

SERVICE INFORMATION

BOOTH EQUIPMENT

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

SHOW PACKAGE OPTIONS

Option 1

Items included:

- 116.5" x 92.5" Custom fabric graphic (Purchased item to keep)
- Carrying case for graphic (To carry the purchased fabric graphic)
- Installation and dismantle of exhibit
- Material handling of exhibit **and UP TO 100LBS of exhibitor literature**
- (1) 6' x 30" or 6' x 42" white draped counter
- (2) Limerick side chairs or stools by Herman Miller
- (1) Corrugated wastebasket

Option 2

Items included:

- 116.5" x 92.5" Custom fabric graphic (Purchased item to keep)
- Carrying case for graphic (To carry the purchased fabric graphic)
- Installation and dismantle of exhibit
- Material handling of exhibit **and UP TO 100LBS of exhibitor literature**
- (1) Hydraulic base maple cafe table (30"r x 29"h) or bar table (30"r x 45"h)
- (2) Laguna chairs or stools
- (1) Corrugated wastebasket

*Please see page 12 in the exhibitor kit to order.

EXHIBIT HALL CARPET

All aisles and booths will be carpeted in Tuxedo. Exhibitors will be permitted to install different color carpet at their expense.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by DECEMBER 13, 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](#)

Friday	January 10, 2020	8:00 AM - 6:00 PM
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EXHIBIT HOURS

Saturday	January 11, 2020	1:30 PM - 6:00 PM
Sunday	January 12, 2020	9:00 AM - 6:00 PM
Monday	January 13, 2020	9:00 AM - 6:00 PM
Tuesday	January 14, 2020	9:00 AM - 5:30 PM

EXHIBITOR MOVE-OUT

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

Tuesday	January 14, 2020	6:00 PM - 8:00 PM
Wednesday	January 15, 2020	8:00 AM - 12:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, January 15, 2020 at 12:00 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 Wednesday, January 15, 2020 at 10:00 AM.

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 (615) 884-5785 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

2000 Easton Blvd.
Des Moines, IA 50317
(515) 829-4444 Fax (469) 621-5616
FreemanDesMoinesES@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 DECEMBER 13, 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:

PLEASE NOTE: The office and warehouse will be closed on Tuesday, December 24 and Wednesday, December 25 in observance of Christmas Eve and Christmas Day. The office and warehouse will also be closed on Wednesday, January 01, 2020 in observance of New Years Day. Shipments will not be accepted on these dates.

Exhibiting Company Name / Booth # _____

AM BUS ASSN - MARKETPLACE 2020

C/O FREEMAN, UPS FREIGHT

10330 F STREET

OMAHA, NE 68127

Freeman will accept crated, boxed or skidded materials beginning Wednesday, December 11, 2019, at the above address. Material arriving after January 02, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (515) 829-4444.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

AM BUS ASSN - MARKETPLACE 2020

C/O FREEMAN

CHI HEALTH CENTER

455 N 10TH STREET

OMAHA, NE 68102-1151

Freeman will receive shipments at the exhibit facility beginning Friday, January 10, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (515) 829-4444.

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 (515) 829-4444.

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 (515) 829-4444 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 DECEMBER 13, 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 (515) 829-4444 with any questions or needs you may have.

Interested in going green and saving money?

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



1 *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

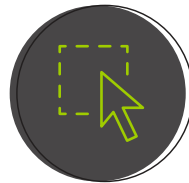
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

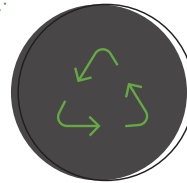
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



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.



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.



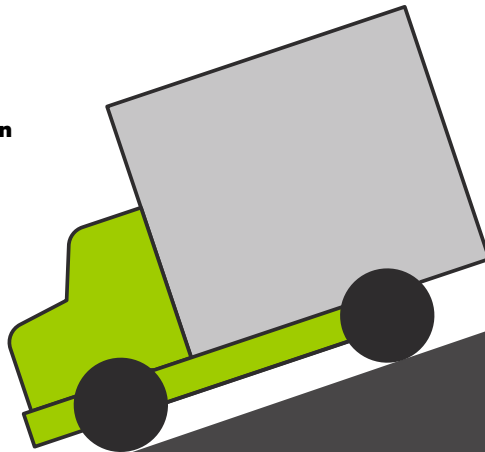
leftover materials

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

FREEMAN.COM

F R E E M A N

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 • Fax: (469) 621-5616

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019

INCLUDE THIS FORM WITH YOUR
ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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.

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

1. Submit your payment information

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

<https://www.freemanpay.com/476528>

2. Submit your order

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

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

FREEMAN method of payment

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH 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.

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

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

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOU, 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. YOU, 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 SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used 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.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage 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.

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

DISCOUNT PRICE
DEADLINE DATE

DECEMBER 13, 2019

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (515) 829-4444 to speak with one of our experts.

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



Table & Counter



Limerick Side Chair



Fabric Graphic Exhibit



Laguna Chair



Cafe Table



Bar Table

☐ **Package 1** 17-80-75

Discount Price\$1,660.00

Standard Price\$2,600.00

Items included:

- 116.5" x 92.5" Custom fabric graphic (Purchased item to keep)
- Carrying case for graphic (To carry the purchased fabric graphic)
- Installation and dismantle of fabric graphic exhibit
- Material handling of fabric graphic exhibit **and UP TO 100LBS of exhibitor literature**
- (1) 6' x 30" draped table or 6' x 42" white draped counter
- (2) Limerick side chairs or stools by Herman Miller
- (1) Corrugated wastebasket

Choose your chair Please circle choice:

Side Chair **Stool**

Choose your table height Please circle choice:

6' x 30" **6' x 42"**

☐ **Package 2** 17-80-76

Discount Price\$ 2,130.00

Standard Price\$ 2,890.00

Items included:

- 116.5" x 92.5" Custom fabric graphic (Purchased item to keep)
- Carrying case for graphic (To carry the purchased fabric graphic)
- Installation and dismantle of exhibit
- Material handling of fabric graphic exhibit **and UP TO 100LBS of exhibitor literature**
- (1) Hydraulic base maple cafe table (30"r x 29"h) or bar table (30"r x 45"h)
- (2) Laguna chairs or stools
- (1) Corrugated wastebasket

Choose your chair Please circle choice:

Chair **Stool**

Choose your table height Please circle choice:

Cafe Table **Bar Table**

_____ x \$ _____ + _____ = _____
of Booths Package Price 7% (Tax) Total

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.

NOTE: To receive the discount price, orders must be placed **no later than DECEMBER 13, 2019**. Orders received after the deadline date, will be charged the standard price.

ABA 20 (476528)

FREEMAN show package

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

DECEMBER 13, 2019

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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.....	557.50	613.25	780.50	_____
_____	830120*	Loveseat.....	546.10	600.70	764.55	_____
_____	830119*	Sofa.....	830.00	913.00	1,162.00	_____

Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	677.50	745.25	948.50	_____
_____	810151*	Armless Chair.....	592.50	651.75	829.50	_____
_____	830200*	Armless Loveseat.....	995.00	1,094.50	1,393.00	_____
_____	830201*	Sectional - 3 Piece.....	2,265.00	2,491.50	3,171.00	_____

Baja Group - White Vinyl

_____	81050*	Chair.....	637.50	701.25	892.50	_____
_____	83020*	Loveseat.....	702.50	772.75	983.50	_____
_____	83019*	Sofa.....	960.00	1,056.00	1,344.00	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	725.00	797.50	1,015.00	_____
_____	8151*	Ottoman.....	320.00	352.00	448.00	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	580.00	638.00	812.00	_____
_____	830951*	Sofa.....	642.50	706.75	899.50	_____
_____	810950*	Chair.....	457.50	503.25	640.50	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	572.50	629.75	801.50	_____
_____	83015*	Sofa.....	915.00	1,006.50	1,281.00	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	385.00	423.50	539.00	_____
_____	830949*	Sofa.....	615.00	676.50	861.00	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	255.00	280.50	357.00	_____
_____	830150*	Loveseat.....	325.00	357.50	455.00	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	492.50	541.75	689.50	_____
_____	830220*	Loveseat.....	837.50	921.25	1,172.50	_____
_____	830118*	Sofa.....	692.50	761.75	969.50	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Vinyl.....	357.50	393.25	500.50	_____
_____	815123*	Endless Square - Black Vinyl.....	357.50	393.25	500.50	_____
_____	815953*	Endless Curve - White Vinyl.....	475.00	522.50	665.00	_____
_____	815952*	Endless Curve - Black Vinyl.....	475.00	522.50	665.00	_____
_____	815119*	Half-Bench - White Vinyl.....	405.00	445.50	567.00	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	162.50	178.75	227.50	_____
_____	81519*	Vibe Cube - Red Vinyl.....	162.50	178.75	227.50	_____

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	162.50	178.75	227.50	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	162.50	178.75	227.50	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	162.50	178.75	227.50	_____
_____	81530*	Vibe Cube - Black Vinyl.....	142.50	156.75	199.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	142.50	156.75	199.50	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	162.50	178.75	227.50	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	162.50	178.75	227.50	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	162.50	178.75	227.50	_____
_____	815151*	Marche Swivel - Gray Fabric.....	252.50	277.75	353.50	_____
_____	815154*	Marche Swivel - Red Fabric.....	252.50	277.75	353.50	_____
_____	815159*	Marche Swivel - Blue Fabric.....	252.50	277.75	353.50	_____
_____	815152*	Marche Swivel - Linen Fabric.....	252.50	277.75	353.50	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	252.50	277.75	353.50	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	252.50	277.75	353.50	_____
_____	815156*	Marche Swivel - Plum Fabric.....	252.50	277.75	353.50	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	252.50	277.75	353.50	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	252.50	277.75	353.50	_____
_____	815150*	Marche Swivel - White Vinyl.....	252.50	277.75	353.50	_____
_____	815160*	Marche Swivel - Orange Fabric.....	260.00	286.00	364.00	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	232.50	255.75	325.50	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	682.50	750.75	955.50	_____
_____	8507*	Quarter Curve Ottoman.....	452.50	497.75	633.50	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	505.00	555.50	707.00	_____
_____	81551*	Brown Fabric.....	505.00	555.50	707.00	_____
_____	81552*	Gray Fabric.....	505.00	555.50	707.00	_____
_____	81553*	Linen Fabric.....	505.00	555.50	707.00	_____
_____	81554*	Ocean Blue Fabric.....	505.00	555.50	707.00	_____
_____	81555*	Red Fabric.....	505.00	555.50	707.00	_____
_____	81556*	White Vinyl.....	505.00	555.50	707.00	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	109.80	120.80	153.70	_____
_____	71090	Black Diamond Arm Chair.....	126.00	138.60	176.40	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	155.00	170.50	217.00	_____
_____	210108	Limerick® Chair by Herman Miller.....	73.00	80.30	102.20	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	905.00	995.50	1,267.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	905.00	995.50	1,267.00	_____
_____	810948*	Meeting Chair - White Vinyl.....	317.50	349.25	444.50	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	245.00	269.50	343.00	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	322.50	354.75	451.50	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	452.50	497.75	633.50	_____
_____	810164*	Marina Chair - White Vinyl.....	167.50	184.25	234.50	_____
_____	810160*	Marina Chair - Black Vinyl.....	167.50	184.25	234.50	_____
_____	810161*	Marina Chair - Brown Fabric.....	167.50	184.25	234.50	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	167.50	184.25	234.50	_____
_____	810163*	Marina Chair - Red Fabric.....	167.50	184.25	234.50	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
DECEMBER 13, 2019

