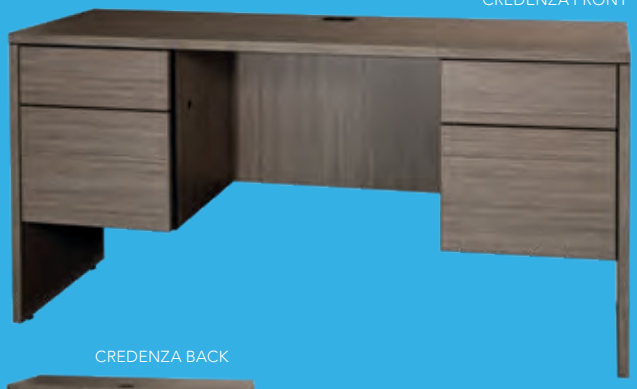
A.

DESK FRONT

DESK BACK

B.

CREDENZA FRONT



CREDENZA BACK

Tech Powered Desk

Denotes AC and USB charging outlets

POWERED DETAIL

A.

C.

B.

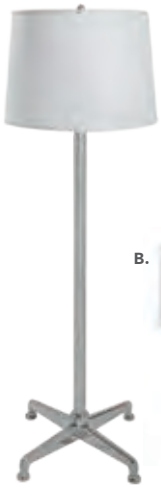
A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

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

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

Lighting & Shelving

A.



B.

C.

D.

ACCENT LAMPS

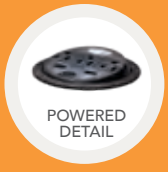
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

SHELVING

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

Show Essentials

Denotes AC and USB charging outlets



Midtown Powered Counter

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

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

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

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

Display Counter

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

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

Midtown Bar

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

A.

C.

(back)

B.

(lit-blue)

(lit-red)

(lit-green)

(lit-white)

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

A.

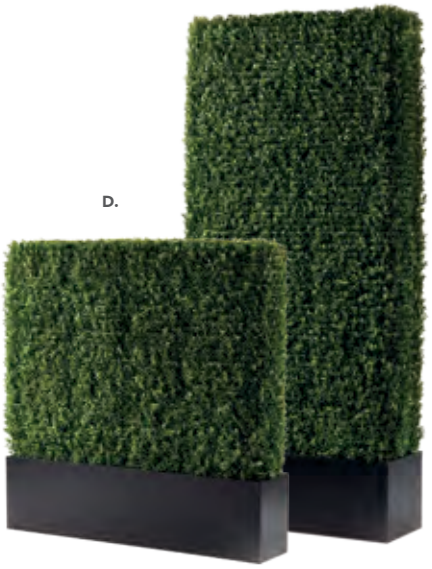
B.

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

White Red Green Blue

C.

D.



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

black	*blue*	*brown*	*gray*	*plum*
green	*flax*	*gold*	*white*	*red*

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** for ordering and full product line

*Sizing Chart**

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

124330	Tables Draped	**3'L** x 24"D x 30"H
124430	Tables Draped	**4'L** x 24"D x 30"H
124630	Tables Draped	**6'L** x 24"D x 30"H
124830	Tables Draped	**8'L** x 24"D x 30"H

24"D X 42"H | Counter Draped

124342	Counter Draped	**3'L** x 24"D x 42"H
124442	Counter Draped	**4'L** x 24"D x 42"H
124642	Counter Draped	**6'L** x 24"D x 42"H
124842	Counter Draped	**8'L** x 24"D x 42"H

24"D X 30"H | Tables Undraped

125330	Tables Undraped	**3'L** x 24"D x 30"H
125430	Tables Undraped	**4'L** x 24"D x 30"H
125630	Tables Undraped	**6'L** x 24"D x 30"H
125830	Tables Undraped	**8'L** x 24"D x 30"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	**3'L** x 24"D x 42"H
125442	Counter Undraped	**4'L** x 24"D x 42"H
125642	Counter Undraped	**6'L** x 24"D x 42"H
125842	Counter Undraped	**8'L** x 24"D x 42"H

30"D X 30"H | Tables Draped

130330	Tables Draped	**3'L** x 30"D x 30"H
130430	Tables Draped	**4'L** x 30"D x 30"H
130630	Tables Draped	**6'L** x 30"D x 30"H
130830	Tables Draped	**8'L** x 30"D x 30"H

30"D X 42"H | Counter Draped

130342	Counter Draped	**3'L** x 30"D x 42"H
130442	Counter Draped	**4'L** x 30"D x 42"H
130642	Counter Draped	**6'L** x 30"D x 42"H
130842	Counter Draped	**8'L** x 30"D x 42"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	**3'L** x 30"D x 30"H
131430	Tables Undraped	**4'L** x 30"D x 30"H
131630	Tables Undraped	**6'L** x 30"D x 30"H
131830	Tables Undraped	**8'L** x 30"D x 30"H

30"D X 42"H | Counter Undraped

131342	Counter Undraped	**3'L** x 30"D x 42"H
131442	Counter Undraped	**4'L** x 30"D x 42"H
131642	Counter Undraped	**6'L** x 30"D x 42"H
131842	Counter Undraped	**8'L** x 30"D x 42"H

4th Side | Table Draped 30"

12404630	Drape Table 4th Side	**6'** X 30"
12404830	Drape Table 4th Side	**8'** X 30"

4th Side | Table Draped 42"

12404642	Drape Table 4th Side	**6'** X 42"
12404842	Drape Table 4th Side	**8'** X 42"

Product Display

A.

B.

C.

D.

E.

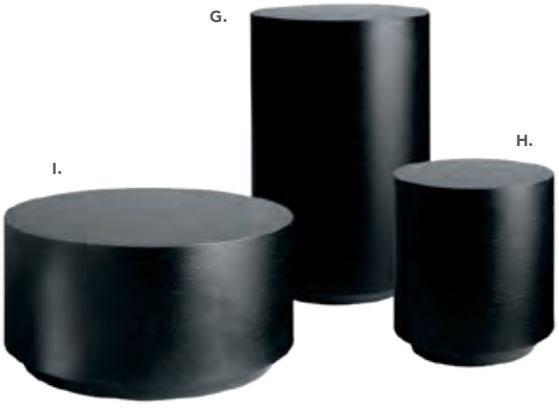
F.

J.

G.

I.

H.



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

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

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

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

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

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

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

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

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

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

Product Storage

A.

B.

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

C.

D.

E.

F.

G.

REFRIGERATORS

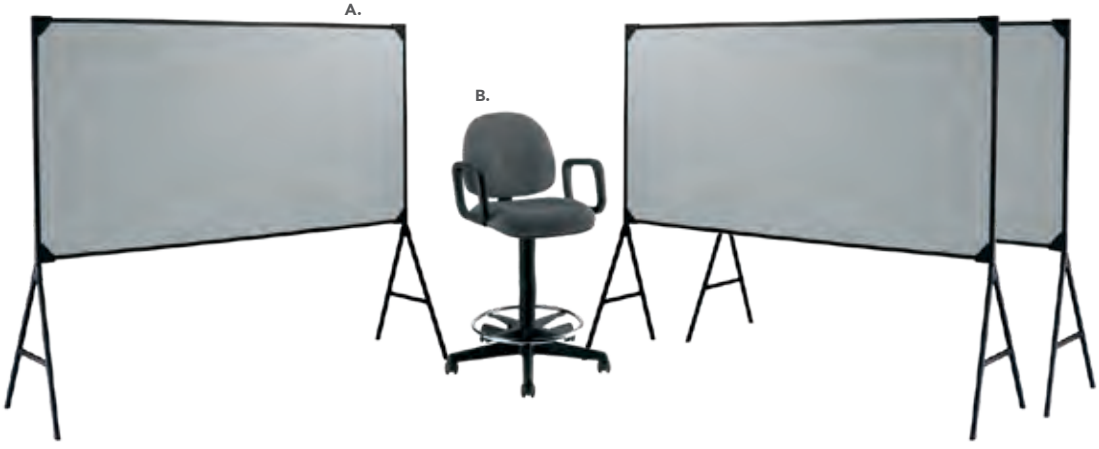
F) 8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H

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

Show & Office Accessories

A.

B.



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.

D.

E.

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.

G.

