HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black and white back drape, 3’ high black side drape, (1) 6’ x 30” black skirted table, (2) Limerick chairs by Herman Miller, and (1) corrugated wastebasket.
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 will be carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 09, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS
For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit FreemanOnline FAQ page.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Thursday  October 07, 2021  1:00 PM -  5:00 PM
Friday       October 08, 2021  8:00 AM - 11:00 AM

EXHIBIT HOURS
Friday       October 08, 2021  12:00 PM -  5:30 PM
Saturday    October 09, 2021  10:30 AM -  1:00 PM

EXHIBITOR MOVE-OUT
Saturday    October 09, 2021  1:00 PM -  3:30 PM

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

EXHIBITOR SERVICE HOURS
Our Exhibitor Services team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Saturday, October 09, 2021 at 3:30 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 Saturday, October 09, 2021 at 2:00 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Support 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 Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054
ExhibitorSupport@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by September 09, 2021. 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 Exhibitor Support 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 # _________
Texas Society of Professional Surveyors 2021
C/O FREEMAN
C/O JETCO
3010 Aldine Bender Rd
Houston, Texas 77032
Freeman will accept crated, boxed or skidded materials beginning Thursday, September 09, 2021, at the above address. Material arriving after September 29, 2021 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: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _________
Texas Society of Professional Surveyors 2021
C/O FREEMAN
Westin Galleria Houston
5060 W Alabama St,
Houston, Texas 77056

Freeman will receive shipments at the exhibit facility beginning Thursday, October 07, 2021. 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: (888) 508-5054.

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.

PURCHASE TERMS
Freeman’s Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Purchase Terms, click here.

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 Freeman Service Center. 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 Exhibitor Support at (888) 508-5054.

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 Exhibitor Support at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 09, 2021.

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 (EACs). Thank you for your cooperation.

Call Exhibitor Support at (888) 508-5054 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.

5. **printing**
   - **Reduce printing and go digital with your booth literature.**
   - **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
   - **Print on at least 50 percent post-consumer recycled paper.**
**Reduction Your Footprint**

**ON SITE**

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

**Move Out**

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

**Shipping Out**

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

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

**Leftover Materials**

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

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

**Typically 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
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspapers, magazines, paperboard
- **Wood:** Non-laminate wood

**Typically 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

**Freeman.com**

**FREEMAN CARES**
Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)

2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.

3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.

4. All sawdust and shavings shall be kept damp at all times.

5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.

6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.

7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.

8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.

9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.

10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.

11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal. (over)
13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.

14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.

15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.

16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.

17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.

18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.

19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.

20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.

21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.

22. No vehicles shall be parked in fire lanes outside of buildings.

23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.

25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.
PAYMENT INFORMATION

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

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

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information

   [https://www.freemanpay.com/505446](https://www.freemanpay.com/505446)

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 price 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.
Shipping and Material Handling

before event
from your location or previous event

venue dock

venue dock

after event
to your location or next event

storage for empty containers

venue

dock

material handling
move items from the dock, to the exhibit, back to the dock after the show

advance warehouse
where exhibit materials are stored before an event

shipping
transport to the venue’s shipping dock then from the shipping dock to the next event or customer location
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

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

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

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

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

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

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

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

Freeman Exhibit Transportation promise:

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

Questions?

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

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

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

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

SHIPPING INFORMATION

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

☐ I will be shipping to the WAREHOUSE

☐ I will be shipping to SHOW SITE

☐ I will be shipping to the WAREHOUSE

☐ I will be shipping to SHOW SITE

DESTINATION

☐ (City) (State) (Zip Code)

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

FAX THIS COMPLETED FORM VIA:

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

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

SHOW # (505446)
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.