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	112.50	123.75	157.50	
	810130*	Malba Chair - Green Molded Plastic.....	107.50	118.25	150.50	
	810846*	Christopher Chair - White Vinyl/Chrome.....	135.00	148.50	189.00	
	810851*	Zenith Chair - White/Chrome.....	175.00	192.50	245.00	
	810841*	Rustique Chair - Gunmetal.....	142.50	156.75	199.50	
	810837*	Razor Armless Chair - White High Density Plastic.....	67.50	74.25	94.50	
	810875*	Swanson Swivel Chair - White Vinyl.....	302.50	332.75	423.50	
	81083*	Blade Chair - Sky Blue.....	92.50	101.75	129.50	
	81082*	Blade Chair - Red.....	92.50	101.75	129.50	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	125.00	137.50	175.00	
	81093*	Lucent Chair - Frosted Acrylic.....	232.50	255.75	325.50	
	810145*	Wentworth Chair - Brown Vinyl.....	297.50	327.25	416.50	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	267.10	293.80	373.95	
	71045	Gray Gaslift Chair Without Arms.....	257.05	282.75	359.85	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	357.50	393.25	500.50	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	362.50	398.75	507.50	
	810844*	Pro Executive High Back Chair - White Vinyl.....	317.50	349.25	444.50	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	317.50	349.25	444.50	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	392.50	431.75	549.50	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	392.50	431.75	549.50	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	410.00	451.00	574.00	
Barstools						
	71088	Black Diamond Stool.....	155.40	170.95	217.55	
	71048	Gray Gaslift Stool with Arms.....	282.25	310.50	395.15	
	71047	Gray Gaslift Stool without Arms.....	275.60	303.15	385.85	
	810860*	Laguna Barstool - Maple/Chrome.....	195.00	214.50	273.00	
	210109	Limerick® Stool by Herman Miller.....	117.05	128.75	163.85	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	185.00	203.50	259.00	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	185.00	203.50	259.00	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	185.00	203.50	259.00	
	810870*	Lift Barstool - White Vinyl/Chrome.....	185.00	203.50	259.00	
	810951*	Apex Barstool - Black Vinyl.....	230.00	253.00	322.00	
	810952*	Apex Barstool - Blue Ultra Suede.....	230.00	253.00	322.00	
	810953*	Apex Barstool - Red Vinyl.....	230.00	253.00	322.00	
	810954*	Apex Barstool - White Vinyl.....	230.00	253.00	322.00	
	810103*	Banana Barstool - White Vinyl/Chrome.....	215.00	236.50	301.00	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	215.00	236.50	301.00	
	810850*	Zenith Barstool - White/Chrome.....	175.00	192.50	245.00	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	345.00	379.50	483.00	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	345.00	379.50	483.00	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	235.00	258.50	329.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	382.50	420.75	535.50	
	810839*	Rustique Barstool - Gunmetal.....	142.50	156.75	199.50	
	810201*	Oslo Barstool - White Plastic/Chrome.....	272.50	299.75	381.50	
	81080*	Blade Barstool - Red.....	185.00	203.50	259.00	
	81081*	Blade Barstool - Sky Blue.....	185.00	203.50	259.00	
	81092*	Lucent Barstool - Frosted Acrylic.....	247.50	272.25	346.50	
	810135*	Task Stool - Black Fabric.....	205.00	225.50	287.00	

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters**Draped Tables** - Tables are 30" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	130430	Draped Table 4'L x 30"H.....	135.45	149.00	189.65	_____
_____	130630	Draped Table 6'L x 30"H.....	149.80	164.80	209.70	_____
_____	130830	Draped Table 8'L x 30"H.....	180.35	198.40	252.50	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	58.70	64.55	82.20	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	58.70	64.55	82.20	_____
_____	130342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	130442	Draped Counter 4'L x 42"H.....	155.15	170.65	217.20	_____
_____	130642	Draped Counter 6'L x 42"H.....	166.35	183.00	232.90	_____
_____	130842	Draped Counter 8'L x 42"H.....	193.20	212.50	270.50	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	68.95	75.85	96.55	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	68.95	75.85	96.55	_____

Undraped Tables & Counters

_____	131330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	131430	Undraped Table 4'L x 30"H.....	73.95	81.35	103.55	_____
_____	131630	Undraped Table 6'L x 30"H.....	89.00	97.90	124.60	_____
_____	131830	Undraped Table 8'L x 30"H.....	105.80	116.40	148.10	_____
_____	131342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	131442	Undraped Counter 4'L x 42"H.....	89.00	97.90	124.60	_____
_____	131642	Undraped Counter 6'L x 42"H.....	104.15	114.55	145.80	_____
_____	131842	Undraped Counter 8'L x 42"H.....	115.95	127.55	162.35	_____

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.....	161.20	177.30	225.70	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	184.75	203.25	258.65	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	134.35	147.80	188.10	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	224.80	247.30	314.70	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	225.90	248.50	316.25	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	176.40	194.05	246.95	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	176.40	194.05	246.95	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
DECEMBER 13, 2019

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	181.45	199.60	254.05	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	181.45	199.60	254.05	
Pedestal Tables						
	8201206*	Hydraulic Base Cafe Table - Maple.....	392.50	431.75	549.50	
	8201207*	Hydraulic Base Bar Table - Maple.....	410.00	451.00	574.00	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	435.00	478.50	609.00	
	8201211*	Hydraulic Base Bar Table - Graphite.....	450.00	495.00	630.00	
	8201206*	Hydraulic Base Cafe Table - Maple.....	445.00	489.50	623.00	
	8201205*	Hydraulic Base Bar Table - Maple.....	445.00	489.50	623.00	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	445.00	489.50	623.00	
	820125*	Hydraulic Base Bar Table - White Laminate.....	467.50	514.25	654.50	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	347.50	382.25	486.50	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	347.50	382.25	486.50	
	820265*	Madison Cafe Table - Gray Acajou.....	275.00	302.50	385.00	
	820264*	Madison Bar Table - Gray Acajou.....	302.50	332.75	423.50	
	8201220*	30" Cafe Table Black Base - White Laminate.....	292.50	321.75	409.50	
	8201221*	30" Bar Table Black Base - White Laminate.....	315.00	346.50	441.00	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	450.00	495.00	630.00	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	450.00	495.00	630.00	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	347.50	382.25	486.50	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	347.50	382.25	486.50	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	347.50	382.25	486.50	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite.....	347.50	382.25	486.50	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	425.00	467.50	595.00	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	425.00	467.50	595.00	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	342.50	376.75	479.50	
	820931*	30" Bar Table w/ Black Base - Blue.....	272.50	299.75	381.50	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	417.50	459.25	584.50	
	820933*	30" Bar Table w/ Black Base - Wood.....	290.00	319.00	406.00	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	342.50	376.75	479.50	
	820941*	30" Cafe Table w/ Black Base - Blue.....	245.00	269.50	343.00	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	417.50	459.25	584.50	
	820943*	30" Cafe Table w/ Black Base - Wood.....	265.00	291.50	371.00	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	292.50	321.75	409.50	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	312.50	343.75	437.50	
	820252*	Alondra End Table - Glass/Chrome.....	255.00	280.50	357.00	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	352.50	387.75	493.50	
	820253*	Alondra End Table - Wood/Chrome.....	255.00	280.50	357.00	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	352.50	387.75	493.50	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	392.50	431.75	549.50	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	392.50	431.75	549.50	
	82028*	Geo End Table - Wood/Black Steel.....	302.50	332.75	423.50	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	307.50	338.25	430.50	
	82035*	Geo End Table - Glass/Chrome.....	225.00	247.50	315.00	

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Accent Tables (continued)

_____	82034*	Geo Cocktail Table - Glass/Chrome.....	247.50	272.25	346.50	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	272.50	299.75	381.50	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	272.50	299.75	381.50	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	323.55	355.90	452.95	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	330.00	363.00	462.00	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel....	267.50	294.25	374.50	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	267.50	294.25	374.50	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	322.50	354.75	451.50	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	322.50	354.75	451.50	_____
_____	82075*	Regis End Table - Brushed Metal.....	267.50	294.25	374.50	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	377.50	415.25	528.50	_____
_____	820844*	Aura Round Table - White Metal.....	150.00	165.00	210.00	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	232.50	255.75	325.50	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	357.50	393.25	500.50	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	357.50	393.25	500.50	_____
_____	82088*	Oliver End Table - Walnut Finish.....	267.50	294.25	374.50	_____
_____	82087*	Oliver Table - Walnut Finish.....	300.00	330.00	420.00	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	345.00	379.50	483.00	_____

Conference Tables

_____	82041*	Geo Conference Table - Glass/Black Steel.....	492.50	541.75	689.50	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	440.00	484.00	616.00	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	470.00	517.00	658.00	_____
_____	820708*	42" Round Conference Table - White Laminate.....	465.00	511.50	651.00	_____
_____	820203*	6' Oval Conference Table - Graphite.....	632.50	695.75	885.50	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	570.00	627.00	798.00	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,140.00	1,254.00	1,596.00	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,140.00	1,254.00	1,596.00	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	810.00	891.00	1,134.00	_____
_____	820952*	Ventura Communal Bar Table - Black.....	837.50	921.25	1,172.50	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	810.00	891.00	1,134.00	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	810.00	891.00	1,134.00	_____
_____	820956*	Ventura Communal Bar Table - White.....	810.00	891.00	1,134.00	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	567.50	624.25	794.50	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	795.00	874.50	1,113.00	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	795.00	874.50	1,113.00	_____
_____	820966*	Ventura Communal Cafe Table - White.....	567.50	624.25	794.50	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	567.50	624.25	794.50	_____

Office

_____	84075*	Madison Desk - Gray Acajou.....	670.00	737.00	938.00	_____
_____	84077*	Madison Credenza - Gray Acajou.....	560.00	616.00	784.00	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	477.50	525.25	668.50	_____

Computer Desks/Tables

_____	820706*	Work Desk - White Laminate.....	400.00	440.00	560.00	_____
_____	820707*	Merlin Table - Gray Laminate.....	415.00	456.50	581.00	_____

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FREEMAN furnishings

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
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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
POWERED						
Powered Seating						
_____	810120*	Naples Chair, Powered - Black Vinyl.....	790.00	869.00	1,106.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,060.00	1,166.00	1,484.00	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,222.50	1,344.75	1,711.50	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	790.00	869.00	1,106.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,222.50	1,344.75	1,711.50	_____
Powered Tables						
_____	820950*	Ventura Communal Bar Table, Powered - Black.....	1,035.00	1,138.50	1,449.00	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	940.00	1,034.00	1,316.00	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	705.00	775.50	987.00	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	705.00	775.50	987.00	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	695.00	764.50	973.00	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	607.50	668.25	850.50	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	470.00	517.00	658.00	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	470.00	517.00	658.00	_____
Powered Pedestals						
_____	85060*	Powered Locking Pedestal 36" H, Black.....	575.00	632.50	805.00	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	575.00	632.50	805.00	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	687.50	756.25	962.50	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	687.50	756.25	962.50	_____
_____	820710*	Wireless Charging Table, Powered.....	562.50	618.75	787.50	_____
Midtown Counters & Bars						
_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,800.00	1,980.00	2,520.00	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,095.00	2,304.50	2,933.00	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,612.50	1,773.75	2,257.50	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,915.00	2,106.50	2,681.00	_____
DISPLAY & ACCESSORIES						
Product Storage						
_____	84080*	3 Door File Cabinet on Castors - Black	212.50	233.75	297.50	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	140.85	154.95	197.20	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	281.80	310.00	394.50	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	630.00	693.00	882.00	_____
Refrigerator						
_____	75057	Small Refrigerator.....	417.55	459.30	584.55	_____
_____	8503001*	Refrigerator - White.....	1,712.50	1,883.75	2,397.50	_____
Lighting						
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	180.00	198.00	252.00	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	267.50	294.25	374.50	_____

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DISPLAY & ACCESSORIES						

Display

_____	75020	Display Cylinder - Black - Low.....	260.40	286.45	364.55	_____
_____	75021	Display Cylinder - Black - Medium.....	260.40	286.45	364.55	_____
_____	75022	Display Cylinder - Black - High.....	260.40	286.45	364.55	_____
_____	75030	Display Cube - Black - 12" Small.....	243.50	267.85	340.90	_____
_____	75031	Display Cube - Black - 18" Medium.....	250.35	275.40	350.50	_____
_____	75032	Display Cube - Black - 24" Large.....	260.40	286.45	364.55	_____
_____	75079	Orion Computer Kiosk - Black.....	361.15	397.25	505.60	_____
_____	72056	Display Counter - Black.....	277.15	304.85	388.00	_____

Boxwood Hedges

_____	85030*	7' Boxwood Hedge.....	800.00	880.00	1,120.00	_____
_____	85035*	4' Boxwood Hedge.....	437.50	481.25	612.50	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	103.70	114.05	145.20	_____
_____	220118	Chrome Sign Holder.....	103.70	114.05	145.20	_____
_____	750135	Round Literature Rack.....	226.80	249.50	317.50	_____
_____	750136	Flat Literature Rack.....	159.65	175.60	223.50	_____
_____	220109	Chrome Coat Tree.....	51.80	57.00	72.50	_____
_____	220134	Aluminum Easel.....	37.90	41.70	53.05	_____
_____	220110	Chrome Bag Rack.....	103.70	114.05	145.20	_____
_____	10201484	Floor Standing Bulletin Board.....	232.60	255.85	325.65	_____
_____	220106	Corrugated Wastebasket.....	12.95	14.25	18.15	_____

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	12103	Special Drape 3'H (per ft.).....	13.45	14.80	18.85	_____
_____	12108	Special Drape 8'H (per ft.).....	18.40	20.25	25.75	_____

TOTAL COST		
_____	+	_____
Sub-Total	7% 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