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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ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		SOFT SEATING				
		Naples Group - Black Vinyl				
	810119*	Chair	480.50	528.55	672.70	
	830120*	Loveseat	693.15	762.45	970.40	
	830119*	Sofa	661.45	727.60	926.05	
		Munich Group - Gray Fabric				
	810150*	Corner Chair	553.30	608.65	774.60	
	810151*	Armless Chair	484.65	533.10	678.50	
	830200*	Armless Loveseat	811.20	892.30	1,135.70	
	830201*	Sectional - 3 Piece	1,847.05	2,031.75	2,585.85	
		Baja Group - White Vinyl				
	81050*	Chair	520.00	572.00	728.00	
	83020*	Loveseat	572.00	629.20	800.80	
	83019*	Sofa	768.00	844.80	1,075.20	
		South Beach Group - Platinum Suede				
	8301*	Sofa	644.30	708.75	902.00	
	8151*	Ottoman	281.85	310.05	394.60	
		Key Largo Group - Black Fabric				
	830950*	Loveseat	645.30	709.85	903.40	
	830951*	Sofa	713.45	784.80	998.85	
	810950*	Chair	509.10	560.00	712.75	
		Allegro Group - Blue Fabric				
	81019*	Chair	457.10	502.80	639.95	
	83015*	Sofa	729.55	802.50	1,021.35	
		Fairfax Group - White Vinyl				
	810949*	Chair	429.50	472.45	601.30	
	830949*	Sofa	685.35	753.90	959.50	
		Hopi Group - Gray Linen				
	810140*	Chair	221.50	243.65	310.10	
	830150*	Loveseat	282.35	310.60	395.30	
		Tangiers Group - Beige Fabric				
	810118*	Chair	427.45	470.20	598.45	
	830220*	Loveseat	682.25	750.50	955.15	
	830118*	Sofa	552.25	607.50	773.15	
		CASUAL SEATING				
		Ottomans				
	815122*	Endless Square - White Vinyl	313.55	344.90	438.95	
	815123*	Endless Square - Black Vinyl	313.55	344.90	438.95	
	815953*	Endless Curve - White Vinyl	531.95	585.15	744.75	
	815952*	Endless Curve - Black Vinyl	531.95	585.15	744.75	
	815119*	Half-Bench - White Vinyl	352.55	387.80	493.55	
	81518*	Vibe Cube - Blue Vinyl	143.00	157.30	200.20	
	81519*	Vibe Cube - Red Vinyl	143.00	157.30	200.20	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		CASUAL SEATING (cont'd)				
	81525*	Vibe Cube - Orange Vinyl	143.00	157.30	200.20	
	81520*	Vibe Cube - Pink Vinyl	143.00	157.30	200.20	
	81517*	Vibe Cube - Yellow Vinyl	143.00	157.30	200.20	
	81530*	Vibe Cube - Black Vinyl	124.30	136.75	174.00	
	81531*	Vibe Cube - White Vinyl	124.30	136.75	174.00	
	81532*	Vibe Cube - Steel Blue Vinyl	133.10	146.40	186.35	
	81533*	Vibe Cube - Silver Vinyl	133.10	146.40	186.35	
	81534*	Vibe Cube - Purple Vinyl	133.10	146.40	186.35	
	815151*	Marche Swivel - Gray Fabric	219.45	241.40	307.25	
	815154*	Marche Swivel - Red Fabric	219.45	241.40	307.25	
	815159*	Marche Swivel - Blue Fabric	219.45	241.40	307.25	
	815152*	Marche Swivel - Linen Fabric	219.45	241.40	307.25	
	815157*	Marche Swivel - Meadow Green Fabric	219.45	241.40	307.25	
	815158*	Marche Swivel - Pear Yellow Fabric	219.45	241.40	307.25	
	815156*	Marche Swivel - Plum Fabric	219.45	241.40	307.25	
	815153*	Marche Swivel - Raspberry Fabric	219.45	241.40	307.25	
	815155*	Marche Swivel - Rose Quartz Fabric	219.45	241.40	307.25	
	815150*	Marche Swivel - White Vinyl	219.45	241.40	307.25	
	815160*	Marche Swivel - Orange Fabric	208.00	228.80	291.20	
	81526*	Edge LED Cube - High Density Plastic	185.10	203.60	259.15	
Banquettes						
	8506*	Center Cone w/Electrical Charging Outlet	591.25	650.40	827.75	
	8507*	Quarter Curve Ottoman	573.05	630.35	802.25	
Beverly Bench Ottomans						
	81550*	Black Vinyl	411.85	453.05	576.60	
	81551*	Brown Fabric	411.85	453.05	576.60	
	81552*	Gray Fabric	411.85	453.05	576.60	
	81553*	Linen Fabric	411.85	453.05	576.60	
	81554*	Ocean Blue Fabric	411.85	453.05	576.60	
	81555*	Red Fabric	411.85	453.05	576.60	
	81556*	White Vinyl	411.85	453.05	576.60	
Accent Chairs						
	71089	Black Diamond Side Chair	127.70	140.45	178.80	
	71090	Black Diamond Arm Chair	168.40	185.25	235.75	
	810861*	Laguna Chair - Maple/Chrome	130.50	143.55	182.70	
	210108	Limerick® Chair by Herman Miller	69.00	75.90	96.60	
	8102*	Madrid Chair - Black Vinyl/Chrome	806.00	886.60	1,128.40	
	810816*	Madrid Chair - White Vinyl/Chrome	834.60	918.05	1,168.45	
	810948*	Meeting Chair - White Vinyl	352.55	387.80	493.55	
	810835*	Meeting Chair - Espresso Vinyl	215.80	237.40	302.10	
	810836*	Meeting Chair - Taupe Microfiber	281.85	310.05	394.60	
	8103*	Key West Tub Chair - Black Fabric	403.50	443.85	564.90	
	810164*	Marina Chair - White Vinyl	134.00	147.40	187.60	
	810160*	Marina Chair - Black Vinyl	134.00	147.40	187.60	
	810161*	Marina Chair - Brown Fabric	134.00	147.40	187.60	
	810162*	Marina Chair - Ocean Blue Fabric	134.00	147.40	187.60	
	810163*	Marina Chair - Red Fabric	134.00	147.40	187.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic	97.75	107.55	136.85	
	810130*	Malba Chair - Green Molded Plastic	97.75	107.55	136.85	
	810846*	Christopher Chair - White Vinyl/Chrome	118.05	129.85	165.25	
	810851*	Zenith Chair - White/Chrome	152.90	168.20	214.05	
	810841*	Rustique Chair - Gunmetal	124.80	137.30	174.70	
	810837*	Razor Armless Chair - White High Density Plastic	59.30	65.25	83.00	
	810875*	Swanson Swivel Chair - White Vinyl	261.55	287.70	366.15	
	81083*	Blade Chair - Sky Blue	74.00	81.40	103.60	
	81082*	Blade Chair - Red	74.00	81.40	103.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome	109.70	120.65	153.60	
	81093*	Lucent Chair - Frosted Acrylic	186.00	204.60	260.40	
	810145*	Wentworth Chair - Brown Vinyl	238.00	261.80	333.20	
Executive Seating						
	71046	Gray Gaslift Chair With Arms	272.45	299.70	381.45	
	71045	Gray Gaslift Chair Without Arms	252.35	277.60	353.30	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric	307.85	338.65	431.00	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel	354.65	390.10	496.50	
	810844*	Pro Executive High Back Chair - White Vinyl	281.85	310.05	394.60	
	810946*	Pro Executive High Back Chair - Black Vinyl	352.55	387.80	493.55	
	810945*	Pro Executive Mid Back Chair - White Vinyl	437.30	481.05	612.20	
	810944*	Pro Executive Mid Back Chair - Black Vinyl	364.50	400.95	510.30	
	810947*	Pro Executive Guest Chair - Black Vinyl	458.10	503.90	641.35	
Barstools						
	71088	Black Diamond Stool	175.10	192.60	245.15	
	71048	Gray Gaslift Stool with Arms	291.00	320.10	407.40	
	71047	Gray Gaslift Stool without Arms	272.45	299.70	381.45	
	810860*	Laguna Barstool - Maple/Chrome	164.85	181.35	230.80	
	210109	Limerick® Stool by Herman Miller	121.55	133.70	170.15	
	810872*	Lift Barstool - Gray VinylChrome	159.10	175.00	222.75	
	810873*	Lift Barstool - Red Vinyl/Chrome	159.10	175.00	222.75	
	810871*	Lift Barstool - Black Vinyl/Chrome	159.10	175.00	222.75	
	810870*	Lift Barstool - White Vinyl/Chrome	159.10	175.00	222.75	
	810951*	Apex Barstool - Black Vinyl	192.90	212.20	270.05	
	810952*	Apex Barstool - Blue Ultra Suede	192.90	212.20	270.05	
	810953*	Apex Barstool - Red Vinyl	192.90	212.20	270.05	
	810954*	Apex Barstool - White Vinyl	192.90	212.20	270.05	
	810103*	Banana Barstool - White Vinyl/Chrome	191.90	211.10	268.65	
	810104*	Banana Barstool - Black Vinyl/Chrome	191.90	211.10	268.65	
	810850*	Zenith Barstool - White/Chrome	152.90	168.20	214.05	
	810840*	Zoey Barstool - White Vinyl/Chrome	280.80	308.90	393.10	
	810834*	Zoey Barstool - Black Vinyl/Chrome	302.10	332.30	422.95	
	810848*	Christopher Barstool - White Vinyl/Chrome	261.55	287.70	366.15	
	810202*	Shark Swivel Barstool - White Plastic/Chrome	336.45	370.10	471.05	
	810839*	Rustique Barstool - Gunmetal	124.80	137.30	174.70	
	810201*	Oslo Barstool - White Plastic/Chrome	241.80	266.00	338.50	
	81080*	Blade Barstool - Red	148.00	162.80	207.20	
	81081*	Blade Barstool - Sky Blue	148.00	162.80	207.20	
	81092*	Lucent Barstool - Frosted Acrylic	198.00	217.80	277.20	
	810135*	Task Stool - Black Fabric	164.00	180.40	229.60	