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**

- 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

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

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

Material Handling Services

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

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

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

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

Straight Time: 8:00 AM to 4:30 PM Monday through Friday

Overtime: 4:30 PM to 8:00 AM Monday through Friday, all day Saturday, Sunday, and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Material Handling Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$91.75</td>
<td>183.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$119.50</td>
<td>239.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$137.75</td>
<td>275.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$85.00</td>
<td>170.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$110.50</td>
<td>221.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$127.50</td>
<td>255.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$127.50</td>
<td>255.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</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:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment after SEPTEMBER 29, 2021</td>
<td>$23.00</td>
<td>46.00</td>
</tr>
<tr>
<td>Show Site Shipment after Show Open</td>
<td>$21.25</td>
<td>42.50</td>
</tr>
</tbody>
</table>

Overtime Charge - Inbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.25</td>
<td>42.50</td>
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<tr>
<td>Special Handling Shipment</td>
<td>$27.75</td>
<td>55.50</td>
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<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$32.00</td>
<td>64.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$32.00</td>
<td>64.00</td>
</tr>
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</table>

Overtime Charge - Outbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.25</td>
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<td>$32.00</td>
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</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$32.00</td>
<td>64.00</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, carpet/ pad only shipments 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 carpet padding only require additional labor and equipment to unload.
Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:
1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36” clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

**SPOTTING FEES**

- Mobile Units * ......................... $292.55 per unit (round trip)
- Vehicles................................. $292.55 per unit (round trip)

* **Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.
POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

**DEFINITION OF PRIVATELY OWNED VEHICLE:**
Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

**RATES:**
This service is available at a round trip rate of **$127.50 per trip** (from the dock to the booth and the booth to the dock).

**DIRECTIONS:**
- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

**AVAILABILITY:**
Cart Service will be available on the following dates and times:

<table>
<thead>
<tr>
<th>Move-In</th>
<th>Move-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday October 7, 2021 1:00 p.m. - 5:00 p.m.</td>
<td>Saturday October 9, 2021 1:00 p.m. - 3:30 p.m.*</td>
</tr>
<tr>
<td>Friday October 8, 2021 8:00 a.m. - 11:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

**Please note:** We anticipate that during peak periods, wait time can exceed 2-3 hours.

**VEHICLES THAT QUALIFY:**

- Sedan
- SUV
- Pickup
- Van

**VEHICLES THAT DO NOT QUALIFY:**

- Trailer
- Commercial Van
- Rentals
- Bobtail
- Stakebed
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/store.

---

### SHIPPING INFORMATION

**SHIP TO:**
- **COMPANY NAME:**
- **DELIVERY ADDRESS:**

  ________________________________________________________________  ________________________________________________________________
  CITY: ___________________________  STATE/PROVINCE: ___________________________  ZIP/POSTAL CODE: ___________________________

  PHONE#: ___________________________  ATTN: ___________________________

  SPECIAL INSTRUCTIONS: _____________________________________________

**BILL TO:**
- □ Same as Ship to:
  - **COMPANY NAME:**
  - **DELIVERY ADDRESS:**

  ________________________________________________________________
  CITY: ___________________________  STATE/PROVINCE: ___________________________  ZIP/POSTAL CODE: ___________________________

### METHOD OF SHIPMENT

**Select a Carrier:**
- □ Freeman Exhibit Transportation
- □ Other Carrier

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

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

**Select a Level of Service:**
- □ 1 Day: Delivery next business day
- □ 2 Day: Delivery by 5:00 PM second business day
- □ Deferred: Delivery within 3-5 business days
- □ Standard Ground
- □ Specialized: Pad wrapped, uncrated, or truckload

**Select Shipment Options (if applicable)**
- □ Have loading dock
- □ Inside delivery
- □ Pad wrap required
- □ Do not stack
- □ Lift gate required
- □ Air ride required
- □ Residential

**Select Desired Number of Labels:**

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor’s expense.
RUSH DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 09, 2021

DEADLINE DATE IS: SEPTEMBER 29, 2021

TO: ______________________

EXHIBITOR NAME

C/O: FREEMAN

C/O JETCO

3010 Aldine Bender Rd

Houston, Texas 77032

WAREHOUSE

Texas Society of Professional Surveyors 2021

NO. ___ OF ___ PCS

BOOTH NO: ________

(505446)

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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE OCTOBER 07, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN
Westin Galleria Houston
5060 W Alabama Street
Houston, Texas 77056

SHOW SITE

EVENT: Texas Society of Professional Surveyors 2021

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.
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 33”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
Chelsea Series