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019**

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 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	\$ 381.60	\$ 419.75	\$ 534.25	_____
_____	10' x 20' Classic Carpet	\$ 763.20	\$ 839.50	\$ 1,068.50	_____
_____	10' x 30' Classic Carpet	\$ 1,144.80	\$ 1,259.30	\$ 1,602.70	_____
_____	10' x 40' Classic Carpet	\$ 1,526.40	\$ 1,679.05	\$ 2,136.95	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 107.90	\$ 118.70	\$ 151.05	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 215.80	\$ 237.40	\$ 302.10	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 323.70	\$ 356.05	\$ 453.20	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 431.60	\$ 474.75	\$ 604.25	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 215.80	\$ 237.40	\$ 302.10	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 431.60	\$ 474.75	\$ 604.25	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 647.40	\$ 712.15	\$ 906.35	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 863.20	\$ 949.50	\$ 1,208.50	_____
_____	Plastic Covering (price per sq. ft.).....	\$.35	\$.40	\$.50	_____

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	\$ 183.15	\$ 201.45	\$ 256.40	_____
_____	9' x 20' Classic Carpet	\$ 366.30	\$ 402.95	\$ 512.80	_____
_____	9' x 30' Classic Carpet	\$ 549.45	\$ 604.40	\$ 769.25	_____
_____	9' x 40' Classic Carpet	\$ 732.60	\$ 805.85	\$ 1,025.65	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 97.15	\$ 106.85	\$ 136.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 194.30	\$ 213.75	\$ 272.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 291.45	\$ 320.60	\$ 408.05	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 388.60	\$ 427.45	\$ 544.05	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 194.30	\$ 213.75	\$ 272.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 388.60	\$ 427.45	\$ 544.05	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 582.90	\$ 641.20	\$ 816.05	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 777.20	\$ 854.90	\$ 1,088.10	_____
_____	Plastic Covering (price per sq. ft.).....	\$.35	\$.40	\$.50	_____

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

TOTAL COST			
_____	+	_____	=
Sub- Total		7% Tax	Total Cost

standard size carpet

FREEMAN

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FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

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For Assistance, please call **(515) 829-4444** 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. @ \$ **4.05**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 4.05	\$ 4.45	\$ 5.65	

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.30	\$ 5.85	\$ 7.40	
Over 700 sq. ft.		\$ 4.60	\$ 5.05	\$ 6.45	

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 6.30	\$ 6.95	\$ 8.80	
Over 700 sq. ft.		\$ 5.65	\$ 6.20	\$ 7.90	

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. @ \$ **1.15**

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.)		\$ 1.15	\$ 1.25	\$ 1.60	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.95	\$ 1.05	\$ 1.35	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.30	\$ 2.50	\$ 3.20	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.90	\$ 2.10	\$ 2.70	

TOTAL COST

Sub- Total	+	7% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before DECEMBER 13, 2019

cut to size carpet
FREEMAN

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 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 Time35	.50	_____
_____	610200	Booth Vacuuming - 2 Days70	1.00	_____
_____	610300	Booth Vacuuming - 3 Days	1.05	1.50	_____
_____	610400	Booth Vacuuming - 4 Days	1.40	2.00	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

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

_____	630100	Shampoo Carpet - One Time	N/A	N/A	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER 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.	89.25	124.95	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	127.95	179.15	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	153.40	214.75	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		7 %Tax		Total Cost

FREEMAN

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**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019**

**INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

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SMARTFABRIC EXHIBIT

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



SmartFabric Rental Exhibit Includes:

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

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

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

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

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

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

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

ACCESSORIES

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

QUICK TIPS

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

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

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

TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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FREEMAN

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(515) 829-4444 Fax: (469) 621-5616

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019**

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(515) 829-4444** 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	<input type="checkbox"/> 10' x 10'	2,983.10	4,176.35	<input type="checkbox"/> 10' x 20'	5,773.45	8,082.85
Package 2	<input type="checkbox"/> 10' x 10'	2,041.10	2,857.55	<input type="checkbox"/> 10' x 20'	3,386.65	4,741.30
Package 3	<input type="checkbox"/> 10' x 10'	2,512.05	3,516.85	<input type="checkbox"/> 10' x 20'	4,860.20	6,804.30
Package 4	<input type="checkbox"/> 10' x 10'	2,498.20	3,497.50	<input type="checkbox"/> 10' x 20'	4,861.40	6,805.95
Package 5	<input type="checkbox"/> 10' x 10'	2,624.20	3,673.90	<input type="checkbox"/> 10' x 20'	5,144.10	7,201.75
Package 6	<input type="checkbox"/> 10' x 10'	2,735.65	3,829.90	<input type="checkbox"/> 10' x 20'	5,408.30	7,571.60

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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



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

TOTAL COST		
Sub-Total	+	7 % Tax
	=	Total Cost

FREEMAN

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Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019**

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

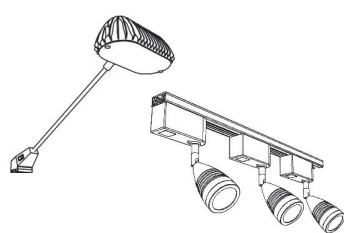
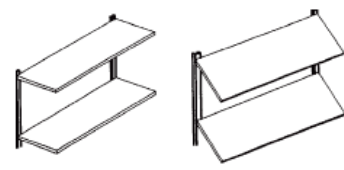
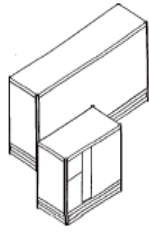
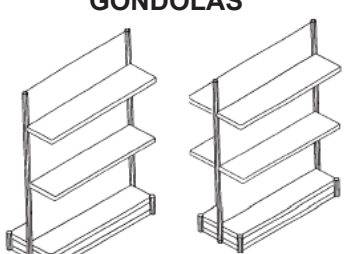
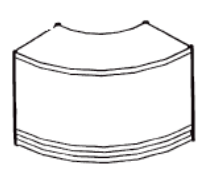
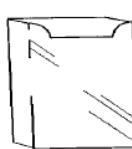
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (515) 829-4444 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 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	111.90	156.65	_____
_____	172514	4' Tracklight (3 lights)	285.65	399.90	_____
_____	17252	Halogen Light	111.90	156.65	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
_____	17305	1M x 1/2M x 36" High.....	386.40	540.95	_____
_____	17306	1M x 1/2M x 42" High.....	399.90	559.85	_____
_____	17308	2M x 1/2M x 36" High.....	587.95	823.15	_____
_____	17309	2M x 1/2M x 42" High.....	630.00	882.00	_____
_____	173010	1M Radius x 1/2M x 36" High.	613.25	858.55	_____
_____	173011	1M Radius x 1/2M x 42" High..	672.00	940.80	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	29.90	41.85	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4' High...	327.55	458.55	_____
_____	174542	Double Sided 1M x 4' High..	478.80	670.30	_____
_____	174581	Single Sided 1M x 8' High...	445.10	623.15	_____
_____	174582	Double Sided 1M x 8' High..	554.30	776.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
_____	17201	1M Straight (37" x 12")	74.90	104.85	_____
_____	17206	1M Angled (37" x 12")	83.10	116.35	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	39.25	54.95	_____

TOTAL COST					
_____	Sub-Total	+	_____	7% Tax	= _____
_____	Total Cost				

Don't see what you need?
Please call Exhibitor Sales at (515) 829-4444.

07/17 (476528)

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

FREEMAN exhibit accessories

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 13, 2019**

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

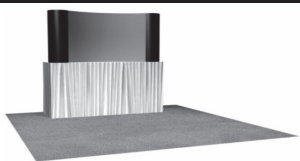
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,175.75	1,646.05	_____	_____
40"H x 8"W	1,372.30	1,921.20	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,388.40	1,943.75	_____	_____
40"H x 8"W	1,573.85	2,203.40	_____	_____

*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

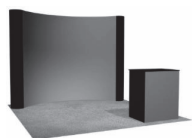
**Other Colors Also Available for Purchase Units*

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	1,965.60	2,751.85	_____	_____
8'H x 10'W	2,351.95	3,292.75	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,149.15	4,408.80	_____	_____
8'H x 10'W	3,697.70	5,176.80	_____	_____

*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	_____	245.25	343.35	_____	_____	329.85	461.80	_____	_____
1715801	1-200 Watt Halogen Light Kit	_____	127.55	178.55	_____	_____	240.90	337.25	_____	_____
1715802	Straight Shelf	_____	100.00	140.00	_____	_____	166.80	233.50	_____	_____
1715803	Angled Shelf	_____	100.00	140.00	_____	_____	166.80	233.50	_____	_____

QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST

Sub-Total + 7% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 7% Tax = Total Cost

FREEMAN

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Des Moines, IA 50317
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**DISCOUNT PRICE
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DECEMBER 13, 2019**

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (515) 829-4444 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.
\$ 18.60 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 27.90 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

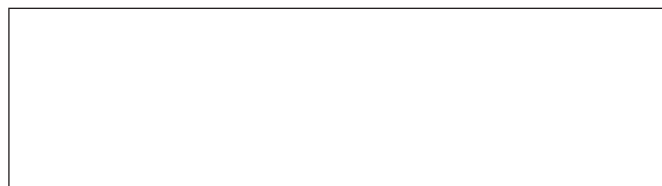
QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 34.50	51.75 =	_____
7" x 22"	@ 34.50	51.75 =	_____
7" x 44"	@ 48.40	72.60 =	_____
9" x 44"	@ 62.55	93.85 =	_____
11" x 14"	@ 34.50	51.75 =	_____
14" x 22"	@ 48.40	72.60 =	_____
14" x 44"	@ 112.15	168.25 =	_____
22" x 28"	@ 112.15	168.25 =	_____
28" x 44"	@ 195.60	293.40 =	_____
20" x 60"	@ 195.60	293.40 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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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 (515) 829-4444 for assistance.

OMAHA AREA LABOR JURISDICTIONS

To assist you in planning your participation in the upcoming exhibition, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling; we ask that you read the following:

Jurisdiction is covered by IATSE (Stagehands).

Exhibit Install & Dismantle:

Full-time company employees of an exhibiting firm may install and dismantle their own respective company display without the use of union labor. Any outside or additional labor required for installation, dismantle or decorating of displays is to be ordered from Freeman using union labor, or an approved Exhibitor Appointed Contractor (EAC) using union labor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center. Freeman does not loan out equipment (tools, ladders, etc.) to install or dismantle displays without a labor order.

Material Handling:

Unloading and/or reloading of any and all contracted carriers will be handled exclusively by Freeman using union labor.

Self-unloading exhibitor owned vehicles must first check in with the traffic director and they will be directed to an unloading area. No motorized equipment is allowed. Freeman does not loan out material handling equipment to exhibitors.

All material handling services, other than the self-unloading as described above, are chargeable and invoiced accordingly through Freeman.

Gratuities:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

Fire and Safety:

All exhibitors must comply with the facility and Omaha Fire Marshal rules and regulations. Exhibits are subject to inspection by the Omaha Fire Marshal.

Storage of empty containers in the Exhibit Hall is prohibited. Arrangements must be made with Freeman to store empty crates.

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 • Fax: (469) 621-5616

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-829-4444 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description Site		Advance	Show Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 93.00	\$ 130.25
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	\$ 139.50	\$ 195.50
Double Time-	12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 186.00	\$ 260.50

• **Show Site prices will apply to all labor orders placed at show site.**

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

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
0% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
0% Tax						= \$ _____
Total Dismantle						= \$ _____

Freeman installation & dismantle labor

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

(476528)



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.