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NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Draped Tables & Counters						
Draped Tables - Tables are 30" wide ☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White						
	130330	Draped Table 3'L x 30"H	100.95	111.05	141.35	
	130430	Draped Table 4'L x 30"H	118.45	130.30	165.85	
	130630	Draped Table 6'L x 30"H	150.10	165.10	210.15	
	130830	Draped Table 8'L x 30"H	166.85	183.55	233.60	
	12404630	4th Side Drape 6'L x 30"H	40.85	44.95	57.20	
	12404830	4th Side Drape 8'L x 30"H	40.85	44.95	57.20	
	130342	Draped Counter 3'L x 42"H	156.05	171.65	218.45	
	130442	Draped Counter 4'L x 42"H	173.05	190.35	242.25	
	130642	Draped Counter 6'L x 42"H	184.90	203.40	258.85	
	130842	Draped Counter 8'L x 42"H	212.70	233.95	297.80	
	12404642	4th Side Drape 6'L x 42"H	49.35	54.30	69.10	
	12404842	4th Side Drape 8'L x 42"H	49.35	54.30	69.10	
Undraped Tables & Counters						
	131330	Undraped Table 3'L x 30"H	52.00	57.20	72.80	
	131430	Undraped Table 4'L x 30"H	57.15	62.85	80.00	
	131630	Undraped Table 6'L x 30"H	70.05	77.05	98.05	
	131830	Undraped Table 8'L x 30"H	82.90	91.20	116.05	
	131342	Undraped Counter 3'L x 42"H	72.60	79.85	101.65	
	131442	Undraped Counter 4'L x 42"H	78.30	86.15	109.60	
	131642	Undraped Counter 6'L x 42"H	94.25	103.70	131.95	
	131842	Undraped Counter 8'L x 42"H	107.10	117.80	149.95	
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	198.80	218.70	278.30	
	72067	Black Top Cafe Table - 30"H x 36"W	204.95	225.45	286.95	
	72066	Black Top Mini Table - 18"H x 18"W	121.55	133.70	170.15	
	72070	Black Top Bistro Table - 42"H x 24"W	199.80	219.80	279.70	
	72068	Black Top Bistro Table - 42"H x 36"W	215.80	237.40	302.10	
Pedestal Tables - Chelsea Series						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	198.80	218.70	278.30	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	198.80	218.70	278.30	