**BUTCHER BLOCK-TOP**

**CAFÉ ESSENTIALS**
- **72063**
  - 30" Round 30"H
- **72064**
  - 36" Round 30"H

**BUTCHER BLOCK-TOP**

**BISTRO ESSENTIALS**
- **720163**
  - 30" Round 42"H
- **720164**
  - 36" Round 42"H

Soho Series

**BLACK-TOP**

**CAFÉ ESSENTIALS**
- **72069**
  - 24" Round 30"H
- **72067**
  - 36" Round 30"H

**BLACK-TOP**

**MINI ESSENTIALS**
- **72066**
  - 18" Round 18"H

**BLACK-TOP**

**BISTRO ESSENTIALS**
- **72070**
  - 24" Round 42"H
- **72068**
  - 36" Round 42"H

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

**CORRUGATED WASTEBASKET ESSENTIALS**
- **220106**
DRAPE OR UNDRAPED TABLES & COUNTERS

<table>
<thead>
<tr>
<th>TABLES</th>
<th>24&quot;D 30&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124330</td>
<td>124430</td>
<td>124630</td>
<td>124830</td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>125330</td>
<td>125430</td>
<td>125630</td>
<td>125830</td>
<td></td>
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<table>
<thead>
<tr>
<th>COUNTERS</th>
<th>24&quot;D 42&quot;H</th>
<th>3'L</th>
<th>4'L</th>
<th>6'L</th>
<th>8'L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124342</td>
<td>124442</td>
<td>124642</td>
<td>124842</td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>125342</td>
<td>125442</td>
<td>125642</td>
<td>125842</td>
<td></td>
</tr>
</tbody>
</table>

Table-top risers are also available in a variety of sizes. See order form for details.
# NAME OF SHOW:
Texas Society of Professional Surveyors 2021 / October 8 - 9, 2021

# FURNISHINGS

### Pedestal Tables - Soho Series - Black Top
- **72069** Cafe Table 24"W x 30"H ........... 210.90 232.00 295.25
- **72067** Cafe Table 36"x30" ............... 217.45 239.20 304.45
- **72066** Mini Table 18"W x 18"H ........... 129.00 141.90 180.60
- **72070** Bistro Table 24"x42" ............... 212.00 233.20 296.80
- **72068** Bistro Table 36"x42" ............... 228.95 251.85 320.55

### Pedestal Tables - Chelsea Series - Butcher Block Top
- **72063** Cafe Table 30"W x 30"H ........... 210.90 232.00 295.25
- **72064** Cafe Table 36"W x 30"H ........... 210.90 232.00 295.25
- **720163** Bistro Table 30"W x 42"H ........ 210.90 232.00 295.25
- **720164** Bistro Table 36"W x 42"H ........ 210.90 232.00 295.25

### Miscellaneous
- **220134** Aluminum Easel ................. 57.40 63.15 80.35
- **220106** Corrugated Wastebasket ....... 19.70 21.65 27.60

### Draped Tables & Counters

<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>124330</td>
<td>Draped Table 3'L x 30&quot;H</td>
<td>107.15 117.85 150.00</td>
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</tr>
<tr>
<td></td>
<td>124830</td>
<td>Draped Table 8'L x 30&quot;H</td>
<td>159.25 175.20 222.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1245630</td>
<td>4th Side Drape 6'L x 30&quot;H</td>
<td>42.10 46.30 58.95</td>
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<td></td>
<td>1245830</td>
<td>4th Side Drape 8'L x 30&quot;H</td>
<td>42.10 46.30 58.95</td>
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<td></td>
<td></td>
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</table>

### Undraped Tables & Counters

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<thead>
<tr>
<th>Qty</th>
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<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>Undraped Table 3'L x 30&quot;H</td>
<td>55.20 60.70 77.30</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>125540</td>
<td>Undraped Table 4'L x 30&quot;H</td>
<td>60.65 66.70 84.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1255630</td>
<td>Undraped Table 6'L x 30&quot;H</td>
<td>74.35 81.80 104.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1255830</td>
<td>Undraped Table 8'L x 30&quot;H</td>
<td>88.00 96.80 123.20</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Special Drape

<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>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>21.85 24.05 30.60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12106</td>
<td>Special Drape 8'H (per ft.)</td>
<td>25.70 28.25 36.00</td>
<td></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>

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

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

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

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

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

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.
**STANDARD SIZE CARPET & PADDING**

- Orders received after the deadline date 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 carpet, padding and plastic covering contain recycled content and are recyclable.

