SERVICE INFORMATION

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

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

EXHIBIT HALL CARPET
All aisles and booths are be carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 10, 2020.

SHOW SCHEDULE

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>January 28, 2020</td>
<td>1:00 PM - 6:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 29, 2020</td>
<td>7:00 AM - 8:00 AM</td>
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</tbody>
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EXHIBITOR HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>January 29, 2020</td>
<td>8:00 AM - 7:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 30, 2020</td>
<td>8:00 AM - 3:30 PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>January 30, 2020</td>
<td>3:30 PM - 5:30 PM</td>
</tr>
</tbody>
</table>

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

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, January 30, 2020 at 5:30 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, January 30, 2020 at 4:30 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (210) 554-2021 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

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

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by January 10, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # __________
QRCA 2020 ANNUAL CONFERENCE - 498113
C/O FREEMAN / AWD
15505 LONG VISTA DRIVE, STE 210
AUSTIN, TX 78728
Freeman will accept crated, boxed or skidded materials beginning Monday, December 30, 2019, at the above address. Material arriving after January 22, 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: (210) 554-2021.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _________

QRCA 2020 ANNUAL CONFERENCE - 498113
C/O FREEMAN
AT&T EXECUTIVE EDUCATION & CONFERENCE CENTER
1900 UNIVERSITY AVE, THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TX 78705

Freeman will receive shipments at the exhibit facility beginning Tuesday, January 28, 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: (210) 554-2021.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
Refer to the material handling form for charges for the service.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 10, 2020.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. Booth Structure

Option 1: Multiple Use
Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

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

Option 2: One-time Use
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. Carpet

Option 1: Rent
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2: Color
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. Shipping

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

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

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

4. Graphics

Option 1: Multiple Use
Print on a durable substrate without dates, event names, or locations.

Option 2: One-time Use
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

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. **Save Energy**

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. **Train Your Team**

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

8. **Shipping Out**

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

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

9. **Leftover Materials**

- Remember to label. Clearly label recyclable leftover material for disposal.
- Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs.

**Typically**

- **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 (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
  - Metal: Aluminum cans/steel banding

- **Donate-able**
  - Furniture: Purchased items
  - Home furnishing: Decor 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**

- Wood: Non-laminate wood

**Freeman.com**

- FREEMAN.com
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/498113

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.
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, affiliates, related 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 due to causes of rea-sons beyond FREEMAN’s control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’s responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’s invoice for accuracy prior to the close of the Show or Event.

If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all orders, there should 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 the 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, 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 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.
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 not bearing hazard warning labels. 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 empty labels must be removed or destroyed off the container underaras. 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 use 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. Freeman’s Representatives are not responsible for any mail lists 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, 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 is not responsible or liable for any 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. Freeman shall not be responsible or liable 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 for 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 $5.00 (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 ship weight are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. 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 OR CLAIMS OR CAUSES OF ACTION ARISE DIRECTLY OR INDIRECTLY FROM THE NEGLIGENCE OF FREEMAN 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 TORT OR UNDER ANY OTHER LEGAL THEORY. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO CRATES AND PACKAGING WHICH ARE UNSUITABLE FOR HANDLING OR WHICH FAIL TO MEET THE SPECIFICATIONS OF THE EXHIBITOR. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER OR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select-carrier(s). All are in no way an extension of Freeman’s maximum liability stated herein.

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.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorney’s fees) incurred by Freeman in the defense of any suit or action brought by or on behalf of Freeman, Freeman’s representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates and including but not limited to all liabilities, claims, demands, suits, costs, charges, expenses, and losses of every kind and character whatsoever which may be incurred by Freeman or any EAC 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.

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER AND 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 UNDERSTAND THAT YOU ARE AN AGENT OF YOUR EMPLOYER AND 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 PREMISES.
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 FREEMAN or another on behalf of Shipper, shall be deemed, conclusively, to have been prepared by the Shipper. The Agreement is subject to the Terms stated herein All Terms, including but not limited to, the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In the context of this Agreement, "Freeman" means Freeman Shipping Corporation, Inc. and its respective employees, officers, directors, agents, affiliates or contractors, and their respective successors, assigns, 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 transportation by Freeman as described herein. "Consignee" is the party to whom the Property is to be delivered. "Shipment" means the Property delivered to the property thereby.

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 services, which the parties have specified in this two-page Contract. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of all 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 delay, damage or non-delivery, or refusal to accept or control the Property, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, failure or power breakdown, destruction of property, fire, floods, acts of God, war, terrorism, civil disorders, insurrection, strikes, lockouts, abnormal weather conditions and restrictions on information, storage or delivery.

4. PACKAGING AND CRATES: Shipper's property must be well packed and for safe and secure handling, storage and shipment. Property shall be in a condition that is with reasonable and such as is acceptable to the common or contract carrier, or otherwise capable of being transported as a part of the shipment. Property must be properly labeled and identified, including correct Zip Code of the Shipper and Consignee. When a container is used repetitively, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains the integrity it was designed to provide. Freeman may place the shipment in public storage at the owner's expense and liability to Freeman.