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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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	198.80	218.70	278.30	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	198.80	218.70	278.30	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	329.70	362.65	461.60	
	8201207*	Hydraulic Base Bar Table - Maple.....	342.70	376.95	479.80	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	366.60	403.25	513.25	
	8201211*	Hydraulic Base Bar Table - Graphite.....	377.00	414.70	527.80	
	8201206*	Hydraulic Base Cafe Table - Maple.....	356.70	392.35	499.40	
	8201205*	Hydraulic Base Bar Table - Maple.....	355.70	391.25	498.00	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	381.15	419.25	533.60	
	820125*	Hydraulic Base Bar Table - White Laminate.....	381.15	419.25	533.60	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	303.70	334.05	425.20	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	303.70	334.05	425.20	
	820265*	Madison Cafe Table - Gray Acajou.....	N/A	N/A	N/A	
	820264*	Madison Bar Table - Gray Acajou.....	N/A	N/A	N/A	
	8201220*	30" Cafe Table Black Base - White Laminate.....	239.20	263.10	334.90	
	8201221*	30" Bar Table Black Base - White Laminate.....	255.85	281.45	358.20	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	368.15	404.95	515.40	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	368.15	404.95	515.40	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	284.95	313.45	398.95	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	284.95	313.45	398.95	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	284.95	313.45	398.95	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	284.95	313.45	398.95	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	347.35	382.10	486.30	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	347.35	382.10	486.30	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	274.00	301.40	383.60	
	820931*	30" Bar Table w/ Black Base - Blue.....	218.00	239.80	305.20	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820933*	30" Bar Table w/ Black Base - Wood.....	232.00	255.20	324.80	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	242.00	266.20	338.80	
	820941*	30" Cafe Table w/ Black Base - Blue.....	196.00	215.60	274.40	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	334.00	367.40	467.60	
	820943*	30" Cafe Table w/ Black Base - Wood.....	212.00	233.20	296.80	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	257.90	283.70	361.05	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	274.05	301.45	383.65	
	820252*	Alondra End Table - Glass/Chrome.....	221.50	243.65	310.10	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	308.35	339.20	431.70	
	820253*	Alondra End Table - Wood/Chrome.....	221.50	243.65	310.10	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	308.35	339.20	431.70	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	320.30	352.35	448.40	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	320.30	352.35	448.40	
	82028*	Geo End Table - Wood/Black Steel.....	261.55	287.70	366.15	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	268.30	295.15	375.60	
	82035*	Geo End Table - Glass/Chrome.....	316.15	347.75	442.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	82034*	Geo Cocktail Table - Glass/Chrome	387.90	426.70	543.05	
	82054*	Sydney End Table - Black Laminate/Brushed Steel	240.75	264.85	337.05	
	82055*	Sydney End Table - White Laminate/Brushed Steel	240.75	264.85	337.05	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel	289.65	318.60	405.50	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel	289.65	318.60	405.50	
	82079*	Sydney End Table - Blue Laminate/Brushed Steel	214.00	235.40	299.60	
	82080*	Sydney End Table - Wood Laminate/Brushed Steel	214.00	235.40	299.60	
	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel	258.00	283.80	361.20	
	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel	258.00	283.80	361.20	
	82075*	Regis End Table - Brushed Metal	299.00	328.90	418.60	
	82074*	Regis Bench Table - Brushed Metal	420.70	462.75	589.00	
	820844*	Aura Round Table - White Metal	120.10	132.10	168.15	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic	185.10	203.60	259.15	
	82043*	Geo Square-Round Table - Glass/Black Steel	434.70	478.15	608.60	
	82044*	Geo Square-Round Table - Glass/Chrome	434.70	478.15	608.60	
	82088*	Oliver End Table - Walnut Finish	232.95	256.25	326.15	
	82087*	Oliver Table - Walnut Finish	261.55	287.70	366.15	
	8201226*	Rustique Square Metal Bar Table - Gray	282.90	311.20	396.05	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel	434.70	478.15	608.60	
	82051*	Geo Conference Table - Glass/Chrome	434.70	478.15	608.60	
	820260*	Madison Conference Table - Gray Acajou	432.65	475.90	605.70	
	820708*	42" Round Conference Table - White Laminate	399.90	439.90	559.85	
	820203*	6' Oval Conference Table - Graphite	626.60	689.25	877.25	
	820261*	Madison 5' Conference Table - Gray Acajou	496.60	546.25	695.25	
	820262*	Madison 8' Conference Table - Gray Acajou	991.10	1,090.20	1,387.55	
	820263*	Madison 10' Conference Table - Gray Acajou	991.10	1,090.20	1,387.55	
	820951*	Ventura Bar Table - Maple w/ Grommets	661.45	727.60	926.05	
	820952*	Ventura Communal Bar Table - Black	682.25	750.50	955.15	
	820953*	Ventura Bar Table - White w/ Grommets	661.45	727.60	926.05	
	820954*	Ventura Communal Bar Table - Maple	661.45	727.60	926.05	
	820956*	Ventura Communal Bar Table - White	661.45	727.60	926.05	
	820963*	Ventura Communal Cafe Table - Maple	454.00	499.40	635.60	
	820960*	Ventura Cafe Table - Maple w/ Grommets	636.00	699.60	890.40	
	820961*	Ventura Cafe Table - White w/ Grommets	636.00	699.60	890.40	
	820966*	Ventura Communal Cafe Table - White	454.00	499.40	635.60	
	820962*	Ventura Communal Cafe Table - Black	454.00	499.40	635.60	
Office						
	84075*	Madison Desk - Gray Acajou	747.75	822.55	1,046.85	
	84077*	Madison Credenza - Gray Acajou	622.95	685.25	872.15	
	84078*	Madison Bookcase - Gray Acajou	531.95	585.15	744.75	
Computer Desks/Tables						
	820706*	Work Desk - White Laminate	344.25	378.70	481.95	
	820707*	Merlin Table - Gray Laminate	360.35	396.40	504.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		POWERED				
		Powered Seating				
	810120*	Naples Chair, Powered - Black Vinyl	693.15	762.45	970.40	
	830122*	Naples Loveseat, Powered - Black Vinyl	893.90	983.30	1,251.45	
	830121*	Naples Sofa, Powered - Black Vinyl	1,029.60	1,132.55	1,441.45	
	81021*	Roma Chair, Powered - White Vinyl	693.15	762.45	970.40	
	83017*	Roma Sofa, Powered - White Vinyl	1,029.60	1,132.55	1,441.45	
		Powered Tables				
	820950*	Ventura Communal Bar Table, Powered - Black	844.50	928.95	1,182.30	
	820955*	Ventura Communal Bar Table, Powered - White	767.50	844.25	1,074.50	
	820964*	Ventura Communal Cafe Table, Powered - Black	464.00	510.40	649.60	
	820965*	Ventura Communal Cafe Table, Powered - White	464.00	510.40	649.60	
	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	772.70	849.95	1,081.80	
	84084*	Tech Desk, Powered - Black Metal	679.65	747.60	951.50	
	82076*	Sydney Cocktail Table, Powered - Black	526.25	578.90	736.75	
	82073*	Sydney Cocktail Table, Powered - White	526.25	578.90	736.75	
		Powered Pedestals				
	85060*	Powered Locking Pedestal 36" H, Black	507.00	557.70	709.80	
	85061*	Powered Locking Pedestal 36" H, White	507.00	557.70	709.80	
	85062*	Powered Locking Pedestal 42" H, Black	604.25	664.70	845.95	
	85063*	Powered Locking Pedestal 42" H, White	587.10	645.80	821.95	
	820710*	Wireless Charging Table, Powered	450.00	495.00	630.00	
		Midtown Counters & Bars				
	850103*	Midtown Powered Counter Unlighted - Pewter	1,440.00	1,584.00	2,016.00	
	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter	1,676.00	1,843.60	2,346.40	
	850101*	Midtown Bar Unlighted - Pewter	1,290.00	1,419.00	1,806.00	
	850100*	Midtown Bar Lighted w/ Plug-In - Pewter	1,532.00	1,685.20	2,144.80	
		DISPLAY & ACCESSORIES				
		Product Storage				
	84080*	3 Door File Cabinet on Castors - Black	531.95	585.15	744.75	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size	146.25	160.90	204.75	
	74081	File Cabinet w/Lock - Four Drawer - Standard Size	184.90	203.40	258.85	
	85020*	Posh Shelving w/ Chrome Frame - White	513.75	565.15	719.25	
		Refrigerator				
	75057	Small Refrigerator	466.10	512.70	652.55	
	8503001*	Refrigerator - White	798.20	878.00	1,117.50	
		Lighting				
	850707*	Mason Table Lamp - White/Brushed Silver	157.05	172.75	219.85	
	850708*	Mason Floor Lamp - White/Brushed Silver	234.00	257.40	327.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		DISPLAY & ACCESSORIES				
Display						
	75020	Display Cylinder - Black - Low	226.10	248.70	316.55	
	75021	Display Cylinder - Black - Medium	261.60	287.75	366.25	
	75022	Display Cylinder - Black - High	309.00	339.90	432.60	
	75030	Display Cube - Black - 12" Small	240.00	264.00	336.00	
	75031	Display Cube - Black - 18" Medium	258.00	283.80	361.20	
	75032	Display Cube - Black - 24" Large	299.75	329.75	419.65	
	75079	Orion Computer Kiosk - Black	414.60	456.05	580.45	
	72056	Display Counter - Black	386.75	425.45	541.45	
Boxwood Hedges						
	85030*	7' Boxwood Hedge	640.00	704.00	896.00	
	85035*	4' Boxwood Hedge	350.00	385.00	490.00	
Accessories						
	220121	Chrome Stanchion w/ 8' Retractable Belt	121.55	133.70	170.15	
	220118	Chrome Sign Holder	96.30	105.95	134.80	
	750135	Round Literature Rack	224.05	246.45	313.65	
	750136	Flat Literature Rack	193.15	212.45	270.40	
	220109	Chrome Coat Tree	55.60	61.15	77.85	
	220134	Aluminum Easel	54.10	59.50	75.75	
	220110	Chrome Bag Rack	119.50	131.45	167.30	
	10201484	Floor Standing Bulletin Board	211.15	232.25	295.60	
	220106	Corrugated Wastebasket	18.54	20.40	25.95	
Special Drape						
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White						
	12103	Special Drape 3'H (per ft.)	21.20	23.30	29.70	
	12108	Special Drape 8'H (per ft.)	24.95	27.45	34.95	

TOTAL COST

Sub-Total	+	8.25% 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

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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.

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.

*black**

cardinal

*charcoal**

cream

*gray pearl**

*navy**

toast

wedgewood

*white**

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

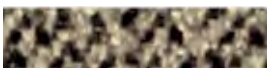
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

black

blue

gray

green



latte

midnight blue

plum

red

red pepper

tuxedo

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
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

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

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet	$ 337.85	$ 371.65	$ 473.00	
	10' x 20' Classic Carpet	$ 675.70	$ 743.25	$ 946.00	
	10' x 30' Classic Carpet	$ 1,013.50	$ 1,114.85	$ 1,418.90	
	10' x 40' Classic Carpet	$ 1,351.35	$ 1,486.50	$ 1,891.90	
	10' x 10' Carpet Padding - Single Layer	$ 142.65	$ 152.35	$ 193.90	
	10' x 20' Carpet Padding - Single Layer	$ 285.30	$ 304.70	$ 387.80	
	10' x 30' Carpet Padding - Single Layer	$ 427.95	$ 457.05	$ 581.70	
	10' x 40' Carpet Padding - Single Layer	$ 570.60	$ 609.40	$ 775.60	
	10' x 10' Carpet Padding - Double Layer	$ 285.30	$ 304.70	$ 387.80	
	10' x 20' Carpet Padding - Double Layer	$ 570.60	$ 609.40	$ 775.60	
	10' x 30' Carpet Padding - Double Layer	$ 855.95	$ 914.10	$ 1,163.40	
	10' x 40' Carpet Padding - Double Layer	$ 1,141.25	$ 1,218.80	$ 1,551.20	
	Plastic Covering (price per sq. ft.)	$ 1.05	$ 1.15	$ 1.45	