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

**CHOOSE YOUR CARPET COLOR:**

<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></td>
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<tr>
<td></td>
<td></td>
<td>$225.00</td>
<td>$247.50</td>
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<td>10' x 20' Classic Carpet</td>
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<td>10' x 30' Classic Carpet</td>
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<td>$675.00</td>
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<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
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<td>$135.00</td>
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<td>10' x 20' Carpet Padding - Single Layer</td>
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<td>10' x 30' Carpet Padding - Single Layer</td>
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<td>$400.00</td>
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<td>10' x 10' Carpet Padding - Double Layer</td>
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<td>$270.00</td>
<td>$297.00</td>
<td>$378.00</td>
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<td>10' x 20' Carpet Padding - Double Layer</td>
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<td>$530.00</td>
<td>$583.00</td>
<td>$742.00</td>
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<td>10' x 30' Carpet Padding - Double Layer</td>
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<td>$800.00</td>
<td>$880.00</td>
<td>$1,120.00</td>
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<td></td>
<td>Plastic Covering (price per sqft)</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>$ .55</td>
<td>$ .60</td>
<td>$ .75</td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM CUT CLASSIC CARPET**

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.

**Sample:**

| Booth Size: | 10 x 25 = 250 sqft | $3.85 |

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

| Per sqft | Booth Size: | $3.85 | $4.25 | $5.40 |

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost
NAME OF SHOW: Texas Society of Professional Surveyors 2021 / October 8 - 9, 2021

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

**CUT TO SIZE CARPET & PADDING**

- Guaranteed new, high-quality carpet.
- Orders received after the deadline date 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 carpet, padding and plastic covering contain recycled content and are recyclable.

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

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

| 28 oz. Carpet Rental | Price per sq. ft. (100 sqft minimum) | Online Price | Discount Price | Standard Price | Total |  |
|----------------------|-------------------------------------|--------------|----------------|----------------|-------|
| 1 - 700 sqft         | Booth Size: ____ x ____ = _____ sqft | $ 4.50       | $ 4.95         | $ 6.30         |       |
| Over 700 sqft        | Booth Size: ____ x ____ = _____ sqft | $ 4.05       | $ 4.45         | $ 5.65         |       |

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

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

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

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

**Sample:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sqft (90 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding -1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ 1.35</td>
<td>$ 1.50</td>
<td>$ 1.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding-1/2&quot; (Over 700 sq. ft.)</td>
<td>$ 1.20</td>
<td>$ 1.30</td>
<td>$ 1.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ 2.70</td>
<td>$ 2.95</td>
<td>$ 3.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding -1/2&quot; (Over 700 sq. ft.)</td>
<td>$ 2.40</td>
<td>$ 2.65</td>
<td>$ 3.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} + 8.25\% \text{ Tax} = \text{Total Cost}
\]
CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.60</td>
<td>.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.20</td>
<td>1.70</td>
<td></td>
</tr>
</tbody>
</table>

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

SHAMPOOING (per sqft - 100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.15</td>
<td>1.60</td>
<td></td>
</tr>
</tbody>
</table>

PORTER SERVICE (per day)

<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></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sqft</td>
<td>203.80</td>
<td>285.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sqft</td>
<td>230.00</td>
<td>322.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sqft</td>
<td>258.45</td>
<td>361.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sqft</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

- Suspended banners
- 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: Texas Society of Professional Surveyors 2021 / October 8 - 9, 2021

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

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

\[
\text{L} \times \text{W} = \text{sqft}
\]

\[
\text{sqft} \times \$24.10 = \text{discount price}
\]

\[
\text{sqft} \times \$36.15 = \text{standard price}
\]

- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft 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 sqft.

File Information:
Electronic File Name
Application
PMS Colors

Backing 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.

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
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<td>7&quot; x 11&quot;</td>
<td>56.30</td>
<td>84.45</td>
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<td>7&quot; x 22&quot;</td>
<td>61.75</td>
<td>92.65</td>
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<td>7&quot; x 44&quot;</td>
<td>63.95</td>
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<td>9&quot; x 44&quot;</td>
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<td>11&quot; x 14&quot;</td>
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<td>80.90</td>
<td>121.35</td>
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<td>14&quot; x 44&quot;</td>
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<td>22&quot; x 28&quot;</td>
<td>126.80</td>
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<td>28&quot; x 44&quot;</td>
<td>187.45</td>
<td>281.20</td>
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<tr>
<td>20&quot; x 60&quot;</td>
<td>227.85</td>
<td>341.80</td>
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</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.