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

6. LIMITATION OF SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES (a) For superficial damage to said containers in the form of scuffs, scratches, dents or dings.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: (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 pure, and contains no hazardous or illegal items.

8. CLAIMS: Claims for damage or loss must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151. Claims for damage or loss 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. Claims for damage or loss must be made in writing to Freeman within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from the loss of, theft of, or damage to Property shall be limited to the purchase price of any Property or profits arising out of or contributed to by any of the following: (a) the property's negligence, willful misconduct, or deliberate act; (b) the property's violation of Federal, State or County or Local ordinances; (c) the property's violation of Show Regulations and/or Rules as published and set forth by the property's management; and/or (d) Shipper's violation of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

9. 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 five business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipment, all packaging material and contents in the same condition as they were in when damaged was discovered. Receipt of the shipment by the Consignee or the property's agent without notice on the delivery receipt and/or delivery manifest identifies that the property is unclaimed or that title is non-transferable. If the property has been unclaimed for sixty (60) calendar days following the attempted notification, Freeman reserves the right to place the shipment in public storage at the owner's expense and liability to Freeman.

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 preprinted carrier, this contract shall hereby be deemed to control the carriage of such property, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper accepts sole responsibility for verifying the accuracy of this document and for any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming, for all the identity of the property and all matters related to payment for the shipment.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- ees, 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 the person or business to whom the property is consigned, the party paying the charges, or the party in whose name the property is being shipped. The term “Consignee” is the party to whom the property is consigned. “Shipper’s agents” means any clerks, supervisors, or other employees of such consignee or other party acting for the Shipper, and includes any representatives, officers, directors, 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 the property is consigned. “Freeman’s maximum liability” means Freeman’s maximum liability as set forth in subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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. The parties further agree that no other terms or conditions of any nature will be binding to either party, unless set forth within this Contract, and the parties agree that any order or any acknowledgment of any order or other written statement of the parties is deemed to be an additional term or condition of this Contract. The parties further agree that they have satisfied themselves with all 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.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the loss of or damage to the property (a) which is not regularly located, (b) which is not regularly handled by the transportation system, (c) when the property has been received from 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.

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 acceptance of the property, the use of a particular package system or procedure for shipment that might not be suitable for its property. Freeman shall not be responsible for damage to loose or unpacked materials, package or foreign material, or items stored in bags or paper, or improperly packaged 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 can be found in 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 control, except as noted in the Motor Cargo Service Request and Shipping Instructions Contract. Shipper or the owner of the property shall be responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the insulating of packages containing insulating materials, and for the continuous monitoring of thermostatic controls. The owner of the property shall be responsible for the timely return of thermostatic controls. Shipment by air, rail, or water may be subject to additional charges.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery by Freeman at any point in the process of delivery, the Carrier shall not be responsible for any liability or damage to the property. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo for the purpose of confirming the right of Freeman to control the handling of the property and its payment for the property. Shipper agrees that the carrier may be required to deliver the property to the Consignee’s或者代理人 without notice of loss or damage to property being served on Freeman within 5 business days of the 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 Freeman’s or its carrier’s employees, agents, representatives, or contractors are at fault, Shipper’s maximum liability will never be more than $100 per package unless the provisions of subsection (c) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman. Shipper’s maximum liability shall be the amount of proven actual value not exceeding the lower of the lower of the following:

- $100 per pound on the property or its value
- $100 per package
- $500,000,000 (US)

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; that the description of the property on the provided original invoice is accurate; that the property delivered does not exceed the allowed maximums of any kind or nature. Shipper warrants and will ensure that its property is insured and contains no Hazardous Substances. Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, material, or article that could cause or contribute to injury or property damage. Freeman shall not be held liable for any 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, false representations, negligence, or otherwise what so ever. Shipper agrees to indemnify Freeman, its employees, agents, representatives, and contractors from and against any and all demands, claims, actions for 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 property damage arising out of the property or any part of the property. Shipper agrees to indemnify Freeman for all costs incurred as a result of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on the property. This Contract shall take effect when the property first comes into the physical possession of Freeman for transport by Freeman as described herein. “Consignee” is the party to whom the property is consigned. Freeman shall be responsible for bringing the goods to the proper temperature before loading the goods into the trailer.

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 of the export, except that claims for damage 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 the claimant to Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the written notice. In the case of a delivery by air, the suit may be filed within one (1) year from the date notice is given by the claimant to 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. The arbitrator(s) may be entered by any court having jurisdiction thereof. This Contract shall be construed in accordance with the laws of the State of Texas, without giving effect to its conflict of laws rules. CLAIMS AND EXCLUSIONS FOR LOSS OR DAMAGE, WHETHER CAUSED BY FREEMAN’S OR SHIPPER’S NEGLIGENCE, WHETHER ARISING IN CONTRACT OR IN TORT, INCLUDING ANY CLAIMS FOR CONSEQUENTIAL DAMAGE, ARISING OUT OF OR INCIDENT TO THE TRANSPORTATION OF PROPERTY, SHALL BE GOVERNED AND CONSTRUED IN ACCORDANCE WITH THE LAW OF THE STATE OF TEXAS. NOTWITHSTANDING THE ABOVE LIMITATIONS, FREEMAN’S MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100 PER PACKAGE. Shipper understands that even if Freight is not received by or in the possession of a particular carrier, the carrier shall not be responsible for any liability or damage to the property. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo for the purpose of confirming the right of Freeman to control the handling of the property and its payment for the property. Shipper agrees that the carrier may be required to deliver the property to the Consignee’s or代理人 without notice of loss or damage to property being served on Freeman within 5 business days of the delivery.