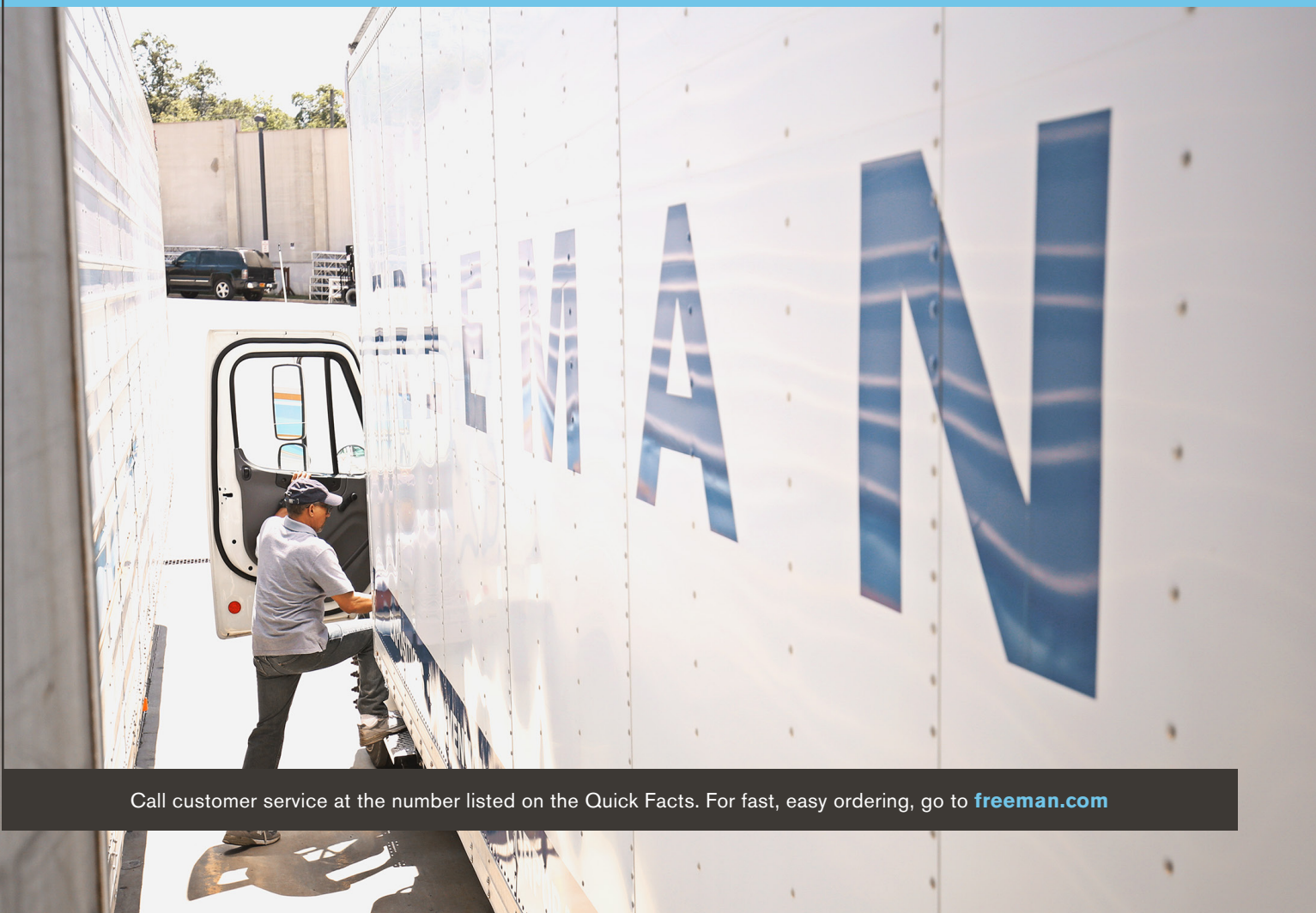


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

With more than 85 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 works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

The Freeman Exhibit Transportation promise:

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

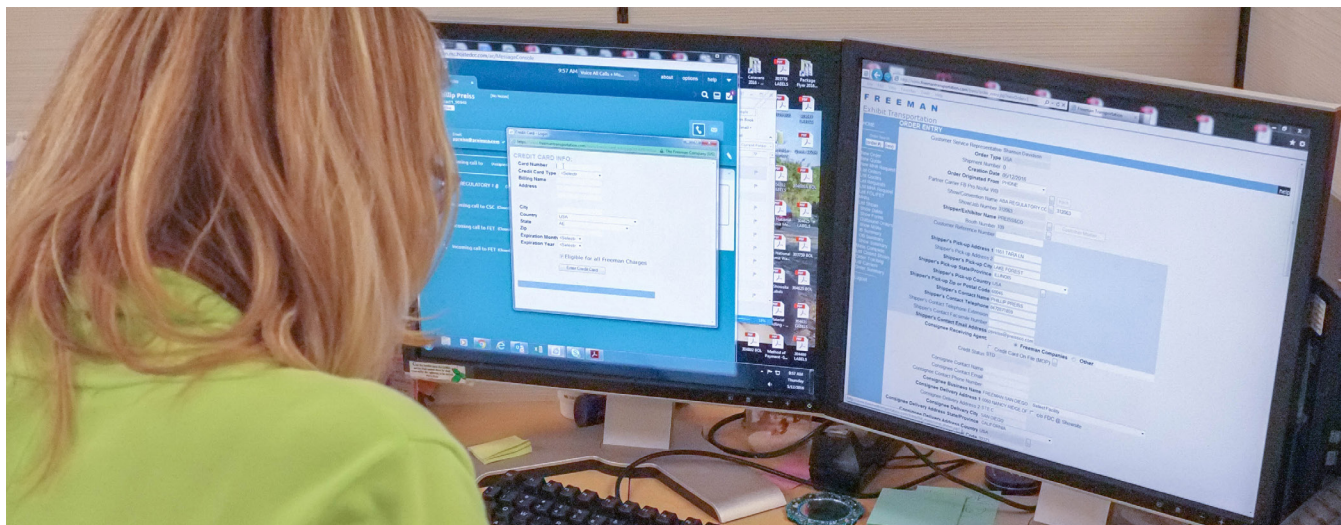
questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.



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: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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 #

AM BUS ASSN - MARKETPLACE 2020

C/O: FREEMAN

UPS FREIGHT, 10330 F ST

OMAHA, NE 68127

MUST BE DELIVERED BY JANUARY 02, 2020

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

FREEMAN / Exhibiting Company Name / Booth #

AM BUS ASSN - MARKETPLACE 2020

C/O: FREEMAN

CHI HEALTH CENTER OMAHA

455 N 10TH ST

OMAHA, NE 68102

CANNOT BE DELIVERED BEFORE JANUARY 10, 2020

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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 # (476528) _____

Freeman exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: DECEMBER 11, 2019

DEADLINE DATE IS: JANUARY 02, 2020

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
UPS FREIGHT
10330 F ST
OMAHA, NE 68127**

WAREHOUSE

EVENT: AM BUS ASSN - MARKETPLACE 2020

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: DECEMBER 11, 2019

DEADLINE DATE IS: JANUARY 02, 2020

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
UPS FREIGHT
10330 F ST
OMAHA, NE 68127**

WAREHOUSE

EVENT: AM BUS ASSN - MARKETPLACE 2020

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

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 10, 2020

TO:

EXHIBITOR NAME

C/O: FREEMAN

**CHI HEALTH CENTER OMAHA
455 N 10TH ST**

OMAHA, NE 68102

SHOW SITE

EVENT: *AM BUS ASSN - MARKETPLACE 2020*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 10, 2020

TO:

EXHIBITOR NAME

C/O: FREEMAN

**CHI HEALTH CENTER OMAHA
455 N 10TH ST**

OMAHA, NE 68102

SHOW SITE

EVENT: *AM BUS ASSN - MARKETPLACE 2020*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: DECEMBER 11, 2019
DEADLINE DATE IS: JANUARY 2, 2020

TO: _____
(EXHIBITOR NAME)

***C/O FREEMAN, UPS FREIGHT
10330 F STREET
OMAHA, NE 68127
REGISTRATION
BAG
WAREHOUSE***

EVENT: AM BUS ASSN - MARKETPLACE 2020

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

RECEIVING DATE BEGINS: DECEMBER 11, 2019
DEADLINE DATE IS: JANUARY 2, 2020

TO: _____
(EXHIBITOR NAME)

***C/O FREEMAN, UPS FREIGHT
10330 F STREET
OMAHA, NE 68127
REGISTRATION
BAG
WAREHOUSE***

EVENT: AM BUS ASSN - MARKETPLACE 2020

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

RECEIVING DATE BEGINS: DECEMBER 11, 2019
DEADLINE DATE IS: JANUARY 2, 2020

TO: _____
(EXHIBITOR NAME)

***C/O FREEMAN, UPS FREIGHT
10330 F STREET
OMAHA, NE 68127***

**OPERATOR GIFT
WAREHOUSE**

EVENT: AM BUS ASSN - MARKETPLACE 2020

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

RECEIVING DATE BEGINS: DECEMBER 11, 2019
DEADLINE DATE IS: JANUARY 2, 2020

TO: _____
(EXHIBITOR NAME)

***C/O FREEMAN, UPS FREIGHT
10330 F STREET
OMAHA, NE 68127***

**OPERATOR GIFT
WAREHOUSE**

EVENT: AM BUS ASSN - MARKETPLACE 2020

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: JANUARY 10, 2020

TO: _____

EXHIBITOR NAME

C/O FREEMAN
CHI HEALTH CENTER OMAHA
455 N 10TH STREET
OMAHA, NE 68108-1151

**OPERATOR GIFT
SHOW SITE**

EVENT: AM BUS ASSN - MARKETPLACE 2020

BOOTH NO: _____ NO. _____ OF _____ PIECES

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE: JANUARY 10, 2020

TO: _____

EXHIBITOR NAME

C/O FREEMAN
CHI HEALTH CENTER OMAHA
455 N 10TH STREET
OMAHA, NE 68108-1151

**OPERATOR GIFT
SHOW SITE**

EVENT: AM BUS ASSN - MARKETPLACE 2020

BOOTH NO: _____ NO. _____ OF _____ PIECES

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

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 • Fax: (469) 621-5616

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

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 515-829-4444 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

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

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday
4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
OVERTIME: (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
-------------	------------------	--------------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 82.50	165.00
Special Handling Shipment.....	\$107.25	214.50
Carpet and/or Pad Only Shipment.....	\$123.75	247.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 84.25	168.50
Special Handling Shipment.....	\$109.75	219.50
Uncrated or Pad Wrapped Shipment	\$126.50	253.00
Carpet and/or Pad Only Shipment	\$126.50	253.00

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment	\$ 40.00
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*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after JANUARY 2, 2020	\$ 20.75	41.50
Show Site Shipment after show opens	\$ 21.25	42.50

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.50	55.00
Uncrated or Pad Wrapped Shipment	\$ 31.75	63.50
Carpet and/or Pad Only Shipment	\$ 31.75	63.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.50	55.00
Uncrated or Pad Wrapped Shipment	\$ 31.75	63.50
Carpet and/or Pad Only Shipment	\$ 31.75	63.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			0% Tax	
			Total	

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

2000 Easton Blvd
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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-829-4444 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
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Freeman Service Center 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.....	\$ 162.00	\$ 227.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 217.75	\$ 305.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 273.25	\$ 382.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 263.25	\$ 368.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 319.00	\$ 447.00
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$ 374.50	\$ 524.50
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 111.25	\$ 155.75
3020101	Rigger - OT.....	\$ 167.00	\$ 234.00
3020102	Rigger - DT.....	\$ 213.50	\$ 311.50
EQUIPMENT			
3090600	Forklift Cage.....	\$ 79.25	\$ 111.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							0% Tax	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							0% Tax	
_____							Total	

FREEMAN

2000 Easton Blvd
Des Moines, IA 50317
(515) 829-4444 Fax: (469) 621-5616

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **AM BUS ASSN - MARKETPLACE 2020 / JANUARY 11 - 14, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 829-4444 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

☐ Other Carrier

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

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

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

CHI HEALTH CENTER OMAHA

EXHIBITOR UTILITIES & TECHNICAL SERVICES

ORDER ONLINE AT <http://chihealthcenteromaha.com/>

Navigating our site...

Once you are on our website, select "Convention Center" at the top of the page. This will take you to the convention center home page. While there, you will see a tab on the left side of the screen for "EXHIBITORS". Click on that tab to reveal the list of exhibitor information. From that list, select "Online Ordering" and begin the ordering process which starts by selecting your event from the event list.

All exhibitors are responsible for reading and complying with the [Exhibitor Rules & Regulations](#) and the [Facility Rules & Regulations](#). These documents cover topics such as shipping/receiving (the facility does not accept exhibitor shipments), fire & safety regulations, and policies regarding special decorations...just to name a few. They are located on our website within the list of exhibitor information when you select "Facility Rules and Regs" and "Utility & IT Services."

Order Deadline: All orders must be received or post marked seven (7) calendar days prior to the designated exhibitor move-in date to qualify for the advance rates otherwise standard rates will apply.



CHI Health Center OMAHA

**Audio/Visual Services
provider for:**



Organization Name _____			On Site Contact _____	
Booth # _____			On Site Phone _____	
Delivery Date _____ AM PM			Email _____	
Pickup Date _____			State _____ Zip _____	
Billing Contact Name _____			Phone _____	
Address _____			Email _____	
City _____			State _____ Zip _____	

To place an order: visit www.bavservices.com/exhibitors;
find & click on the ABA logo and use Customer Code: **BUSES2020**
ALL ADVANCE ORDERS MUST BE RECEIVED BY JANUARY 2, 2020

Qty.	LED Monitors	Advance	Jan 3 rd	Jan 10 th	Total
_____	24" Monitor () Tabletop Stand	\$250.00	\$287.50	\$312.50	_____
_____	27" Monitor () Tabletop Stand	\$325.00	\$373.75	\$406.25	_____
_____	32" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$400.00	\$460.00	\$500.00	_____
_____	40" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$525.00	\$603.75	\$656.25	_____
_____	46" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$675.00	\$776.25	\$843.75	_____
_____	55" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$1100.00	\$1265.00	\$1375.00	_____
_____	65" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$1700.00	\$1955.00	\$2125.00	_____
_____	80" Monitor () Tabletop Stand () Floor Stand () Custom Wall Mount*	\$2500.00	\$2875.00	\$3,125.00	_____
<i>*Additional Charges May Apply</i>					
Computers & Tablets					
_____	PC Laptop Computer (Windows10 Pro, Office 2016, i7 Processor, 15.6" Screen).....	\$375.00	\$431.25	\$468.75	_____
_____	MacBook Pro Laptop Computer (OSX Sierra, Keynote, i7 Processor, 15" Screen).....	\$450.00	\$517.50	\$562.50	_____
_____	Wireless Keyboard & Mouse.....	\$50.00	\$57.50	\$62.50	_____
_____	Computer Audio (Anchor AN1000 Powered Speaker).....	\$75.00	\$86.25	\$93.75	_____
_____	iPad (Standard Size).....	\$200.00	\$230.00	\$250.00	_____
_____	iPad w/Kiosk Mount () Tabletop () Floor	\$425.00	\$488.75	\$531.25	_____
Video					
_____	LED Tile/Video Wall (sizing & configuration needs vary)	Please call for more information			
_____	USB Media Player.....	\$30.00	\$34.50	\$37.50	_____
_____	DVD Player BluRay Player (circle one).....	\$30.00	\$34.50	\$37.50	_____

Rates are for run of show, NOT a daily rate!