Background Color:
Lettering Color:

Special Instructions

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

01/21 (505446)
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

When placing an order online, your order confirmation will include a link to our secure file sharing library to upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed. The update to the EPS form is in progress, but in the meantime please make this change for shows moving forward.
THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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

ELECTRICAL LABOR & PLUMBING
Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

MATERIAL HANDLING LOCAL UNION LABOR
The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR
The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:
• performed by full-time employees of the exhibiting company; or
• hired through Freeman, the official general service contractor; or
• hired through an exhibitor-appointed contractor.

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
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.

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

**Straight Time:**
- 8:00 AM to 4:30 PM Monday through Friday
- $122.00
- $171.00

**Overtime:**
- 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday
- $183.00
- $256.25

- 6:00 AM to 12:00 Midnight Saturday and Sunday
- $244.00
- $341.75

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

---

**INSTALLATION LABOR**

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

- Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)
  - Supervisor will be: ____________________
  - Phone Number: ____________________

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $

Tax#1% Tax = $ (N/A)

Total Installation = $

---

**DISMANTLE LABOR**

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

- Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)
  - Supervisor will be: ____________________
  - Phone Number: ____________________

<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>
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Freeman Supervision (30%/$45.00) = $

Tax#1% Tax = $ (N/A)

Total Dismantle = $

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For fast, easy ordering, go to www.freeman.com/store.
INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _______________ Show Site _______________ Date Shipped _______________

Total No. of Pieces: 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.

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.
### EXHIBITOR SERVICES

**Miki Alex** – Sales Manager  
Miki.Alex@EncoreGlobal.com

<table>
<thead>
<tr>
<th>NAME OF CONFERENCE</th>
<th>START DATE</th>
<th>END DATE</th>
<th># OF EVENT DAYS</th>
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<tbody>
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<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ON-SITE CONTACT NAME &amp; NUMBER</th>
<th>ROOM/ BOOTH NAME/NUMBER</th>
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<table>
<thead>
<tr>
<th>BILLING ADDRESS</th>
<th>CITY &amp; STATE</th>
<th>ZIP CODE</th>
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<tr>
<th>DELIVERY DATE</th>
<th>DELIVERY TIME</th>
<th>PICKUP DATE</th>
<th>PICKUP TIME</th>
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<tr>
<th>ORDERED BY</th>
<th>EMAIL</th>
<th>PHONE</th>
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Email completed form to the Encore Representative listed above.  
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
Labor charges, sales tax, loss damage waiver, and service charges may apply.

### PROJECTION

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<tr>
<th>QUANTITY</th>
<th>REGULAR RATE</th>
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- **LCD PROJECTOR**  
  - QUANTITY:  
  - REGULAR RATE: $455

- **TRIPOD SCREEN**  
  - QUANTITY:  
  - REGULAR RATE: $95

- **25’ HDMI CABLE**  
  - QUANTITY:  
  - REGULAR RATE: $32

### MONITOR

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<th>QUANTITY</th>
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- **55” MONITOR WITH FLOOR STAND**  
  - QUANTITY:  
  - REGULAR RATE: $760

### INTERNET

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- **SIMPLE WIFI CONNECTION**  
  - QUANTITY:  
  - REGULAR RATE: $18

- **HARD LINE CONNECTION**  
  - QUANTITY:  
  - REGULAR RATE: $180

### POWER

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- **120V SINGLE PHASE – 20 AMP – POWER ACCESS**  
  - QUANTITY:  
  - REGULAR RATE: $140

- **120V THREE PHASE – 60 AMP**  
  - QUANTITY:  
  - REGULAR RATE: $475

### MISCELLANEOUS

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- **LAPTOP**  
  - QUANTITY:  
  - REGULAR RATE: $235

- **FLIPCHART PACKAGE**  
  - QUANTITY:  
  - REGULAR RATE: $91