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 ANY ACTION WHICH ARISES OUT OF OR RELATES TO THE CONTRACT OR THE TRANSPORTATION OF PROPERTY OR SERVICES RENDERED UNDER THE CONTRACT OR THE INTERPRETATION OR APPLICATION 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 Contract, or the formation, interpretation, performance, breach, or termination hereof, shall be determined by a single arbitrator. The arbitrator shall be an attorney with at least 20 years of experience in the transportation industry or an attorney who is a member of the Commercial Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) is final and binding on all parties thereto.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; that the description of the property on the provided original invoice is accurate; that the property delivered does not exceed the allowed maximums of any kind or nature. Shipper agrees to indemnify Freeman for all costs incurred as a result of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on the property. This Contract shall take effect when the property first comes into the physical possession of Freeman for transport by Freeman as described herein. “Consignee” is the party to whom the property is consigned. Freeman shall be responsible for bringing the goods to the proper temperature before loading the goods into the trailer. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo for the purpose of confirming the right of Freeman to control the handling of the property and its payment for the property. Shipper agrees that the carrier may be required to deliver the property to the Consignee’s or代理人 without notice of loss or damage to property being served on Freeman within 5 business days of the delivery.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged, or otherwise missing after transport, contact Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $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 a claim is made by Shipper for damage to or loss of property, or for increased costs of transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch. The owner of the property shall be responsible for bringing the goods to the proper temperature before loading the goods into the trailer.

Any declared value in excess of the maximum 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 any claim. In any event, (excluding small package program shipments) Freeman’s Maximum Liability WILL NEVER BE MORE THAN $100 PER SHIPMENT. Shipper understands that even if Freight is not received by or in the possession of a particular carrier, the carrier shall not be responsible for any liability or damage to the property. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo for the purpose of confirming the right of Freeman to control the handling of the property and its payment for the property. Shipper agrees that the carrier may be required to deliver the property to the Consignee’s or代理人 without notice of loss or damage to property being served on Freeman within 5 business days of the delivery.
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.*
With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

Freeman Exhibit Transportation promise:

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

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com)

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

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

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

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#### DESTINATION

- [ ] I will be shipping to the WAREHOUSE
  - FREEMAN / Exhibiting Company Name / Booth #
  - QRCA 2020 ANNUAL CONFERENCE - 498113
  - C/O: FREEMAN / AWD
  - 15505 LONG VISTA DRIVE, STE 210
  - AUSTIN, TX 78728
  - MUST BE DELIVERED BY JANUARY 22, 2020

- [ ] I will be shipping to SHOW SITE
  - FREEMAN / Exhibiting Company Name / Booth #
  - QRCA 2020 ANNUAL CONFERENCE - 498113
  - C/O: FREEMAN
  - AT&T EXECUTIVE EDUCATION & CONFERENCE CENTE
  - 1900 UNIVERSITY AVE, THE UNIVERSITY OF TEXAS
  - AUSTIN, TX 78705
  - CANNOT BE DELIVERED BEFORE JANUARY 28, 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

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#### SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ________)</td>
<td></td>
</tr>
<tr>
<td>Other ( ____________)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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: _____________

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**FAX THIS COMPLETED FORM VIA:**

E-mail: exhibit.transportation@freeman.com

Fax: (469) 621-5810

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

SHOW # (498113)
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.
**FREIGHT SERVICES**

**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.

**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
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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRATED:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL HANDLING:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS &amp; DHL are included in this category due to their delivery procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UNCARED:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CARPET OR PAD ONLY:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STRAIGHT TIME:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAREHOUSE SHIPMENT (200 LB. MINIMUM)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment...</td>
<td>$ 86.50</td>
<td>173.00</td>
</tr>
<tr>
<td>Special Handling Shipment...</td>
<td>$ 112.50</td>
<td>225.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment...</td>
<td>$ 129.75</td>
<td>259.50</td>
</tr>
<tr>
<td><strong>SHOW SITE SHIPMENT (200 LB. MINIMUM)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment...</td>
<td>$ 80.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Special Handling Shipment...</td>
<td>$ 104.00</td>
<td>208.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment...</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment...</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
<tr>
<td><strong>SMALL PACKAGE - MAXIMUM WEIGHT IS 30 LBS PER SHIPMENT</strong></td>
<td>$ 40.00</td>
<td></td>
</tr>
</tbody>
</table>