Upon receipt of your order, we will contact you for secure processing of your payment.

Subtotal _____

21% Service Charge _____

Subtotal _____

7% NE Sales Tax _____

Grand Total _____

Please Note:

- BAV is a full service Audio Visual Rental & Production Company. Please call for any desired equipment not listed on this form including: lighting, touchscreen monitors, projection/screens, LCD monitor walls or seamless LED video walls.
- To order power, please contact the conference general contractor/decorator.
- Orders not cancelled within 24 hours of scheduled delivery will be given 50% refund.

Please eMail, fax or mail completed form to:
BAV • 10 Sonwil Drive • Buffalo, NY 14225
Fax: 716-685-5014 • Phone: 800-264-5010
Contact: **Greg Back** at gback@bavservices.com



ORDER ONLINE AT www.CHIHealthCenterOmaha.com



EXHIBITOR
UTILITIES / TECHNICAL
SERVICES ORDER FORM
UP TO A 4 DAY EVENT



PRICING DEADLINE

ORDER MUST BE RECEIVED BY FAX OR POSTMARKED 7 CALENDAR DAYS BEFORE MOVE-IN DATE FOR ADVANCE (Adv.) RATE OTHERWISE STANDARD (Std.) RATE APPLIES

Information Technology				
WIRED INTERNET	Qty.	Adv. Rate	Std. Rate	Total
Shared Wired Broadband Internet Up to 5 MB (1st PC)		\$ 140.00	\$ 165.00	
-Additional PCs Up to 5 MB		87.00	102.50	
Dedicated Wired VLAN Up to 5 MB		320.00	375.00	
-Additional PCs on Dedicated VLAN Up to 5 MB		185.00	215.00	
WIRELESS INTERNET	Qty.	Adv. Rate	Std. Rate	Total
Wireless Broadband Internet Up to 5 MB (1st device)		\$ 105.00	\$ 122.50	
-Additional Wireless devices		26.00	31.00	
VOICE	Qty.	Adv. Rate	Std. Rate	Total
Analog Phone Line / Credit Card Line / Fax line		\$ 140.00	\$ 165.00	
ISDN		236.00	295.00	
Long Distance Deposit		28.00	35.00	
EQUIPMENT RENTAL	Qty.	Adv. Rate	Std. Rate	Total
PC / Laptop Rental - per day		\$ 124.00	\$ 155.00	
19" LCD Monitor - per day		135.00	165.00	
Total Information Technology: \$				
<u>Other Services Available Upon Request</u>				
Internet includes web browsing and internet e-mail. See Rules & Regs for details. Wireless networks are forbidden without express written permission of MECA. Long distance available with non refundable deposit				

Banner & Sign Hanging
Contact MECA for quote (402) 599-6703 or exhibitorservices@omahameca.com

Shipping/Receiving
The facility does not accept shipments.
Contact show decorator. If no show decorator is designated, contact T.L.K. for freight services at (402)-457-7992.

Exhibitor Information
ALL INFORMATION IS REQUIRED
Event Name _____
Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____
E-mail: _____
On Site Contact: _____
By signing below, I acknowledge that I have read, understand, and agree to the terms stated in the Utility/Technical Services Rules & Regulations as well as the Exhibitor Rules & Regulations. All Rules & Regulations documents are available at www.centurylinkcenteromaha.com .
Signature _____ Date _____

MECA Contact Information:
455 N 10th Street, Omaha, NE 68102
Phone: (402) 599-6703 Fax: (402) 599-6725
Website: www.CHIHealthCenterOmaha.com
E-mail: exhibitorservices@omahameca.com
25% additional charge per day over 4 days. Please use the 5 Day Event order form.

Mechanical	Qty.	Adv. Rate	Std. Rate	Total
Compressed Air		\$ 160.00	\$ 200.00	
-Additional Air Lines		45.50	57.00	
Natural Gas Line w/1/2" connection		160.00	200.00	
-Additional Gas Lines		45.50	57.00	
Sink Connection/drain (continuous)		252.00	315.00	
Fill/drain tank/spa 500g max (1 fill / 1 drain)		116.00	145.00	
Fill/drain tank/spa 500-1,000g max (1 fill / 1 drain)		164.00	205.00	
Fill/drain tank/spa 1,000g +		call for pricing		
Total Mechanical: \$				
Compressed Air: Exhibitor must supply own drier or regulator for critical applications. 1/2" Universal Quick Disconnect w/ 3/8" line required. Natural Gas: Low pressure gas. Available in limited locations (on interior columns). Exhibitors using natural gas must supply a fire extinguisher in their booth.				

Electrical	Qty.	Adv. Rate	Std. Rate	Total
120v, 20 Amp (standard outlet)		\$ 77.00	\$ 110.00	
208v, 30 Amp, Single Phase		121.00	173.00	
208v, 50 Amp, Single Phase		150.50	215.00	
208v, 20 Amp, 3 Phase		138.25	197.50	
208v, 30 Amp, 3 Phase		207.50	296.50	
208v, 40 Amp, 3 Phase		276.50	395.00	
Extension Cords & Power Strips		call for pricing		
24 Hour Power		call for pricing		
Total Electrical: \$				
<u>Other Services Available Upon Request</u>				
Custom Services: Hard wire connection including lighting, more than 3 outlets ordered, antenna or satellite downlink connections, booth to booth cable runs, overhead power and changes to orders are at the discretion of the Electrician. 480v available in limited locations, please call for specifics.				

Services Grand Total: \$

Payment Information
FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM
NO PERSONAL CHECKS ACCEPTED
_____ Company Check (Payable to MECA) (U.S. Funds Only)
CREDIT CARD INFORMATION:
_____ Visa _____ MasterCard _____ American Express _____ Discover
Company/Cardholder's Name _____
Cardholder's Billing Address _____
City _____ State _____ Zip _____ Phone # _____
Are You The Cardholder () Yes () No Is This a Corporate Card () Yes () No
This Card will be used to pay for charges by the following authorized users: (please print)
1) _____ 2) _____
Credit Card # _____ Exp. _____
Security Code (required) _____
By signing below, I acknowledge and agree that if the Exhibitor Services Order Form is received by fax or post marked after the 7-day advance order deadline, I will no longer be eligible for the Advance rates and my card will be charged the Standard rates.
Signature _____ Date _____



FACILITY RULES & REGULATIONS

GENERAL POLICY STATEMENT

It is the responsibility of the Metropolitan Entertainment & Convention Authority (MECA) to operate CHI Health Center Omaha (the "Facility") in a sound business manner in an effort to maximize both social and economic benefit to the community, and financial stability of the Facility. MECA will promote, solicit, develop, and make reservations for any activity deemed appropriate to the Facility's objectives, and to qualify all activities requesting utilization of the Facilities. All specific policies, procedures, rules and regulations will be conditioned on, and subject to, these overriding considerations. MECA reserves the right to add to, modify, delete, or otherwise change these policies and procedures from time to time. Such changes will become effective immediately upon their issuance by MECA Management. MECA will make these updated policies and procedures reasonably available and accessible. Licensees may obtain updated versions, upon request, at any time.

1. ALCOHOLIC BEVERAGES

- a) Bringing alcoholic beverages into the Facility, and on the surrounding property, is prohibited other than through MECA's exclusive Catering and Concession Operators.
- b) MECA reserves the right to confiscate any outside alcoholic beverages brought into the facility for consumption.
- c) MECA reserves the right, at its sole discretion, to suspend alcoholic beverage sales at any time during a licensed event.
- d) Intoxicated patrons will not be admitted into the Facility at any time and are subject to ejection.
- e) Patrons may not exit the Facility with alcoholic beverages.

2. AMERICANS WITH DISABILITIES ACT

- a) The Facility is a *public Facility* and is subject to Title II of the Americans with Disabilities Act (ADA). The Facility is accessible to disabled patrons, as required by the ADA and applicable regulations.
- b) The Licensee is responsible for making aisles, exhibits, displays, meetings, etc., accessible to qualified individuals with a disability attending the event with respect to setup, location of exhibits on the exhibit floor, paths of travel, and other aspects of the event within the Licensee or one of the Licensee's exhibitors' control.
- c) The Licensee must include a notice in the Licensee's event advertising, and/or publicity releases, stating that disabled patrons should notify the Licensee and MECA at least one week prior to the Licensee's event should a reasonable accommodation be needed.
- d) MECA will use its best efforts to assist the Licensee in identifying local providers of temporary auxiliary aids and services, although the Licensee will remain ultimately responsible for identifying and contracting with such providers.

- e) If the Licensee fails to arrange for a reasonably requested temporary auxiliary aid or service, MECA management shall have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service and the Licensee must reimburse MECA the cost of providing and arranging for such temporary auxiliary aid or service as determined by MECA.

3. ANIMALS OR PETS

- a) Except for service animals and animals used as part of a MECA approved exhibit or activity, no animals or pets are permitted in the Facility.
- b) Approved animals in the Facility must be on a leash, within a pen, or under similar control. The Licensee assumes full responsibility for any approved animal.
- c) Additional cleaning required within the Facility or the surrounding areas due to an animal exhibit will be at the expense of the Licensee.

4. AUDIO / VISUAL

MECA provides a preferred audio/visual contractor for your audio/visual equipment and operator needs. Audio/visual equipment rates are available upon request.

5. CONCESSIONS, CATERING, AND MERCHANDISE

MECA's recognized Catering and Concession Operators shall be the exclusive provider of food and beverage service in the Facilities and on the surrounding property. MECA's Catering and Concession Operators shall retain all revenues received. Any deviation from these exclusive services must be approved in writing by MECA management.

Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise), food items, and non-event related souvenirs, programs, and novelties.

The Licensee will not be allowed to sell, give away, or distribute samples of any food or beverage items without written permission from the Catering and Concession Operators. Upon agreement of both parties, the Catering and Concession Operators shall issue a Sample Food and Beverage Distribution Authorization Agreement. If an agreement is issued and the approved location for the sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the HAZARDOUS MATERIALS section.

The Licensee will not be allowed to sell the rights for food and beverage service or authorize samples within the Facility to a third party without the prior written permission from the Catering and Concession Operators. Food and beverage service includes the sale or sampling of any food or beverage items that, by their nature, lend themselves to consumption on property. If such sales or sampling by a third party is approved, such third party will be required to sign an agreement with the Catering and Concession Operators and provide the required insurance coverage no later than thirty (30) days prior to the start of the event. If permission is given and the approved location for the service and/or sampling is within a carpeted area of the facility, the Licensee is responsible for ensuring that the facility carpet is protected (for example, plastic or remnant carpet under the vendor). Additionally, Licensee is responsible for ensuring that all cooking devices meet the regulations outlined below in the Hazardous Materials section.

No food or beverage will be allowed to be brought into the Facility by any individuals, including attendees, participants, exhibitors, or employees, subcontractors, or representatives of Licensee, without written permission from MECA. This still applies when the show promoter/Licensee does not provide food and beverage during their move-in/move-out or event.

6. ELEVATORS / ESCALATORS

- a) All equipment shall be transported utilizing the freight elevators (carts, pallets, etc.). Freight elevators are to be operated by MECA staff.
(12,000 lbs. maximum)
- b) No equipment may be transported on escalators. This includes easels, chairs, tables, wheelchairs, strollers, coolers, and other similar items.
- c) Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials.

7. EQUIPMENT RENTAL

- a) Rental equipment and rates are available upon request.
- b) All MECA equipment will be operated and set up by authorized MECA personnel.
- c) Tables, chairs, risers, etc., in excess of rental agreement will be made available at applicable rates and inventory limits.
- d) A labor charge will be assessed for any room or area changeover after the initial room or area set-up.