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	$ 181.55	$ 199.70	$ 254.15	
	9' x 20' Classic Carpet	$ 363.10	$ 399.40	$ 508.35	
	9' x 30' Classic Carpet	$ 544.65	$ 599.10	$ 762.50	
	9' x 40' Classic Carpet	$ 726.20	$ 798.80	$ 1,016.70	
	9' x 10' Carpet Padding - Single Layer	$ 128.25	$ 141.10	$ 179.55	
	9' x 20' Carpet Padding - Single Layer	$ 256.45	$ 282.10	$ 359.05	
	9' x 30' Carpet Padding - Single Layer	$ 384.70	$ 423.15	$ 538.60	
	9' x 40' Carpet Padding - Single Layer	$ 512.95	$ 564.25	$ 718.15	
	9' x 10' Carpet Padding - Double Layer	$ 256.45	$ 282.10	$ 359.05	
	9' x 20' Carpet Padding - Double Layer	$ 512.95	$ 564.25	$ 718.15	
	9' x 30' Carpet Padding - Double Layer	$ 769.40	$ 846.35	$ 1,077.15	
	9' x 40' Carpet Padding - Double Layer	$ 1,025.90	$ 1,128.50	$ 1,436.25	
	Plastic Covering (price per sq. ft.)	$ 1.05	$ 1.15	$ 1.45	

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

TOTAL COST

Sub- Total	+	**8.25% Tax**	=	Total Cost

07/17 (490930) 8967

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 17, 2019

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ 3.60

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.60	$ 3.95	$ 5.05	

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.10	$ 4.50	$ 5.75	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.60	$ 3.95	$ 5.05	

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 5.15	$ 5.65	$ 7.20	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.65	$ 5.10	$ 6.50	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ 1.55

Qty	Description Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)	$ 1.55	$ 1.70	$ 2.15	
	Carpet Padding-1/2" (Over 700 sq. ft.)	$ 1.05	$ 1.15	$ 1.45	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)	$ 3.10	$ 3.40	$ 4.35	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)	$ N/A	$ N/A	$ N/A	

TOTAL COST

Sub- Total	+	**8.25% Tax**	=	Total Cost

07/17 (490930) 8967

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 17, 2019

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	610100	Booth Vacuuming - One Time	.55	.75	_____
_____	610200	Booth Vacuuming - 2 Days	1.10	1.55	_____
_____	610300	Booth Vacuuming - 3 Days	1.65	2.30	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.05	1.45	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	620500	Exhibit Area / Under 500 sq.ft.	192.10	268.95	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	216.80	303.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	243.60	341.05	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.			Call for Quote

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 %Tax		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

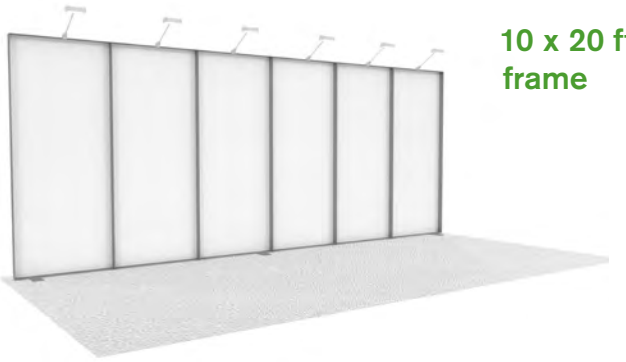
RENTAL EXHIBITS INCLUDE:

- 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.

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

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

black

blue

gray

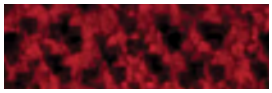
green

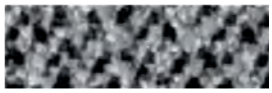
latte

midnight blue

plum

red


red pepper


tuxedo

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

PRESTIGE CARPET

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

*black**

cardinal

*charcoal**

cream

*gray pearl**

*navy**

toast

wedgewood

*white**

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

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN smartfabric

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 20**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and 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	$ 69.00	$ 96.60	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	$ 159.15	$ 222.80	_____
_____	SmartFabric Carrying Case (purchase).....	$ 21.10	$ 29.55	_____

QUICK TIPS

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

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

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

TOTAL COST

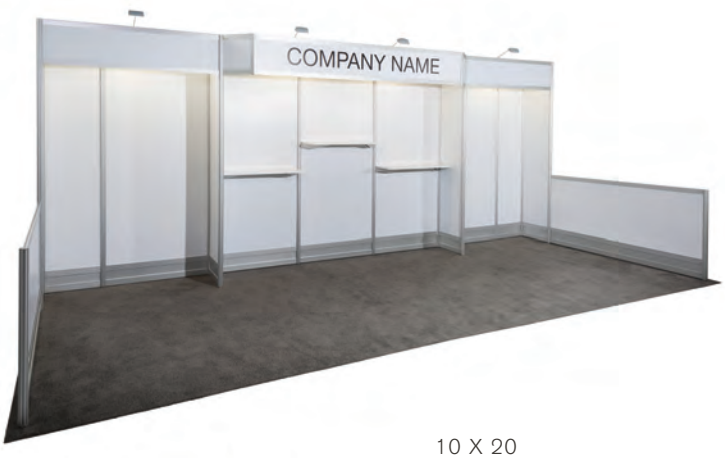
_____	+	_____	=	_____
Sub-Total		8.25 % Tax		Total Cost

04/18 (490930) 8967

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

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

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.

SLATWALL

COLORED PANELS

SHELVES

BLACK METAL

CABINETS

Booth Panel Options – Color Options Included with Rental Package

black fabric *blue fabric* *gray fabric* *white* *white perfboard*

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

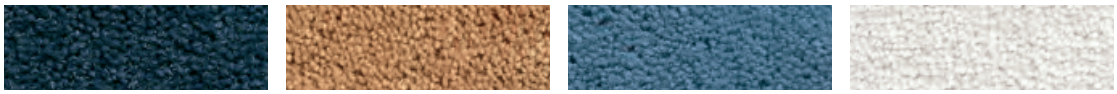
black *blue* *gray* *green* *latte*

midnight blue *plum* *red* *red pepper* *tuxedo*

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

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

*black** *cardinal* *charcoal** *cream* *gray pearl**



*navy** *toast* *wedgewood* *white**

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

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, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

1/18

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE DEADLINE DATE

SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

			Discount Price	Standard Price			Discount Price	Standard Price	
Package 1	☐	**10' x 10'**	2,705.30	3,787.40	☐	**10' x 20'**	5,151.55	7,212.15	_____
Package 2	☐	**10' x 10'**	2,352.00	3,292.80	☐	**10' x 20'**	4,291.50	6,008.10	_____
Package 3	☐	**10' x 10'**	2,939.60	4,115.45	☐	**10' x 20'**	4,939.35	6,915.10	_____
Package 4	☐	**10' x 10'**	2,939.60	4,115.45	☐	**10' x 20'**	4,939.35	6,915.10	_____
Package 5	☐	**10' x 10'**	2,705.30	3,787.40	☐	**10' x 20'**	4,645.80	6,504.10	_____
Package 6	☐	**10' x 10'**	2,705.30	3,787.40	☐	**10' x 20'**	4,645.80	6,504.10	_____

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 _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 % Tax		Total Cost

FREEMAN rental exhibits

FREEMAN

TOTALFLEX®

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**

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

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

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

FLOOR UNITS

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

TABLE TOP UNITS

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

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

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

totalflex FREEMAN

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

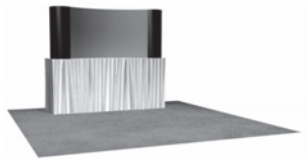
CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	984.60	1,378.45		
40"H x 8'W	1,143.00	1,600.20		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,545.50	2,163.70		
40"H x 8'W	1,705.70	2,388.00		

*Shipping Not Included

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

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

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

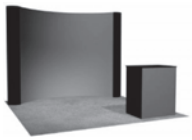
Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

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

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,927.65	2,698.70		
8'H x 10'W	2,149.60	3,009.45		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,043.65	4,261.10		
8'H x 10'W	3,540.10	4,956.15		