*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:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 01/22/2020</td>
<td>$ 21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Show Site Shipment after 01/29/2020</td>
<td>$ 20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment...</td>
<td>$ 20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Special Handling Shipment...</td>
<td>$ 26.00</td>
<td>52.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment...</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment...</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment...</td>
<td>$ 20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Special Handling Shipment...</td>
<td>$ 26.00</td>
<td>52.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment...</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment...</td>
<td>$ 30.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

**LATE SHIPMENT FEES:**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Surcharges</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>8.25% Tax</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL HANDLING DEFINITIONS

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.
TO: 
EXHIBITOR NAME

C/O: FREEMAN
AT&T EXECUTIVE EDUCATION & CONFERENCES
1900 UNIVERSITY AVE
THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TX 78705

SHOW SITE
QRCA 2020 ANNUAL CONFERENCE - 498113
EVENT:

BOOTH NO: _______ NO. _____ OF _____ PCS

CANNOT DELIVER BEFORE JANUARY 28, 2020
D O N O T   D E L A Y
RUSH

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.
DECEMBER 30, 2019

DEADLINE DATE IS: JANUARY 22, 2020

RECEIVING DATE BEGINS: DECEMBER 30, 2019

DEADLINE DATE IS: JANUARY 22, 2020

TO: __________________________

EXHIBITOR NAME

C/O: FREEMAN / AWD

15505 LONG VISTA DRIVE

STE 210

AUSTIN, TX 78728

WAREHOUSE

EVENT: QRCA 2020 ANNUAL CONFERENCE - 498113

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.
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.

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**

**METHOD OF SHIPMENT**

Select a Carrier:
- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

Select a Level of Service:
- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [x] Deferred: Delivery within 3-5 business days
- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated, or truckload
- [ ] Lift gate required
- [ ] Air ride 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.

07/17 (498113)
FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

BLACK DIAMOND ARMCHAIR  
71090  
20”W 21”L 33”H

BLACK DIAMOND SIDE CHAIR  
71089  
21”W 23”L 32”H

BLACK DIAMOND STOOL  
71088  
22”W 18”L 46”H

LIMERICK® CHAIR  
BY HERMAN MILLER  
gray 210108  
18”W 17.75”L 32”H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

LIMERICK® STOOL  
BY HERMAN MILLER  
gray 210109  
18”W 17.75”L 44”H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
DISPLAY CYLINDERS  ESSENTIALS  black

low 75020
30" W  15" H

medium 75021
18" W  20" H

high 75022
24" W  36" H
Available in rectangular sizes.

ORION COMPUTER KIOSK  ESSENTIALS  black 75079
28" L  28" D  40.5" H
Computer not included.

Soho Series

BLACK-TOP CAFÉ  ESSENTIALS  72069
24" Round  30" H
72067
36" Round  30" H

BLACK-TOP MINI  ESSENTIALS  72066
18" Round  18" H

Chelsea Series

BLACK-TOP BISTRO  ESSENTIALS  72070
24" Round  42" H
72068
36" Round  42" H

BUTCHER BLOCK-TOP CAFÉ  ESSENTIALS  72063
30" Round  30" H
72064
36" Round  30" H

BUTCHER BLOCK-TOP BISTRO  ESSENTIALS  720163
30" Round  42" H
720164
36" Round  42" H

BRUSHED ALUMINUM EASEL  ESSENTIALS  220134
26" W  62" H
when open

CORRUGATED WASTEBASKET  ESSENTIALS  220106
## DRAPE OR UNDRAPE TABLES & COUNTERS

### ESSENTIALS

#### TABLES

<table>
<thead>
<tr>
<th>Size</th>
<th>Draped</th>
<th>Draped on Fourth Side</th>
<th>Undraped</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&quot;D, 30&quot;H</td>
<td>3'L</td>
<td>4'L</td>
<td>6'L</td>
</tr>
<tr>
<td></td>
<td>124330</td>
<td>124430</td>
<td>124630</td>
</tr>
<tr>
<td></td>
<td>12404630</td>
<td>12404830</td>
<td></td>
</tr>
<tr>
<td></td>
<td>125330</td>
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<td>125630</td>
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</table>

#### COUNTERS

<table>
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<th>Draped on Fourth Side</th>
<th>Undraped</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&quot;D, 42&quot;H</td>
<td>3'L</td>
<td>4'L</td>
<td>6'L</td>
</tr>
<tr>
<td></td>
<td>124342</td>
<td>124442</td>
<td>124642</td>
</tr>
<tr>
<td></td>
<td>12404642</td>
<td>12404842</td>
<td></td>
</tr>
<tr>
<td></td>
<td>125342</td>
<td>125442</td>
<td>125642</td>
</tr>
</tbody>
</table>

#### TABLES*

<table>
<thead>
<tr>
<th>Size</th>
<th>Draped</th>
<th>Draped on Fourth Side</th>
<th>Undraped</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot;D, 30&quot;H</td>
<td>3'L</td>
<td>4'L</td>
<td>6'L</td>
</tr>
<tr>
<td></td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
</tr>
<tr>
<td></td>
<td>12404630</td>
<td>12404830</td>
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</tr>
<tr>
<td></td>
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<td>131430</td>
<td>131630</td>
</tr>
</tbody>
</table>