8. EVENT PERSONNEL

- a) All event personnel, such as show and services contractor staff, exhibitor appointed contractors, temporary help, exhibitors, and other workers affiliated with an event held within the Facility, must enter and exit by way of the security entrance or by way of the MECA designated "show entrance".
- b) All event personnel working in the Facility must display MECA-approved identifying credentials or badge.
- c) Restricted areas of the Facility labeled "Authorized Personnel Only" are restricted to all persons except those authorized by MECA.
- d) Show managers and service contractors are responsible for the conduct of their personnel, exhibitors and subcontractors, and for any damages caused by such personnel while in the Facility. Loud or profane language and disorderly conduct is not permitted at any time. MECA reserves the right, at its sole discretion, to remove individuals who create a nuisance or violate established policies or procedures.

9. EXCLUSIVE SERVICES

MECA will be the exclusive provider of the following services within the Facility. Rates for exclusive services and labor are available upon request.

- Food and beverage
- Telecommunications service (telephone, internet, etc.)
- Event staff (ushers, badge checkers, crowd managers, uniformed police officers, ticket sellers, and ticket takers, overnight security staff)
- Utility services (including house electric, water, HVAC, compressed air, and natural gas.)
 - On the meeting room level of CHI Health Center Omaha, electrical and telecommunications are the only available utility services and connections are limited in type, location, and quantity.
- Maintenance (for the set-up/tear-down of MECA equipment and general facility housekeeping; charges will apply for change-overs, additional requested housekeeping, etc.)
- Medical/first aid
- Rigging services
- Parking
- Stagehands (see your Event Coordinator regarding stagehand needs.)

10. EXTERIOR DOORS

Under no circumstances may exterior door(s) be propped open or altered in any way.

11. FIRE and SAFETY REGULATIONS

- a) Floor plans must be submitted to MECA for review in accordance with the date set forth in Exhibit A of the License Agreement. MECA will have them approved by the City of Omaha Fire Inspections Department, if applicable.
- b) All floor plans/facility description must clearly indicate a minimum of two (2) freight-free aisles, one running North to South and one running East to West. Freight-free aisles in exhibit hall(s) must be clearly designated.
- c) All floor plans must have the following information clearly indicated:
 - Name and date(s) of event
 - Name of area(s) to be used
 - Location of all exits
 - Aisle widths with number and dimensions of booths
 - Areas that will be carpeted
 - Location and dimensions of entrance headers or kiosks
 - Registration location and set-up
 - Location of booths utilizing natural gas

- d) Guidelines for acceptable floor plans are as follows:
- Aisles must be a minimum of ten (10) feet in width
 - All fire hoses and extinguisher cabinets must be visible at all times
 - All electrical panels must be accessible at all times
 - All permanent concession stand areas in the exhibit halls must have a minimum 30' x 25' clearance at all times
 - All points of ingress and egress must have a minimum of twenty (20) feet clear space on all sides
 - Any booths requesting the use of natural gas should be located next to a column where a natural gas hook-up is available.
 - Such sites are subject to inspection by the Omaha Fire Marshal prior to show opening (also see HAZARDOUS MATERIALS section below).
 - MECA reserves the right to deny natural gas connection to booths that are not located next to columns, requiring public aisles to be crossed to make the connection, or displays that are deemed unsafe.
- e) No portion of the sidewalks, entries, passageways, doors, aisles, elevators, vestibules, or ways of access to the public utilities of the Facility will be permitted to be obstructed or used for any purpose other than ingress and egress, nor will any windows, ventilators, or lighting fixtures be obstructed.
- f) The use of public areas (lobbies, hallways, etc.) for event activities or displays must be approved by MECA. If approved, floor plans of those areas must be submitted for review in accordance with the date set forth in Exhibit A of the License Agreement.
- g) MECA personnel will review the proposed plan for general conformance to the License Agreement and MECA Rules and Regulations. Licensee will provide any additional planning information MECA requests for its review of plans. MECA may be required to make changes in Licensee's proposed plans to attain the safe and orderly operation of the Facility, compliance with the License Agreement and MECA Rules and Regulations, and coordination of the use of common areas by Licensee and other users. The Licensee may not make material changes to its proposed plans submitted to MECA without MECA's prior written consent. The Licensee shall conduct its event in the Facility in substantial compliance with the plans approved by MECA.

12. FREIGHT OR SHIPMENT OF MATERIALS

- a) MECA will not accept any freight shipments prior to the License Agreement move-in/setup date(s), unless approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, the shipment may be refused or transferred to MECA's preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates. Contact information for package(s) must be clearly labeled on the exterior of the package(s) as follows:

CHI Health Center Omaha
 Name of event, date of event
Phone Number
C/o Name of Show Manager, Licensee, Service Contractor or Drayage Company
 455 North 10th Street
 Omaha, NE 68102

If this information is not clearly visible, the package(s) may be refused rather than transferred to MECA's preferred shipping company, even if the package(s) has arrived within the dates of the License Agreement.

- b) To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA's preferred shipping company. The shipper will incur handling fees at their standard charge rates.
- c) All materials, equipment or freight, sent to the Facility during contracted move-in must be clearly marked to indicate the intended receiver and the name of the event (as shown above in bullet "a").
- d) Registration materials, handout literature, or event-related equipment such as furniture rental, plants, special decorations, etc., should be directed to the attention of the show manager or official service contractor.
- e) MECA will not accept C.O.D. deliveries.
- f) All materials, equipment and/or freight are to be delivered and removed at the loading dock or event-related entrance, as designated by MECA.

13. GRATUITIES

MECA prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with MECA. The Licensee and its exhibitors should be aware of this rule and refrain from any such activities.

14. HAZARDOUS MATERIALS

- a) Before, during, and after the Licensee's event, the Licensee and its exhibitors must handle, transport, remove, and dispose of all hazardous materials (including, but not limited to, open flames, gasoline, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances) in a safe, proper, and lawful manner.
- b) The Licensee must notify MECA at least 90 days prior to the first day of the License Period if the Licensee, one of its exhibitors, or one of its service contractors intends to bring hazardous materials in, on, or about the Facility during the License Period. The Licensee must also provide to MECA a copy of the applicable Material Safety Data Sheet (MSDS) for such hazardous material. MECA may also require the Licensee to implement a plan for handling any releases or threats of release of such hazardous material in, on, under, or about the Facility.
- c) MECA and the City of Omaha Fire Inspections Office must approve the use of any hazardous materials. Examples of these include welding materials, saws (wet and dry), lasers, cooking grease, natural gas, combustible materials such as hay bales, and all heat sources used for cooking and heater demonstrations. Liquid propane is not allowed in the building. The use of butane must be approved in advance by MECA. Appropriate safety shields and/or other protection must be utilized in all cases where sparks, splashes, etc. could cause injury to bystanders. Material-specific fire extinguishers must be present for all hazardous materials.
- d) Exhibits with an open flame (fireplace, fire pit, tiki torch, etc.) must order natural gas directly through MECA's exhibitor services in advance of the show move-in. Exhibits requiring natural gas should be placed at or very near to columns within the exhibit hall (*see also Fire and Safety Regulations section above*). Exhibitors will be required to have noncombustible, rigid, safety guards in order to isolate the open

flame from other combustible materials and maintain a minimum of a 30" separation between the open flame and the public/bystanders.

- e) All cooking devices will be required to have noncombustible, rigid, splash guards in order to isolate the cooking devices from other combustible materials and the public. These splash guards shall be of a noncombustible material approved by MECA in accordance with the Bureau of Fire Prevention. All splash guards shall be strategically placed to protect all draperies, other combustibles, flammable exposures, and the public.
- f) All deep-fat fryers, grills and other cooking devices shall be U.L. or F.M. approved and of good commercial quality. All electrical cords to power these devices shall be of commercial grade and in good repair.
- g) All exhibitors using the larger style, commercial grade grills and deep-fat fryers shall be equipped with fixed automatic fire protection equipment. These systems shall have been installed, serviced, and tagged as well as maintained by a recognized fire equipment dealer. Examples of equipment requiring this protection: all deep-fat fryers, donut fryers, funnel cake fryers, etc. Failure of any exhibitor to meet the above criteria will result in immediate discontinuation of all cooking operations in that particular exhibitor's booth.
- h) Exhibitors shall be allowed to have a maximum of two 12" X 12" electric skillets for cooking at the back of their booths. Oil depth shall be limited to one eighth of an inch. This type of cooking shall be limited to heating of food products and stir fry type cooking. Each booth with this type of cooking shall be equipped with a highly visible 2A10BC portable fire extinguisher near these cooking devices.
- i) It shall be the responsibility of the licensee to meet with the MECA Event Coordinator at a minimum of thirty days (30) prior to the move-in of the event to establish these requirements. The intent of this matter is to strategically locate the higher hazard items in a part of the building that in the event of a fire, fire suppression forces would have easy access to this equipment. This meeting will also identify any necessary permits associated with the use/presence of the hazardous materials to ensure compliance with the City of Omaha Fire Inspections Office.
- j) Sites with hazardous materials are subject to inspection by the Omaha Fire Marshal prior to the show opening. Passing inspection is required for the show to open. Any items failing inspection will need to be adjusted to obtain Omaha Fire Marshal approval or be removed from the premises before the show will be allowed to open.

In applicable cases, the non-passing item(s) may be allowed to remain on the show floor, but shut off during the open show hours. Arrangements to make adjustments during non-show hours to achieve Omaha Fire Marshal approval or remove the item from the premises must be made with the MECA Event Coordinator.

- k) All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.

15. INFORMATION TECHNOLOGY SERVICES

- a) Telephone Service
 - 1. All lines provide for unlimited local calling.
 - 2. Domestic (US) long distance calls will be billed at the prevailing per minute rate. International calling is available by contacting the MECA Information

Technology Department unless otherwise negotiated. International calls will also be billed at the prevailing per minute rate.

3. A non-refundable deposit will be required in advance for long distance access.
4. Exhibitors requesting long distance service must have a credit card on file with the Service Desk prior to service being activated. Any long distance charges incurred in excess of the deposit will be charged to this credit card at the end of the show.
5. MECA is not responsible for incompatibility issues with customer or third party equipment.

b) Internet Service

1. Due to the shared nature of the Facility's broadband internet service, MECA will not be responsible for the security or loss of data, nor does MECA provide any kind of Anti-Virus solution on a private or shared network/VLAN. Private connections such as dedicated VLANs are available and listed on the order form.
2. An Intrusion Detection System (IDS) is utilized to monitor the Facility network. Any Exhibitor found attempting to gain access to unauthorized network resources will be disconnected immediately and subject to removal from the building.
3. Wireless networks are strictly forbidden without the express written permission of MECA. If an unauthorized wireless network is found, MECA reserves the right to disconnect the device in order to prevent service disruption to customers utilizing the Facility.
4. MECA is not responsible for incompatibility issues with customer or third party equipment.

High-Speed Internet connectivity provided at the Facility includes web browsing and internet e-mail. Other services (i.e. VPN, Video/Audio Conferencing, Corporate E-Mail access, etc.) must be requested, configured, and tested at least two (2) business days prior to the date that the event moves in. Please contact the Information Technology Department with any questions or to request additional services.

16. INSURANCE REQUIREMENTS

For all events, Licensees shall provide and maintain in full force and effect, insurance coverage, as listed in the License Agreement. A Certificate of Insurance must be received no later than 14 days prior to the first day of move in.

17. KEYS AND LOCK CHANGES

- a) Requests for keys or lock changes should be made through the Event Coordinator. All keys must be returned on the final day of the event/move-out.
- b) The number of keys issued, number of lock changes, and locks eligible for change are at the sole discretion of MECA.
- c) Under no circumstances are keys to be duplicated.
- d) A fee will be charged for unreturned keys.

18. LOADING DOCKS

Loading dock bays or areas will be allocated according to event need. MECA personnel assigned to your event will determine assigned space.

19. MOTORIZED EQUIPMENT AND VEHICLES

- a) Authorized MECA personnel will operate all MECA equipment. No persons may authorize the use or transportation of any equipment, furnishing, or other article which is the inventoried property of MECA, for any group, organization, or party of any description or type whatever, to any place or places outside the immediate confines of the Facility.
- b) Service contractors are required to provide all equipment needed for the handling of freight.
- c) The Licensee or Licensee's service contractor is required to ensure that all equipment operated in the Facility does not drip oil or any other staining solutions. Any vehicle that drips oil or staining solutions will be removed immediately from the Facility.
- d) No one, other than designated persons of the official service contractor(s) for the Licensee's event, are authorized to operate any motorized cart, lift equipment, etc., of such service contractor in the Facility.
- e) Any person(s) operating motorized equipment must have a valid driver's license.
- f) Excavators, dozers, tractors or similar equipment with steel and/or metal tracks or wheels are prohibited inside the facility. Also prohibited is the use of loader buckets with teeth and/or grapple attachments.

The sole exception to this policy is the display of such items within an exhibit (such as antique tractors with steel, iron, or similar metal wheels) and in those occasions, MECA approval is required a minimum of 30 days prior to the show.