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 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		190.05	266.05			282.20	395.10	
1715801	1-200 Watt Halogen Light Kit		97.85	137.00			208.05	291.25	
1715802	Straight Shelf		74.15	103.80			140.10	196.15	
1715803	Angled Shelf		74.15	103.80			140.10	196.15	

QUICK TIPS

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

PURCHASE UNITS TOTAL COST

_____ Sub-Total + _____ 8.25% Tax = _____ Total Cost

RENTAL UNITS TOTAL COST

_____ Sub-Total + _____ 8.25% Tax = _____ Total Cost

SEEING IS BELIEVING

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

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

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

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

GRAPHICS

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

DIGITAL GRAPHICS

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

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

sq. ft. _____ **x** **$ 22.65** **per sq. ft. discount price** **or** **$ 34.00** **per sq. ft. standard price** **= $** _____

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	53.05	79.60	=	_____
7" x 22"	_____	@	58.20	87.30	=	_____
7" x 44"	_____	@	60.25	90.40	=	_____
9" x 44"	_____	@	73.15	106.50	=	_____
11" x 14"	_____	@	66.95	100.45	=	_____
14" x 22"	_____	@	76.20	114.30	=	_____
14" x 44"	_____	@	79.85	119.80	=	_____
22" x 28"	_____	@	119.50	179.25	=	_____
28" x 44"	_____	@	176.65	265.00	=	_____
20" x 60" (white only)	_____	@	209.10	313.65	=	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ Sub-Total + _____ 8.25 % Tax = _____ Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

•Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

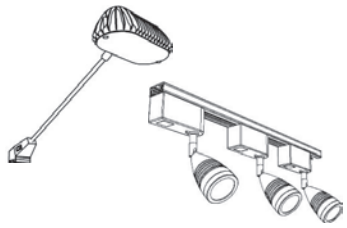
E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

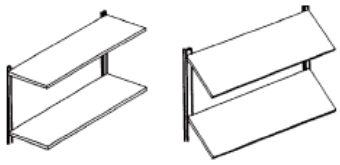
For fast, easy ordering, go to www.freeman.com

ACCESSORIES FOR RENTAL UNITS

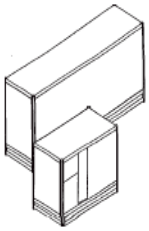
LIGHTS (use only on rentals)



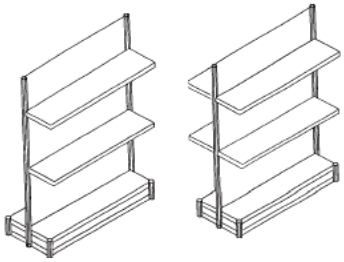
SHELVES (use only on rentals)



CABINETS

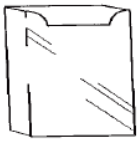


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	67.90	95.05	_____
___	172514	4' Tracklight (3 lights)	274.75	384.65	_____
___	17252	Halogen Light	N/A	N/A	_____

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	548.50	767.90	_____
___	17306	1M x ½M x 42" High.....	548.50	767.90	_____
___	17308	2M x ½M x 36" High.....	663.30	928.60	_____
___	17309	2M x ½M x 42" High.....	663.30	928.60	_____
___	173010	1M Radius x ½M x 36" High.	701.45	982.05	_____
___	173011	1M Radius x ½M x 42" High..	701.45	982.05	_____
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	9.80	13.70	_____

Inside Shelves Available ..... Quoted on Request

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	440.35	616.50	_____
___	174542	Double Sided 1M x 4' High..	607.70	850.80	_____
___	174581	Single Sided 1M x 8' High...	455.25	637.35	_____
___	174582	Double Sided 1M x 8' High..	607.70	850.80	_____

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	78.30	109.60	_____
___	17206	1M Angled (37" x 12")	91.15	127.60	_____

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	29.70	41.60	_____

TOTAL COST

_____ Sub-Total + _____ 8.25% Tax = _____ Total Cost

Don't see what you need?
Please call Exhibitor Sales at (210) 554-2021.

07/17 (490930)

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

FREEMAN exhibit accessories

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

FREEMAN labor jurisdictions

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

LET US DO THE HEAVY LIFTING

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

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

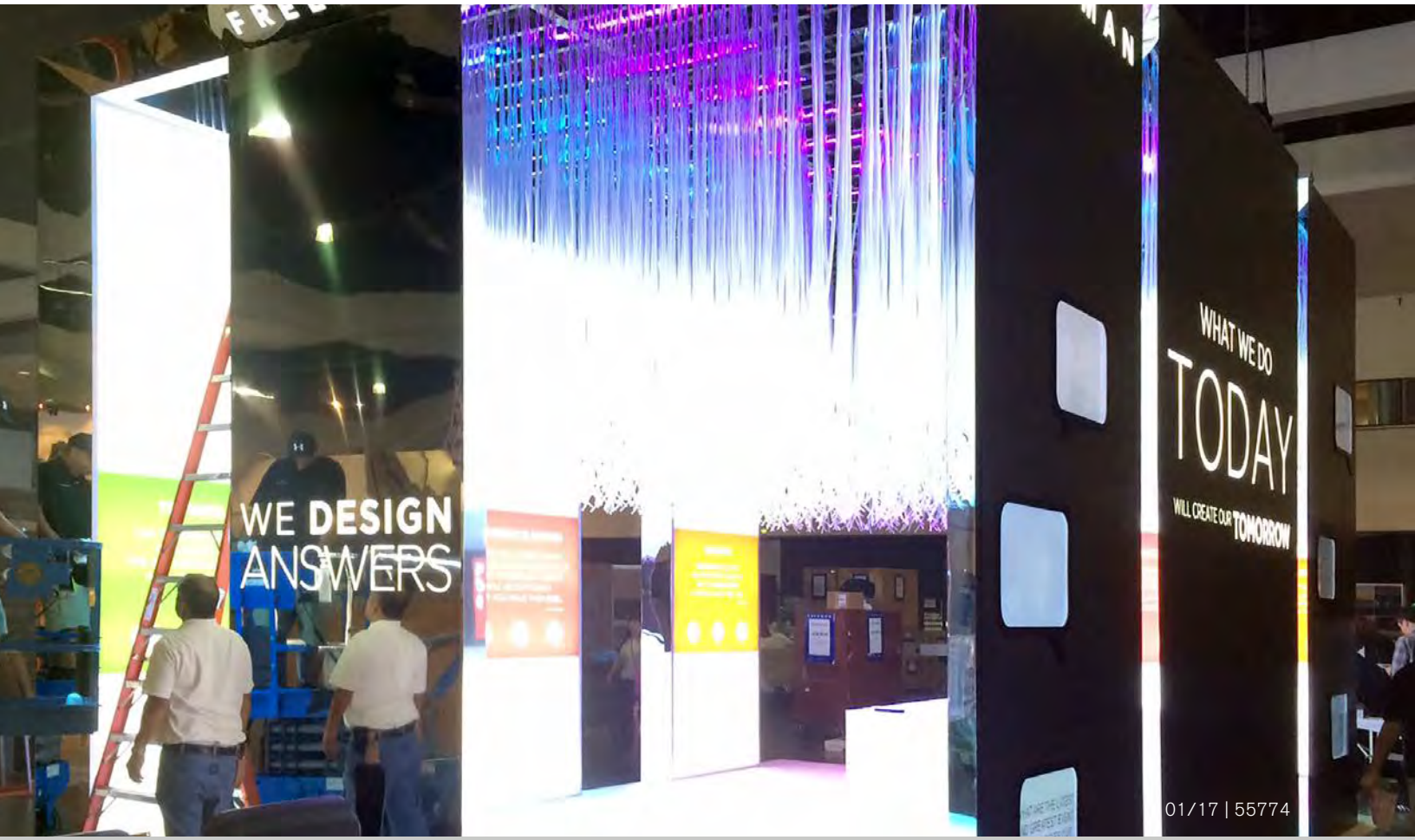
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 104.00	$ 145.50
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday 6:00 A.M. to 12:00 Midnight Saturday and Sunday	$ 156.00	$ 218.50
Double Time-	12:00 Midnight to 6:00 A.M. and recognized holidays	$ 208.00	$ 291.00