#### COUNTERS*

<table>
<thead>
<tr>
<th>Size</th>
<th>Draped</th>
<th>Draped on Fourth Side</th>
<th>Undraped</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot;D, 42&quot;H</td>
<td>3'L</td>
<td>4'L</td>
<td>6'L</td>
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<tr>
<td></td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
</tr>
<tr>
<td></td>
<td>12404642</td>
<td>12404842</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
</tr>
</tbody>
</table>

*Table and counter widths available in select cities

---

**Table-top risers are also available in a variety of sizes. See order form for details.**
120134 Aluminum Easel ..................  54.10  59.50  75.75
120106 Corrugated Wastebasket .......  18.54  20.40  25.95

Pedestal Tables - Chelsea Series - Butcher Block Top

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72063</td>
<td>Cafe Table 30”W x 30”H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72064</td>
<td>Cafe Table 36”W x 30”H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>720163</td>
<td>Bistro Table 30”W x 42”H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>720164</td>
<td>Bistro Table 36”W x 42”H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
</tbody>
</table>

Pedestal Tables - Soho Series - Black Top

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72069</td>
<td>Cafe Table 24”W x 30”H</td>
<td>198.80</td>
<td>218.70</td>
<td>278.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72067</td>
<td>Cafe Table 36”x30”</td>
<td>204.95</td>
<td>225.45</td>
<td>286.95</td>
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<tr>
<td></td>
<td>72066</td>
<td>Mini Table 18”W x 18”H</td>
<td>121.55</td>
<td>133.70</td>
<td>170.15</td>
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</tr>
<tr>
<td></td>
<td>72070</td>
<td>Bistro Table 24”x42”</td>
<td>199.80</td>
<td>219.80</td>
<td>279.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72068</td>
<td>Bistro Table 36”x42”</td>
<td>215.80</td>
<td>237.40</td>
<td>302.10</td>
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</tbody>
</table>

Accessories & Tables

<table>
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<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>75020</td>
<td>Black Display Cylinder/Low</td>
<td>226.10</td>
<td>248.70</td>
<td>316.55</td>
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<td></td>
<td>75021</td>
<td>Black Display Cylinder/Med</td>
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<tr>
<td></td>
<td>75022</td>
<td>Black Display Cylinder/High</td>
<td>309.00</td>
<td>339.90</td>
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<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk</td>
<td>414.60</td>
<td>456.05</td>
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Draped Tables & Counters - Tables are 30” wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130330</td>
<td>Draped Table 3’L x 30”H</td>
<td>100.95</td>
<td>111.05</td>
<td>141.35</td>
<td></td>
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<tr>
<td></td>
<td>130430</td>
<td>Draped Table 4’L x 30”H</td>
<td>118.45</td>
<td>130.30</td>
<td>165.85</td>
<td></td>
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<tr>
<td></td>
<td>130630</td>
<td>Draped Table 6’L x 30”H</td>
<td>150.10</td>
<td>165.10</td>
<td>210.15</td>
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</tr>
<tr>
<td></td>
<td>130830</td>
<td>Draped Table 8’L x 30”H</td>
<td>166.85</td>
<td>183.55</td>
<td>233.60</td>
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<tr>
<td></td>
<td>12404630</td>
<td>4th Side Drape 6’L x 30”H</td>
<td>40.85</td>
<td>44.95</td>
<td>57.20</td>
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<tr>
<td></td>
<td>12404830</td>
<td>4th Side Drape 8’L x 30”H</td>
<td>40.85</td>
<td>44.95</td>
<td>57.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130342</td>
<td>Draped Counter 3’L x 42”H</td>
<td>156.05</td>
<td>171.65</td>
<td>218.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130442</td>
<td>Draped Counter 4’L x 42”H</td>
<td>173.05</td>
<td>190.35</td>
<td>242.25</td>
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</tr>
</tbody>
</table>

Undraped Tables & Counters - Tables are 30” wide

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>131330</td>
<td>Undraped Table 3’L x 30”H</td>
<td>52.00</td>
<td>57.20</td>
<td>72.80</td>
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<tr>
<td></td>
<td>131430</td>
<td>Undraped Table 4’L x 30”H</td>
<td>57.15</td>
<td>62.85</td>
<td>80.00</td>
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<tr>
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<td>131630</td>
<td>Undraped Table 6’L x 30”H</td>
<td>70.05</td>
<td>77.05</td>
<td>98.05</td>
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</tr>
<tr>
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<td>131830</td>
<td>Undraped Table 8’L x 30”H</td>
<td>82.90</td>
<td>91.20</td>
<td>116.05</td>
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</tr>
<tr>
<td></td>
<td>131342</td>
<td>Undraped Counter 3’L x 42”H</td>
<td>199.80</td>
<td>219.80</td>
<td>279.70</td>
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</tr>
<tr>
<td></td>
<td>131442</td>
<td>Undraped Counter 4’L x 42”H</td>
<td>215.80</td>
<td>237.40</td>
<td>302.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131642</td>
<td>Undraped Counter 6’L x 42”H</td>
<td>230.70</td>
<td>258.85</td>
<td>326.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131842</td>
<td>Undraped Counter 8’L x 42”H</td>
<td>248.80</td>
<td>297.80</td>
<td>375.65</td>
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Miscellaneous