- g) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by the Licensee's staff, Licensee's service contractors, vendors, and/or exhibitors' equipment being operated within the Facility and on the MECA grounds (including loading docks and parking lots). Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.
- h) Under no circumstances is motorized equipment or vehicles to be operated on any areas in the Facility or in the pedestrian area in front of the Facility, other than the exhibit halls, without written approval from MECA Management.
- i) Exhibitor/Vendor vehicles are not permitted inside the Facility for loading/unloading without the prior authorization of MECA management.
- j) Motorized equipment and/or Vehicles which are part of a display will be allowed in the Facility, after conforming with all fire/safety and regulations which include:
 - Specific area for vehicles is identified on the floor plan.
 - The engine will not be operated when the building is occupied.
 - A maximum of 5 gallons of fuel per vehicle or piece of motorized equipment when entering the building.
 - The fuel fill cap is secured with a lock-type or securely taped with a material that is non-petroleum soluble.
 - The battery cables are disconnected from the battery and the battery terminal will be securely covered.

- The motorized equipment and/or vehicle will be securely locked when unattended.
 - An approved fire extinguisher will be located in the immediate vicinity.
 - The Fire Marshal's Office may inspect motorized equipment and/or vehicles prior to the building being opened to the general public.
- k) Motorized equipment and/or Vehicles displayed on MECA's carpeted areas must have a protective barrier under the vehicle (plastic or something similar), including beneath the tires.
- l) All required precautionary measures, permits, and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator.
- m) Licensee will be charged for any and all costs incurred for cleaning and/or repairs due to damages caused by displays. Licensee shall reimburse MECA for any replacement costs of property that is damage beyond repair.
- n) Use of hover boards, segways, and drones is prohibited in the Facility unless approved by MECA prior to the event.
- o) Parking motorized equipment or vehicles in the pedestrian area in front of the Facility is prohibited.

20. NO SMOKING POLICY

CHI Health Center Omaha is a smoke-free facility, including but not limited to, electronic cigarettes. Any person who refuses to comply with the policy shall be subject to ejection from the Facility. Designated outdoor smoking areas are available.

21. OBJECTIONABLE CONDUCT

Any performer, visitor, invitee, team member, school representative, exhibitor, vendor, or other person whose conduct is objectionable, disorderly or disruptive to the use of the Facility, as determined by MECA in its sole discretion, may be refused entrance or may be ejected from the Facility.

22. PYROTECHNICS

No pyrotechnics shall be used unless a proper permit is obtained from the Omaha Fire Department, and written authorization from MECA management is obtained. All required permits and related fees are the responsibility of the Licensee to obtain by working with their MECA Event Coordinator. The Licensee may incur an additional cleaning charge.

23. RIGGING

All rigging within the Facility must be approved in advance by MECA. A plan showing location, weight, and intent of rigging must be provided. Rigging services are exclusive based on the location within the Facility. Specific rigging information for all areas of the Facility is available upon request.

24. SEARCH AND SEIZURE

To ensure a safe environment for all patrons, all packages brought into the Facility are subject to search and seizure.

25. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- a) The location and method of installation of any special decorations or signs must be approved by MECA prior to installation.
- b) Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Facility.
- c) Tabletop Décor – All candles must be enclosed in a non-combustible, leak-proof container that does not transfer heat. The container must be 3" above the flame.
- d) Cut trees are not permitted unless they have a root ball at the base of the tree and are specifically approved by MECA.
- e) Hay bales or other similar combustible décor must be sprayed with fire retardant and inspected by the Fire Marshall prior to the building opening to the public.
- f) The use of glitter is prohibited in the Facility. The use of confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for cleaning directly resulting from the use of such decorations.
- g) Cotton candy machine use is prohibited in the CHI Health Center Omaha Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products (Also see CONCESSIONS, CATERING, AND MERCHANDISE).
- h) Game themed activities may require precautionary measures to protect the Facility and its patrons.
- i) Banners or signage may not be attached, adhered or displayed by other methods to the exterior of the Facility or anywhere on MECA grounds (including parking lot fencing, light poles, etc.) without prior approval from MECA Management.
- j) Interior banners and signage must have MECA management approval 30 days prior to first contracted move-in day of the event.
 - Banners and signage that require attachment to "I-beams" or other structural areas of the facility and/or signage requiring use of a lift must be hung by MECA staff. Depending on the type of signage, MECA may defer to our exclusive rigging services provider.
 - The Licensee will be invoiced for materials, equipment, and labor.
- k) All special decorations or signs left in the Facility at the conclusion of an event will be considered refuse. All special decorations or signs that the Licensee wants to save must be removed at the conclusion of the event.
- l) Any costs incurred by MECA because of the use or removal of these items, will be charged to the Licensee.
- m) All moveable walls in the Facility will be installed and removed by MECA personnel.
- n) MECA personnel will operate the marquees. MECA will have final approval of all marquee messages. Any expenses incurred will be invoiced to the Licensee.

26. TAPE / ADHESIVE-BACKED MATERIAL

- a) Tape and adhesive-backed materials are not allowed on the Facility's carpeted surfaces without prior approval by MECA.
- b) Use of tape on any wall surface, glass, carpet, or equipment is prohibited (including but it not limited to podiums, staging, tables, and chairs).
- c) If MECA approval is obtained, the Licensee and Licensee's service contractor(s) are responsible for the removal of all tape and tape residue from any surface area,

including but not limited to the exhibit hall floor, wall surfaces, glass and service equipment. If the Licensee fails to remove tape and tape residue, the Licensee shall reimburse MECA for the costs incurred to remove such tape or residue. If residue is unable to be removed, Licensee shall reimburse MECA for any replacement costs of damaged property.

27. WEAPONS

MECA prohibits all weapons and objects resembling weapons from being brought into the Facility. MECA may prohibit admittance, or require removal, of a person possessing any type of weapon, fake weapon, or object resembling a weapon. This includes but is not limited to handguns, rifles, knives, straight edge razors, brass knuckles, swords, dangerous ordnance, Tasers, and all other categories of weapons, whether such items are real or replica weapons. This includes permit holders possessing or carrying lawfully concealed weapons in or around the Facility. Weapons cannot be checked into Security or Guest Services.

Unless authorized by law, violation of this prohibition is a criminal offense.

The sole exception to this policy is the display of such weapons or objects resembling weapons within an exhibit. In those occasions, MECA's written approval is required 30 days prior to the event.

28. PARKING LOT GUIDELINES

- Parking is on a first-come, first-serve basis in designated lots.
- Tailgating is permitted in all MECA controlled parking lots. Tailgate festivities cannot extend into additional parking spaces.
- Holding or saving parking spaces is not permitted.
- Drive lanes in the parking lots must be kept clear at all times.
- No overnight parking in any MECA controlled parking lot unless approved in advance by MECA management.
- ADA parking is available in all MECA controlled parking lots.
- Staking of tents is NOT permitted in the parking lots or lawn areas of the parking lots. Tents may be anchored with weights.
- Consumption of alcohol or open containers of alcohol is prohibited.
- Commercial advertising banners or signs are prohibited.
- Distribution of promotional items or other forms of solicitation are not permitted.
- Any equipment (chairs, tents, grills, etc.) left overnight will be disposed of.
- All cooking equipment must be situated away from crowds, buildings, or combustible material. A minimum clearance distance of 3 feet from cooking equipment is required. No grills are to be left unattended at any time.
- Personal golf carts, segways, skateboards, scooters, hover boards, and drones are not allowed in MECA controlled parking lots.
- MECA reserves the right to revoke any parking pass of those who do not comply with any parking guidelines.



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

Rate Policy

1. ADVANCE RATES require that Order Forms AND full payment MUST be postmarked or received a minimum of seven (7) calendar days PRIOR TO the first day of the show. FLOOR RATES will apply after the deadline.
2. All order forms must be complete for service to be scheduled. Incomplete order forms may result in delayed processing and a possible delay of service installation.
3. Prices are for a four (4) day show. For shows over 4 days, add 25% for each additional day.
4. 24-hour service will be charged at 150% of the applicable rate.
5. Rates quoted for all connections include bringing the service to the booth in the most convenient manner and do not include connecting any equipment or any special wiring, plumbing, or other materials required for final operation of equipment.
6. All equipment connections or additional wiring, plumbing, etc. will be charged on a time (1 hour minimum) and material basis.
7. Requirements for connections at specific locations within the exhibitor's space must be communicated in writing along with a floor diagram indicating connection locations. Additional labor will be charged on an hourly basis (1 hour minimum) and payment must be made at the time services are rendered.

Cancellation Policy

1. Notification of cancellation of services must be remitted IN WRITING a minimum of 14 CALENDAR DAYS PRIOR to the first scheduled show date to receive a refund.
2. No refunds will be given for services order and installed but not used.
3. Claims for misdelivery or non-delivery of services will not be considered for refund unless reported to the Service Desk PRIOR to the close of the event.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Advance payment may be made using cash, company check, money order or credit card. No personal checks will be accepted. Absolutely no checks will be accepted after the 7-day deadline. All service orders received after the 7-day deadline date must be paid using cash, credit card, certified check or money order. Credit Cards accepted: Visa, MasterCard, AMEX and Discover.
2. Payment for additional services required beyond standard booth connection, or for services requested upon arrival, must be made in advance. No services will be rendered without prior payment.

General Policies

1. Advance orders will receive priority service.
2. Rates quoted for all connections cover bringing one service to the booth in the most convenient manner and do not include connecting equipment or wiring.
3. Utilities and technical services will be available during move-in, and on show days they will be turned on one hour prior to the show opening time and will be turned off thirty



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

minutes after show closing time. If utilities are required prior to or after these times (e.g. twenty-four hour electrical service), prior arrangements must be made.

4. MECA employees are the only persons permitted to make connections to building equipment. Any Exhibitor accessing floor boxes, electrical panels, or other equipment belonging to MECA will be subject to removal from the building. Any damages caused by the Exhibitor will be charged accordingly.
5. Utility requirements crossing aisles will only be installed by MECA personnel and then only as agreed upon by show management and as approved by the Fire Marshall.
6. All materials and equipment furnished for utility and technical services shall remain the property of MECA and shall be removed **ONLY** by MECA personnel at the close of the show.
7. Any MECA materials or equipment removed from the premises or damaged will be charged accordingly.
8. Unless otherwise directed, MECA personnel are authorized to cut floor coverings to permit the installation of service.
9. All services shall be used by the Exhibitor in the manner intended. Services may be disconnected if MECA has reason to believe that services are being used inappropriately.
10. The liability of MECA and the City of Omaha shall be exclusively limited to the refund of charges in the event of misdelivery or non-delivery of equipment and services. Any and all incidental, actual, or consequential damages related to the misdelivery or non-delivery of such equipment and services are hereby waived by the users of such services.

Telephone Service

1. Analog and digital service is available.
2. All lines provide for unlimited local calling.
3. Domestic (US) long distance calls will be billed at \$.15 per minute. Dial "9" to access an outside line.
4. A \$28.00, non-refundable deposit will be required in advance for long distance access.
5. Exhibitors requesting long distance service must have a credit card on file with the Service Desk prior to service being activated. Any long distance charges incurred in excess of the \$28.00 deposit will be charged to this credit card at the end of the show.
6. International calling is available by contacting the MECA Information Technology department.
7. MECA is not responsible for incompatibility issues with customer or third party equipment.

Internet Service

1. Due to the shared nature of the MECA broadband internet service, MECA will not be responsible for the security or loss of data. Private connections such as VLANs and dedicated T-1s are available and listed on the order form.
2. An Intrusion Detection System (IDS) is utilized to monitor the MECA network. Any Exhibitor found attempting to gain access to unauthorized network resources will be disconnected immediately and subject to removal from the building.
3. Wireless networks are strictly forbidden without the express written permission of MECA.



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

4. MECA is not responsible for incompatibility issues with customer or third party equipment.
5. High-Speed Internet connectivity provided includes web browsing and internet e-mail. Other services (i.e. VPN, Video/Audio Conferencing, Corporate E-Mail access, etc.) must be requested, configured and tested at least one (1) day prior to day of Event. Please contact the Information Technology Department with any questions or to request additional services.

Electrical Service

1. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
2. A standard electrical outlet consists of a double female outlet.
3. All connections must conform to the National Electric Code, City Code, and MECA regulations.
4. Cords (120v) on Exhibitor equipment must be three-wire grounding type.
5. Exhibitors found using power where no outlets have been ordered prior to the show are subject to 150% charge of the "floor rate" for all outlets used. Electrical audits will be performed throughout the show.

Water Service

1. All equipment must have inlet and outlet properly tagged.

Compressed Air Service

1. MECA is not responsible for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

Natural Gas Service

1. All gas connections must be made by MECA personnel.

Our sales team is available from 9am to 5pm Central Standard Time, Monday through Friday to assist you with your food and beverage selections.