- 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 will be: _____ Phone Number: _____

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

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

Tax = $ **(N/A)**

Total Installation = $_____

DISMANTLE LABOR

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

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

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

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

Tax = $ **(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

Total No. of: _____Crates _____Cartons _____Fiber Cases

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color_____ Size_____

Electrical Placement:_____ Drawing AttachedDrawing With ExhibitElectrical 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 reposnsibility 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 apllicable)

- ☐ 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
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

DEADLINE DATE
SEPTEMBER 17, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **TCEQ AUTUMN ENVIRONMENTAL CONFERENCE - 490930 / OCTOBER 8-10, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$ 139.00	$194.50
304051	Forklift w/operator - up to 5,000 lbs - OT	191.00	267.50
3040100	Forklift w/operator - up to 10,000 lbs - ST	150.50	210.75
3040101	Forklift w/operator - up to 10,000 lbs - OT	202.50	283.50
3040150	Forklift w/operator - up to 15,000 lbs - ST	156.50	219.00
3040151	Forklift w/operator - up to 15,000 lbs - OT	208.50	292.00
3140300	Forklift w/operator - up to 30,000 lbs - ST	181.00	253.50
3140301	Forklift w/operator - up to 30,000 lbs - OT	233.00	326.25
3090600	Man Cage for Forklift	53.00	
3090700	Boom for Forklift	53.00	
RIGGING LABOR			
3020100	Rigger - ST	104.00	145.50
3020101	Rigger - OT	156.00	218.50
MOBILE UNIT SPOTTING FEE			
257024	Mobile Unit Spotting Fee (Round Trip)	$ 275.00	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							Tax 8.25%	N/A
							Total	

Describe work to be done: _____

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							Tax 8.25%	N/A
							Total	

Describe work to be done: _____

FREEMAN forklift / rigging labor

AUSTIN CONVENTION CENTER DEPARTMENT

FREEMAN

Event Technology
4801 Freidrich Lane, Building 1 Suite 100
Austin, Texas 78744
Phone: 512-827-3200
Fax: 512-827-3201

Structural Rigging Request Form

EVENT NAME:	EVENT DATES:	
FACILITY:	ROOM/BOOTH:	
PRODUCTION COMPANY:	ADDRESS:	
CONTACT:	PHONE:	E-MAIL:
ON-SITE CONTACT:	PHONE:	E-MAIL:

RIGGING INSTALLATION	DATE:	TIME:
ADDITIONAL INSTALLATION DAYS	DATE:	TIME:
RIGGING DISMANTLE	DATE:	TIME:

DESCRIPTION/DIMENSIONS OF MATERIAL AND EQUIPMENT:

TOTAL NUMBER OF POINTS (including cable pics):	TOTAL WEIGHT OF RIGGING:	EXPECTED MAX WEIGHT OF POINTS:

REQUESTED BY:

PRINT NAME _____ SIGNATURE _____ DATE _____

Billing Info (This MUST be filled out completely if different from above)
In an effort to maximize the security of customer transactions, a Freeman Event Technology Representative will reach out to arrange payment.

CONTACT:
COMPANY:
BILLING ADDRESS:
CITY/STATE/ZIP:
EMAIL:
PHONE:
FAX:

FREEMAN

PRICING SUMMARY

All Rigging requests must be received by Freeman Event Technology more than 30 days prior to the first contracted date in order to qualify for incentive rates. Base rates apply to all rigging requests received within the 30 day deadline and require a deposit. Revisions and/or changes received within 30 days are subject to the base or rush rates.

A quote for service will be provided prior to the event and must be confirmed and signed prior to the first contracted date.

Direct Bill through the Facility is not available.

STRUCTURAL RIGGING FEES

Diagram Review Fee
Diagrams received more than 30 days prior to Load In $150.00 (Incentive Rate)
Diagrams received between 30 days - 7 days prior to Load In $350.00 (Base Rate)
Diagrams received less than 7 days prior to Load In $500.00 (Rush Rate)

Point Fee
$75.00/point (run of show; all load bearing points including cable picks)

TRUSS (other sizes/colors are available; contact Freeman Event Technology representative for additional pricing)
12" Silver $10/foot (run of show)
12" Black $12/foot (run of show)

MOTORS
1/4ton-$150.00/Week
1/2ton-$175.00/Week
1 ton - $200.00/Week

LIFTS
A scissor lift or boom lift is necessary for all rigging calls at the facility. Freeman Audio Visual will provide lifts for rigging services.
Scissor Lift $400.00/Day
Boom Lift $700.00/Day

STRUCTURAL RIGGING LABOR RATES
A Freeman Event Technology representative will provide you with a detailed proposal based on your specific needs. All installations and dismantle of rigging equipment are billed at the following hourly rates for each rigger required. Four hour minimums apply to all rigging labor.
OT applies after eight (8) hours. DT after twelve (12) hours.

Monday – Friday, 7AM to 7PM	Base Rate (ST)
Monday – Friday, 7PM to 12AM	Base Rate x 1.5 (OT)
Saturday and Sunday, 7AM to 12AM	Base Rate x 1.5 (OT)
Monday – Sunday, 12AM to 7AM	Base Rate x 2 (DT)
Holidays, All Day	Base Rate x 2 (DT)

Structural Rigger Hourly Rate $80.00
Structural Head Rigger Hourly Rate $95.00
General (Stagehand) Labor Hourly Rate $57.50

A one-hour meal period must be given no less than three hours and no more than five hours after the call begins, or after the last meal period. In lieu of a one-hour meal break, the client may provide a meal, in which case the workers will suffer no loss of time. Workers will be given one-half hour on the clock to eat the meal.

FREEMAN®

Proud to Serve as Your
Official Event Technology Provider

TCEQ Autumn Environment
Conference & Expo
October 8 - 10, 2019
Palmer Events Center
Austin, TX

Order By: September 17, 2019 to Receive Early Order Pricing!

Exhibiting Company Name: **Booth #:**

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 September 17, 2019.

Contact Your Freeman Representative	Total Your Order	
WILLIAM FLORES	**Equipment Sub-Total**	
william.flores@freeman.com	**28% Handling Charge ($116.00 Min)** Includes Delivery, Install & Dismantle	
Phone: 210.554.2055	**Added Labor to Mount Client Owned Flat Screen to Stand ($75)**	
Fax: 469.621.5611	**State Sales Tax (8.25%)**	
Online at: www.freeman.com	**TOTAL CHARGES:**	
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.*	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name: **Booth Number:**

Exhibiting Company Name:

Company Address:

City / State: **Zip Code:**

Phone: **Fax:**

Email:

Third Party (If Applicable)**:**

Signature:

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 210.554.2055 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of Delivery (Choose One)**:**

Monday, October 7, 2019 ☐ 3pm - 6pm

Wednesday, October 9, 2019 ☐ 3pm - 6pm

If You Have a Special Delivery Request, Please Note it Here:

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.

National Plant & Floral, Inc.

AUSTIN, TX

Name of Show: _____

Dates: _____

Location: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				
TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink _____ Red _____		35.00		
BROMELIAD		35.00		
SMALL Ivy _____ Pothos _____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		
CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		

CONTAINERS:

☐ WHITE ☐ BLACK

SUB-TOTAL	
DELIVERY, PICK UP & MAINTENANCE 10%	
GRAND TOTAL	

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: ❑ **VISA** ❑ **MASTERCARD** ❑ **AMEX** ❑ **CHECK**

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

_____

CITY: _____

STATE: _____ ZIP CODE # _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

❑ **EMAIL CONFIRMATION COPY** ❑ **EMAIL STATEMENT COPY**

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

NPF LV 10.13

Booth # _____

AUSTIN CONVENTION CENTER

PALMER EVENTS CENTER

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services – Information Packet

Event: 2019 TCEQ Autumn Environmental Conference and Expo	**Event Dates:** 10/06/19 to 10/10/19

Discount Rate Deadline:	09/22/19
Standard Rate Deadline:	10/02/19
Floor Rate Applies:	10/03/19

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed **On-line** fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibit.
This is the fastest, most convenient way to order and is completely PCI compliant.

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Belinda Nash-Harris
Event Utilities Coordinator
belinda.nash@austintexas.gov
512-404-4203

PALMER
EVENTS CENTER

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

PLEASE READ BEFORE PLACING YOUR UTILITY SERVICE ORDER!