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
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<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>54.10</td>
<td>59.50</td>
<td>75.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>18.54</td>
<td>20.40</td>
<td>25.95</td>
<td></td>
</tr>
</tbody>
</table>
FROM THE GROUND UP

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

Sustainability Tip:

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

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

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

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

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

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

CLASSIC CARPET

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

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

Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
**NAME OF SHOW:**  QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME :</th>
<th>PHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS :</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Assistance, please call (210) 554-2021 to speak with one of our experts.</td>
</tr>
</tbody>
</table>

- 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.

---

**10' CLASSIC CARPET , PADDING & PLASTIC COVERING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$337.85</td>
<td>$371.65</td>
<td>$473.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$675.70</td>
<td>$743.25</td>
<td>$946.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$1,013.50</td>
<td>$1,114.85</td>
<td>$1,418.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$1,351.35</td>
<td>$1,486.50</td>
<td>$1,891.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$142.65</td>
<td>$152.35</td>
<td>$193.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$285.30</td>
<td>$304.70</td>
<td>$387.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$427.95</td>
<td>$457.05</td>
<td>$581.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$570.60</td>
<td>$609.40</td>
<td>$775.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$285.30</td>
<td>$304.70</td>
<td>$387.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$570.60</td>
<td>$609.40</td>
<td>$775.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$855.95</td>
<td>$914.10</td>
<td>$1,114.80</td>
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</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$1,141.25</td>
<td>$1,218.80</td>
<td>$1,551.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
<td></td>
</tr>
</tbody>
</table>

**9' CLASSIC CARPET , PADDING & PLASTIC COVERING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$181.55</td>
<td>$199.70</td>
<td>$254.15</td>
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<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$363.10</td>
<td>$399.40</td>
<td>$504.35</td>
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</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$544.65</td>
<td>$599.10</td>
<td>$726.50</td>
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<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$726.20</td>
<td>$798.25</td>
<td>$1,018.70</td>
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</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$128.25</td>
<td>$141.55</td>
<td>$179.55</td>
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<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$256.45</td>
<td>$282.20</td>
<td>$359.05</td>
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</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$384.70</td>
<td>$423.15</td>
<td>$544.60</td>
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</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$512.95</td>
<td>$564.25</td>
<td>$718.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$256.45</td>
<td>$282.10</td>
<td>$359.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$512.95</td>
<td>$564.25</td>
<td>$718.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$769.40</td>
<td>$846.35</td>
<td>$1,077.15</td>
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</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$1,025.90</td>
<td>$1,128.50</td>
<td>$1,436.25</td>
<td></td>
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<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
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</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

---

**ONLINE PRICE**

**DISCOUNT PRICE**

**DEADLINE DATE**

JANUARY 10, 2020

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

---

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

---

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

---

NAME OF SHOW: QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS:

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

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

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

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

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

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

Sample:

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>10 x 25</th>
<th>250 sq. ft.</th>
<th>$3.60</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$3.60</td>
<td>$3.95</td>
<td>$5.05</td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray</td>
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<td></td>
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<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latte</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midnight Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Pepper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuxedo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Sample:

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>10 x 25</th>
<th>250 sq. ft.</th>
<th>$4.10</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$4.50</td>
<td>$5.75</td>
<td>$6.30</td>
</tr>
<tr>
<td>Cardinal</td>
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<td></td>
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<tr>
<td>Charcoal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cream</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gray Pearl</td>
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<td></td>
<td></td>
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<tr>
<td>Navy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wedgewood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>10 x 25</th>
<th>250 sq. ft.</th>
<th>$1.55</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2” (90 - 700 sq. ft.)</td>
<td>$1.55</td>
<td>$1.70</td>
<td>$2.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Padding-1/2” (Over 700 sq. ft.)</td>
<td>$1.05</td>
<td>$1.15</td>
<td>$1.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Carpet Padding - 1/2” (90 - 700 sq. ft.)</td>
<td>$3.10</td>
<td>$3.40</td>
<td>$4.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Carpet Padding - 1/2” (Over 700 sq. ft.)</td>
<td>$N/A</td>
<td>$N/A</td>
<td>$N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub- Total</th>
<th>+ 8.25% Tax</th>
<th>= Total Cost</th>
</tr>
</thead>
</table>

Take advantage of the Online price by ordering at www.freeman.com before JANUARY 10, 2020
NAME OF SHOW: QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020

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

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

CLEANING SERVICES

• Cleaning is an exclusive service. This includes all floor services and trash removal.

• Prices are based on total square footage of booth regardless of area to be cleaned.

• Show Site Prices will apply to all cleaning orders placed at show site.