Christi Rath
crath@levyrestaurants.com
(402) 599-6868

Felicity Flesher
fflesher@levyrestaurants.com
(402) 599-6858

Levy is proud to be the exclusive provider of all food and beverage services at the CHI Health Center Omaha and TD Ameritrade Park to follow are general guidelines. Please contact our catering department for additional information.

SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

GUIDELINES

All food and beverages served within the premises must be ordered through Levy, exclusive caterer at the CHI Health Center Omaha and TD Ameritrade Park.

1. No food or beverages will be permitted to be brought into the location by any exhibitor or any other entity without prior written authorization by Levy. This includes product samples. Please see attached Sampling Policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the location. This includes traffic promoters such as bottled water, popcorn, candy, etc.
2. **No outside food or beverage is permitted to be sold in any capacity without written authorization.** Please contact Levy for sub-contractor information if applicable.
3. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and services are regulated by the Nebraska Liquor Control Board. Levy, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.** Applicable alcohol taxes will be applied to your order.
4. Order form or sample request form must be received no later than two weeks prior to the event dates to ensure confirmation.
5. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
6. Full payment must be received no later than one week prior to the start of services. All replenishment orders during the event must be guaranteed by a credit card; any balance of charges due will be billed to the credit card unless payment is received prior to the end of the event.
7. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72 hour notice or full charges will be incurred.
8. The exhibitor is responsible for supplying any electrical power needed for food service equipment through MECA Services.

SAMPLING POLICIES

SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

GENERAL SAMPLING CONDITIONS

Items dispensed are limited to products **manufactured or processed** by exhibiting companies and are **related to the purpose** of the event.

All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local and State Health Codes:

1. Non-Alcoholic Beverages limited to maximum of 2 **oz.** Sample Size.
See Below for Sampling of Alcoholic Beverages
2. Food items are limited to "bite size" (1 X 1 inches or 1 ounce)
3. All foods must be from an approved commercial source – **no home canned or home processed foods will be allowed.**
4. Food handling and storing within your booth or designated area must be in accordance with local health department guidelines.
5. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured.
6. ALL VENDORS SAMPLING FOOD are required to have a valid Food Permit from the Douglas County Health Department and it must be displayed throughout the event. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

If vendor desires to sell any edible product, please see below under "Selling of Any Food or Beverage"

ALCOHOLIC BEVERAGE SAMPLING CONDITIONS

Alcoholic beverages not purchased through Levy that are **Manufactured** or **Processed** by the Company and are **related to the purpose of the event** may be sampled if the following policies are strictly adhered to:

1. All products must be addressed and delivered to Levy on a "zero" invoice from a properly licensed alcohol distributor.
2. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured and are responsible for **STATE AND LOCAL** laws pertaining to the distribution of alcohol.
3. Samples must be under 2oz. and served in plastic, disposable cups. No cans or bottles will be permitted.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other MECA Services.
5. Vendors are responsible for the staffing of an alcohol monitor to ensure proper service and consumptions by guests.
6. All laws and Levy's policies with regard to the service of alcohol must be strictly adhered to, including checking identification of individuals appearing under the age of 30 and refusing service to minors and intoxicated individuals.

FOOD SAMPLING AND SANITATION GUIDELINES

The following food safety guidelines shall be adhered to by all food sampling operations to protect the public from Food Borne Illness. Unsafe practices will result in immediate cessation of operations. All Foods must be from a Licensed Approved Source.

No Home Prepared Foods Allowed.

APPLICATION REQUIRED: Cold Food Sampling (NO FEE) will be allowed with the regulation of sample sizes not to exceed 1" square or less than 2 oz liquid. Event Coordinator will monitor that Sample personnel will adhere to temporary food safety requirements at all times and provide a three bucket utensil cleaning area as well as a hand washing station, food contact surface sanitizer bucket with wiping cloth, sanitizer test strips, and probe thermometer. (See Diagram Below)

PERMIT REQUIRED: For any HOT Potentially Hazardous Food Sampling (Cook, Reheat, or Microwave) will require a Temporary Food Permit. Application ->

https://www.douglascountyhealth.com/images/permits/Retail_Food_Permits/2019_Temporary_Application_010219_Fillable.pdf

All booths providing food samples must do so in a clean and sanitary manner. Tongs, single serving napkins, toothpicks or dispensing units (i.e. cups, etc.) must be used. Open displays of food are prohibited; All food must be covered, wrapped, or under sneeze shields to guard against contamination.

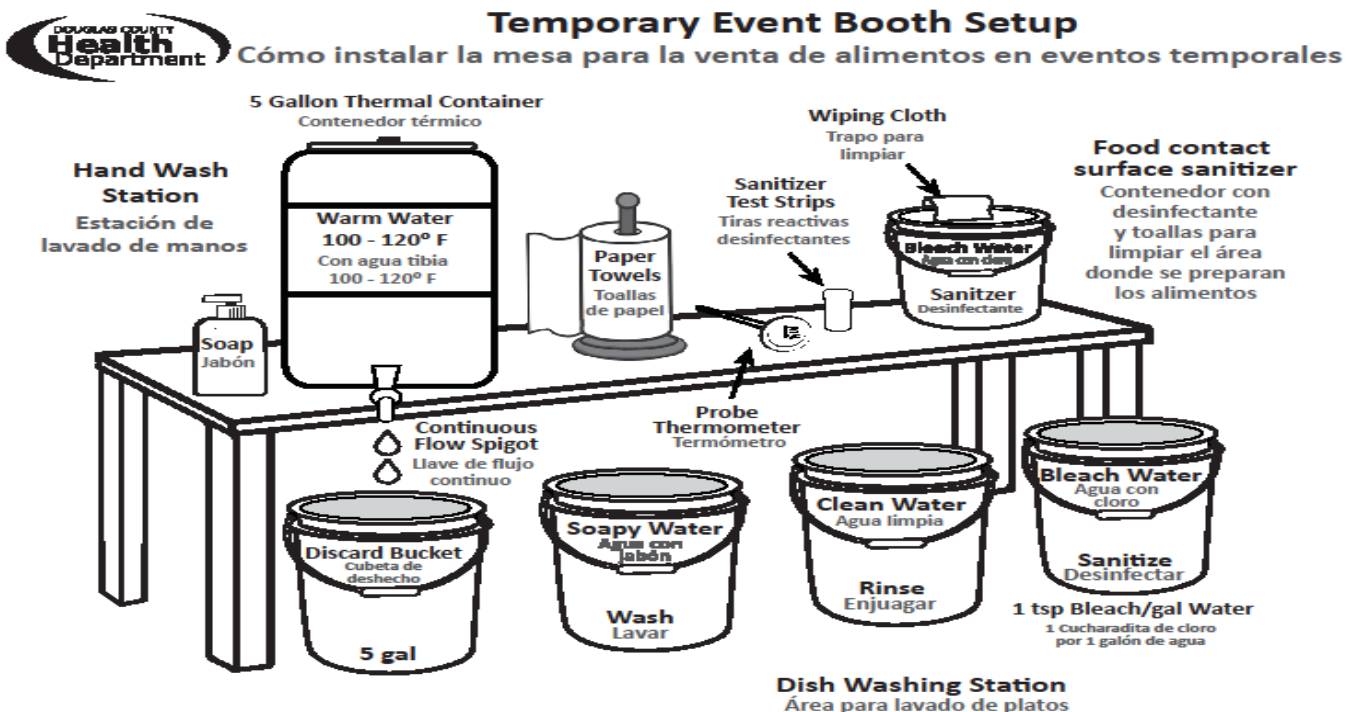
Disposable gloves must be properly used when engaged in direct food handling activities.

Proper food temperatures must be maintained at all times:

** cold foods at 41 degree F. Cold foods may not be stores in direct contact with ice.

** hot foods at 135 degree F or higher. All leftover Hot Foods must be discarded at the end of the day. (No Cooling)

** foods must be cooked/reheated to an internal temperature of 165 degree F or higher



SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST FORM

The Company named below acknowledges that it has read and agrees to abide by the Rules & Regulations related to the sampling of food and/or beverages at the facilities. The Company also acknowledges that they have sole responsibility for the use, sales, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the Company agrees to indemnify and forever hold harmless Levy, the Metropolitan Entertainment & Convention Authority and the City of Omaha from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, sale, serving, or other disposition of such items (including alcoholic beverages).

Company Name: _____

Contact Name: _____

Telephone: _____ E-Mail: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Event Name: _____ Booth #: _____

Product(s) and reasons you wish to dispense them: _____

Portion Size and Method of Dispensing Samples: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

**PLEASE RETURN THIS FORM AND PROOF OF INSURANCE TO LEVY AT LEAST 14 DAYS PRIOR TO START OF THE
EVENT TO ENSURE CONFIRMATION AND APPROVAL**

**IF SAMPLING HOT ITEMS, PLEASE RETURN THIS FORM AND PROOF OF INSURANCE ALONG WITH A COPY OF
DOUGLAS COUNTY HEALTH DEPARTMENT TEMPORARY PERMIT**

For additional information, please contact:

Christi Rath
crath@levyrestaurants.com
(402) 599-6868

Felicity Flesher
fflesher@levyrestaurants.com
(402) 599-6858

SELLING OF ANY FOOD OR BEVERAGE

If you are selling pre-packaged food or beverage items that are in direct competition with what Levy will provide during the event, your booth must provide to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. \$75 fee per day of the show paid to Levy via credit card.
5. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

If you are selling pre-packaged food or beverage items that are **NOT** in direct competition with what Levy will provide during the event, your booth must to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

If you are selling “made to order/ready to eat food or beverage items” you will be considered a subcontractor of Levy. Due to this, your booth is subject to:

1. 35% commission of your daily total sales to Levy
2. Background check and signed contract with Levy
3. Count in/out inventory on a daily basis with a Levy representative
4. Certificate of Insurance –\$5,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
5. Provide a detailed list of items that you are selling to the public
6. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

All paperwork must be turned into Levy no later than 14 days prior to the event

All Douglas County Health Permits must be displayed at your booth

To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

For additional information, please contact:

Christi Rath
crath@levyrestaurants.com
(402) 599-6868

Felicity Flesher
fflesher@levyrestaurants.com
(402) 599-6858



BOOTH CATERING ORDER FORM

BEVERAGES		QUANTITY
Freshly Brewed Coffee	35.00 per gallon	
Assorted Canned Soft Drinks	2.50 each	
Bottled Spring Water, 16 oz bottle	3.00 each	
BAKERY ITEMS		QUANTITY
Assorted Breakfast Breads and Muffins	24.95 per dozen	
Assorted Fruit Danish	34.95 per dozen	
Assorted Jumbo Cookies	28.95 per dozen	
Triple Chocolate Chunk Brownies	32.95 per dozen	
Assorted Dessert Bars	28.95 per dozen	
SNACKS/TRAFFIC PROMOTORS		QUANTITY
Tri-Color Tortilla Chips and Salsa	49.95 serves 25	
Crispy Potato Chips and Onion Dip	59.95 serves 25	
Individual Bag of Chips	3.00 each	
Granola Bars	3.00 each	
Energy/Power Bars	6.95 each	
Whole Fruit	3.00 each	
Snack Mix, Pretzel Twists or Peanuts	14.00 per pound	
Buttered or Caramel Popcorn	14.00 per pound	
Deluxe Mixed Nuts	15.00 per pound	
Assorted Freshly Baked Cookies	24.95 per dozen	
'Fun Sized' Assorted Candy	14.00 per pound	
Popcorn Warmer	150.00 per day	
BOX LUNCHES		QUANTITY
<i>Provided with: cold side salad, apple, chips, cookie, bottled water</i>		
Smoked Turkey Sandwich – bacon, tomatoes, lettuce and herb aioli on wheat bread	19.00 each	
Ham and Swiss Cheese Sandwich – mustard butter on pretzel bread	19.00 each	
Greek Salad – romaine, cucumbers, tomatoes, kalamata olives, chickpeas, pepperoncini, feta cheese, fresh oregano with crispy pita strips and red wine vinaigrette	19.00 each	
COLD PLATTERS		QUANTITY
Assorted Croissant Sandwiches- beef, ham or turkey with condiments & relish tray	90.00 per dozen	
Deli Platter with sliced roast beef, turkey, ham, salami, Swiss and Cheddar cheeses, bread, condiments and relish tray	200.00 serves 25	

***Catering services are subject to 20% service charge and 7% sales tax
All food & beverage services are provided with disposable wares***

Company Name:

Billing Address:

City, State, Zip:

Contact Name and Phone:

Email:

Event/Tradeshaw:

Date for Order:

Booth Name & Number:

Time for Delivery:

Notes:

Please return order to Levy Catering at least 2 weeks prior to event date.

EMAIL: FFLESHER@LEVYRESTAURANTS.COM | PHONE: 402-599-6868 | FAX: 402-599-6851 | ATTN: LEVY CATERING SALES

Confirmation and payment link will be sent via email. Full payment must be received no later than one week prior.