Due to changes in the City of Austin information policy, the Palmer Events Center now operates under PCI compliance rules.

www.austinconventioncenter.com

Please visit this website to submit your utility request.

1. Click on Exhibit (one click only) on the top right of your screen
2. Click on "Exhibitor Online Ordering" located on the right of your screen under the accdex… email address. (one click only)
3. Scroll down to your event and click on "Go to Store" utilities- electric palmer
4. Sign in if you have created a profile before or, Sign Up if you have not. Do not forget to create a password and do not forget the email and password you used.

If there are any questions concerning placing an order, you may contact Belinda Nash-Harris for assistance. She can be reached at 512.404.4203, or by email at belinda.nash@austintexas.gov.

Thank you,
ACCD Exhibitor Service
Division

AUSTIN CONVENTION CENTER PALMER EVENTS CENTER

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
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accdexhibitorservices@austintexas.gov

Ordering Instructions

On-Line Ordering – The Preferred Method: To place your order on-line please visit our website http://www.austinconventioncenter.com under **Exhibit**. This is completely PCI compliant.

Complete the Order Form: A Utility Services Order Form can be requested through the utility coordinator if preferred payment will be by check. This method should only be used if you are unable to order on-line. Mail or fax completed order form with payment to the address shown at the top of the form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Orders without payment will not be processed.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.

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General Terms and Conditions Continued

- Wall and permanent building electrical outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
  A. Labor is charged for:
     1. Any four (4) utility services in one (1) booth.
     2. Installation of utilities after booth display and/or carpet has been installed.
     3. Relocating/moving installed services.
     4. Re-taping electrical cords.
     5. Resetting breakers due to exhibitor equipment.
  B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  C. Labor charges are <u>NOT</u> available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

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Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- 200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.
- 200/400amp services terminate in cam-lock connections.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	NEMA 5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

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Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor and must connect to 1" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Telephone Service Terms and Conditions

- **Analog Phone Line - Local/Long Distance**
  1. Allows both local and long-distance calling.
  2. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
  3. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
  3. A Specialty Programming Fee will apply. Discounts are unavailable for specialty programming services.
- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service of the use of an external internet service provider.

Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

AUSTIN PALMER

CONVENTION CENTER EVENTS CENTER

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2019 Exhibitor Utility Price List

Air/Water/Drain Services

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
A101	Compressed Air (Per Connection)	$160.00	$210.00	$315.00
A200	Sink (Incl. water/drain/install)	$425.00	$425.00	$425.00
A501	Water & Drainage (up to 500 gal. per connection)	$210.00	$275.00	$415.00

Electrical Services

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
E101	120 Volt Outlet 0-1000 Watts (8 Amps)	$75.00	$100.00	$150.00
E102	120 Volts 15 AMP	$85.00	$115.00	$175.00
E103	120 Volts 20 AMP	$90.00	$120.00	$180.00
E104	120 Volts 30 AMP	$120.00	$160.00	$240.00
E200	Ceiling Power (up to 120 Volts 20 AMP)	$160.00	$215.00	$325.00

Power for Motors of Special Equipment

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
P202	208 Volts/Single Phase 20 AMP	$190.00	$250.00	$375.00
P203	208 Volts/Single Phase 30 AMP	$225.00	$300.00	$450.00
P206	208 Volts/Single Phase 60 AMP	$345.00	$460.00	$690.00
P210	208 Volts/Single Phase 100 AMP	$525.00	$700.00	$1,050.00
P302	120/208 Volts/3 Phase 20 AMP	$285.00	$380.00	$570.00
P303	120/208 Volts/3 Phase 30 AMP	$325.00	$430.00	$645.00
P306	120/208 Volts/3 Phase 60 AMP	$520.00	$690.00	$1,035.00
P310	120/208 Volts/3 Phase 100 AMP	$825.00	$1,100.00	$1,650.00
P320	120/208 Volts/3 Phase 200 AMP	$1,240.00	$1,650.00	$2,475.00
P340	120/208 Volts/3 Phase 400 AMP	$2,430.00	$3,240.00	$4,860.00

Labor

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
M101	Standard Labor per Hr. (6AM-12AM except Holidays)	$50.00	$50.00	$75.00
M103	Standard Labor per Hr. (6AM-12AM except Holidays)	$150.00	$150.00	$200.00

Technical Services

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
H101	Standard Internet Connection (10Mbps - Single IP DHCP)	$600.00	$795.00	$1,195.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own.)	$150.00	$200.00	$300.00
H103	Premium Internet Connection (15Mbps - Single IP DHCP	$900.00	$1,195.00	$1,795.00
H405	Ethernet Switch-Unmanaged 1-16 ports	$225.00	$300.00	$300.00
H312	Network Patch Cable (Up to 30ft.)	$50.00	$50.00	$50.00

Telecom & Cable TV Services

Product ID	Product Description	Discounted Rate	Standard Rate	Floor Rate
H601	Basic Cable TV Coax patch	$300.00	$300.00	$450.00
T101	Analog Phone Line - Local / Long Distance	$150.00	$200.00	$300.00
TM301	Multiline IP Phone - Local / Long Distance	$225.00	$300.00	$450.00
TC201	IP Conference Phone Station - Local/Long Distance	$225.00	$300.00	$450.00

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ACCD Exhibitor Services – Floor & Booth Layout

Event: 2019 TCEQ Autumn Environmental Conference and Expo

Event Dates: 10/07/19 to 10/10/19

Discount Deadline: 09/22/19

Floor Rate Applies: 10/03/19

Company Name	Booth Number	Booth Size

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

IMPORTANT INFORMATION

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

LEGEND

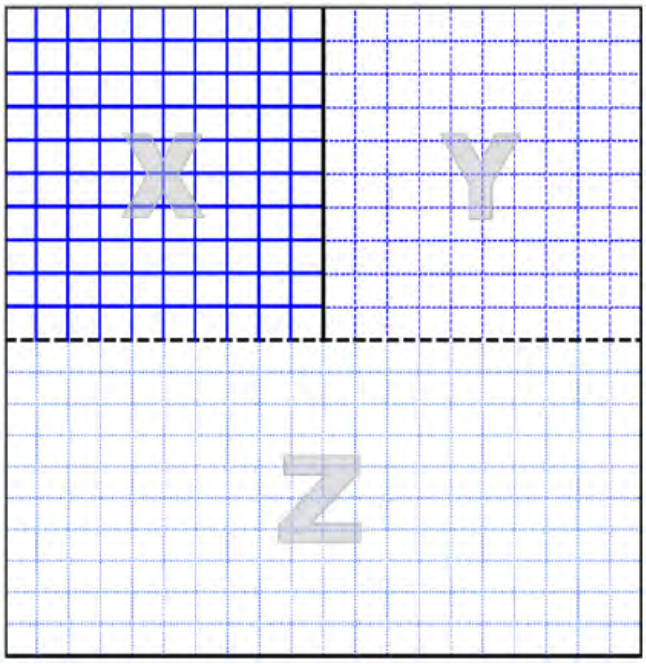
X	Power Outlet
I	Internet
P	Phone
O	Water
▲	Air

Exhibitors may contact show management for a copy of the exhibit show floor plan

Adjacent booth or aisle

FRONT

Adjacent booth or aisle



Adjacent booth or aisle

BACK

Adjacent booth or aisle

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Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.

CONVENTION CENTER DEPARTMENT
AUSTIN
TEXAS
SECURITY

AUSTIN FIRE REGULATIONS
AUSTIN, TEXAS

FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES

The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed; client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facilty for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal's Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal's Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

a. Display or storage of LPG
b. Flammable or combustible liquids
c. Flammable gas
d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
e. Welding or cutting equipment for demonstrations purposes
f. Gas-fired appliances for demonstration purposes
g. Salamander stoves
h. Lit candles or lanterns for demonstration purposes
i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.

a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
d. Ignition keys are to be removed and placed in a central location on site.
e. The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
g.Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:

a. One 40 BC extinguisher is to be provided for every deep fat fryer.
b. Deep fat fryers are to be thermostat controlled.
c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
e. Combustible materials will not be located near deep fat fryers.
f. Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.