<p>| VACUUMING  (per sq. ft. - 100 sq. ft. minimum) |
|-------------------------------|-------------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>601000 Booth Vacuuming - One Time</td>
<td>.55</td>
<td>.75</td>
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<td></td>
</tr>
<tr>
<td>602000 Booth Vacuuming - 2 Days</td>
<td>1.10</td>
<td>1.55</td>
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</tr>
<tr>
<td>603000 Booth Vacuuming - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>604000 Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| SHAMPOOING  (per sq ft - 100 sq ft minimum) |
|-------------------------------|-------------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>630100 Shampoo Carpet - One Time</td>
<td>1.05</td>
<td>1.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>630200 Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>630300 Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| PORTER SERVICE  (per day) |
|-------------------------------|-------------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>620500 Exhibit Area / Under 500 sq.ft</td>
<td>192.10</td>
<td>268.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6201500 Exhibit Area / 501 - 1,500 sq. ft</td>
<td>216.80</td>
<td>303.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6202500 Exhibit Area / 1,501 - 2,500 sq. ft</td>
<td>243.60</td>
<td>341.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6203500 Exhibit Area / Over 2,500 sq.ft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

<table>
<thead>
<tr>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total + 8.25 % Tax = Total Cost</td>
</tr>
</tbody>
</table>

01/18 (498113) 9528
Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

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

SEEING IS BELIEVING
CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW: QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020

COMPANY NAME:  
CONTACT NAME:  
E-MAIL ADDRESS:  

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

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

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.

$22.65 per sq. ft. discount price
$34.00 per sq. ft. standard price

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

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

File Information:
Electronic File Name ____________________________
Application ____________________________
PMS Colors ____________________________

Back Up Material:
Freeman Foam (Foamcore)  
Freeman PVC (PVC)  
Freeman HD Foam (Gatorfoam)  
Freeman Polyfoam (Ultra Board)  

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

Special Instructions ____________________________

STANDARD SIZES

CHOOSE YOUR SIZE:

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>@ 53.05</td>
<td>79.60</td>
<td>=</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@ 58.20</td>
<td>87.30</td>
<td>=</td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@ 60.25</td>
<td>90.40</td>
<td>=</td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>@ 73.15</td>
<td>106.50</td>
<td>=</td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@ 66.95</td>
<td>100.45</td>
<td>=</td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>@ 76.20</td>
<td>114.30</td>
<td>=</td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>@ 79.85</td>
<td>119.80</td>
<td>=</td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>@ 119.50</td>
<td>179.25</td>
<td>=</td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>@ 176.65</td>
<td>265.00</td>
<td>=</td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@ 209.10</td>
<td>313.65</td>
<td>=</td>
</tr>
</tbody>
</table>

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

INDICATE YOUR SIGN COPY HERE:

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

VERTICAL

Horizontal

Use Your Judgment For Sign Layout

Background Color:

LETTERING COLOR:

TOTAL COST

Sub-Total + 8.25 % Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
• Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
• Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
• Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE
We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
Always provide the following:
• Native files with fonts and links (zipped)
• High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

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

01/19
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

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

LABOR SERVICE

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

MATERIAL HANDLING

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

PLEASE NOTE:

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

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

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

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
**NAME OF SHOW:** QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

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

---

**DISPLAY LABOR (One Hour Minimum per Worker)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$ 104.00</td>
<td>$ 145.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$ 156.00</td>
<td>$ 218.50</td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Price is per person/per hour.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Start time guaranteed only at start of working day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· 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 &amp; inbound shipping information with this order.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td>@ $</td>
<td></td>
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</tr>
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<td></td>
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</tr>
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<td></td>
<td>x</td>
<td></td>
<td>@ $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax = $ (N/A)
Total Installation = $__________

**DISMANTLE LABOR**

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

Emergency contact: __________________________ Phone Number: __________

**Exhibitor Supervised Labor**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>x</td>
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<td>@ $</td>
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<td>@ $</td>
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<td></td>
<td>x</td>
<td></td>
<td>@ $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $____________
Tax = $ (N/A)
Total Dismantle = $__________
NAME OF SHOW:  QRCA 2020 ANNUAL CONFERENCE - 498113 / JANUARY 29-30, 2020
COMPANY NAME:  
CONTACT NAME:  
BOOTH#:  
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 TOSUPERVISE THE INSTALLATION AND/OR DISMANTLE.*

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse ___________ Show Site _________ Date Shipped ______________________________

Total No. of:        ___________________ Crates    _____________________ Cartons  ______________________ Fiber Cases

Setup Plan/Photo:  Attached ______________ To Be Sent With Exhibit _________________ In Crate No. ___________

Carpet:  With Exhibit _____________ Rented From Freeman _________ Color ________________ Size ________________

Electrical Placement: __________________ Drawing Attached Drawing With Exhibit _________ Electrical Under Carpet _______________

Comments: __________________________________________________________

Graphics:  With Exhibit ________________ Shipped Separately _____________

Comments: ________________________________________________________________________________________

Special Tools/Hardware Required: __________________________________________________________________________

### OUTBOUND SHIPPING INFORMATION

SHIP TO:  _____________________________________________________________________________________________

Select a Carrier:

- [ ] Freeman Exhibit Transportation:  
  - No need to schedule your outbound shipment.  
  - Charges will appear on your Freeman invoice.
  - Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
  - Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

- [ ] Other Carrier:  
  - Carrier Name:_________________
  - Carrier Phone:_________________

Select Level of Service:

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

Freight Charges:

- [ ] Same as ship to
- [ ] Bill To:  ___________________________________________________________________________________

Select Shipment Options (if applicable):

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

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

- [ ] Re-route via Freeman’s choice
- [ ] Deliver back to the warehouse at exhibitor’s expense

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

**SHIPPING:**

- The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there are package handling/storage fees for all incoming AND outgoing packages that arrive or leave the AT&T Conference Center.
- The AT&T Conference center is NOT responsible for lost or stolen packages and CAN’T be held accountable for ANY custom delays for international items. If you purchased insurance through your courier, please contact them immediately to file a claim. (Box handling fees are listed on page 2).

**Incoming Packages:**

- To ship packages to the Conference Center please fill out form on Pg. 2, and notify your Conference Services contact prior to shipment. Please label packages as follows:

*Attention*: [Insert Name of person who will claim the packages]  
*Event Name*: [Insert Name of Event]  
*Date of event*: [Insert date of Event]

AT&T Executive Education & Conference Center  
1900 University Ave.  
Austin, Texas 78705  
(512) 404-1900  
Box ____of____

**Outgoing Packages:**

- To ship packages **out** of the Conference Center you will need to:
  - Bring your OWN pre-paid shipping labels from the courier of your choice; **The AT&T Conference Center will not cover any courier cost.**  
    If you need labels, you are allowed to use the Business Center to create one online.
  - **Please DO NOT call your courier to schedule a pick up. We will set up the pickup for the next day or earlier if needed.** We ask that you have all of your boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package). Please coordinate with the Conference Concierge on site for specific details.
  - NOTIFY the Conference Concierge when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

*Shipping Terms & Conditions*: If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

*Please feel free to contact the Conference Concierge directly at (512) 404-3688 or by email to star.gregory@attconf.utexas.edu.*

**EXHIBITS:**

For all conferences that have individual vendors attending, please provide an up to date list of attendees and their shipping information. This way we
can ensure each vendor receives and can ship out any packages they may need.

If you need power and/or audio visual needs for your exhibit, please fill out online form:

*Online Exhibitor Order Form*

- The AT&T Conference Center can provide power service and or booth rental for your event. However, if your group/event is NOT providing electrical power and or booth rental, each on site inventory is first come first serve. Listed rates are subject to availability. Please submit your request up to one week before your exhibit needs.

*Exhibit Terms & Conditions:* Cancellation less than 24 hours prior to exhibit load-in will be charged 100% of one day’s rate. Exhibitor agrees to be billed for any damages or loss of equipment. A representative MUST be in your booth to sign for delivery of equipment.

Please feel free to contact our PSAV Sales Office for any additional equipment or questions at *(512) 404-3638.*
Incoming/Outgoing Form

Name of the event you are attending:
____________________________________________________________________

Vendor Name & Name on Items; Attn:
____________________________________________________________________

Business Address:
____________________________________________________________________

Business Phone: ___________________________ Email: ___________________________

Package Handling/Storage Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th># of Incoming</th>
<th># of Outgoing</th>
<th>Total amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxes Under 50lbs</td>
<td>$7.00/Box</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Freight &amp; Equipment Roller Case (or boxes 50lbs or over)</td>
<td>$40.00 each</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Pallet (wrapped), Crate or Similar</td>
<td>$200.00/each</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Sales Tax (If applicable)</strong></td>
<td>Tax: 8.25%</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Inbound & Outbound Charges

*Rates are subject to change. We will apply current rates to your final bill. Rate is charged for each incoming & outgoing item.

Please Charge Total Amount to:
(Please choose one)

☐ Credit Card:

Group Master           American Express           Master Card           Visa           Discover

Name on credit card: __________________________________________________________

*Last four digits of Credit Card: __________  Expiration Date: __________

*Please do not write the entire Credit Card number here. The Conference Concierge will call you directly to get the full credit card number.

Please contact ___________________________ at ___________________________ to collect full CC number.

☐ Bill to Guest Room:

Name: ___________________________ Guest Room Number: ________________

Arrival Date: ________________ Departure Date: ________________
Conference Master Bill: (Must have Main Contact Authorization to do this)

Name & Date of the Event:

__________________________________________

Signature of Main Contact:

__________________________________________

Print Name ________________________________

Signature ________________________________

Date ________________________________

I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.

Please Scan to: Email: star.gregory@attconf.utexas.edu
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

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

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

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

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

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

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

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

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

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

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

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

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal’s Office:
   a. Display or storage of LPG
   b. Flammable or combustible liquids
   c. Flammable gas
   d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
   e. Welding or cutting equipment for demonstrations purposes
   f. Gas-fired appliances for demonstration purposes
   g. Salamander stoves
   h. Lit candles or lanterns for demonstration purposes
   i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
   j. Any cooking or heat producing devices

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

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

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