

# F R E E M A N

One Washington Blvd., Ste. 1056  
Detroit, MI 48226  
(313) 393-0250 • Fax: (469) 621-5619  
FreemanDetroitES@freemanco.com

## DEER 2012 CONFERENCE

OCTOBER 16-18, 2012

HYATT REGENCY

DEARBORN, MICHIGAN

FREEMAN quick facts

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and green back drape, 36" high blue side dividers, (1) one 6' blue draped table, (2) two side chairs, (1) one wastebasket and a 7" x 44" one-line identification sign.

#### EXHIBIT HALL CARPET

The exhibit area is carpeted.

#### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by early deadline of October 2nd, 2012.

Save money by ordering services and labor in advance. All services as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Tuesday Oct. 16, 2012 8:00 a.m. - 2:00 p.m.

All exhibits must be fully installed by Oct. 16 at 2:00p.m.

#### EXHIBIT HOURS

Tuesday	Oct. 16, 2012	3:00 p.m. - 7:00 p.m.
		4:40 p.m. - 7:00 p.m. (Poster Session/Reception)
Wednesday	Oct. 17, 2012	10:00 a.m. - 7:00 p.m.
		4:40 p.m. - 7:00 p.m. (Poster Session/Reception)
Thursday	Oct. 18, 2012	10:00 a.m. - 7:00 p.m.
		4:40 p.m. - 7:00 p.m. (Poster Session/Reception)

#### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Friday Oct. 19, 2012 7:00 a.m. - 12:00 p.m. (Freeman Labor start at 8:00 a.m.)

#### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Noon on Friday, October 19, 2012.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, October 19th at noon.

#### 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

One Washington Blvd., Ste. 1056  
 Detroit, MI 48226  
 (313) 393-0250 fax (469) 621-5619

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or (817) 607-5100 Local & International fax (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **October 2nd, 2012 at 5:00 p.m.** Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (888)508-5054 US and Canada or (817) 607-5000 Local and International.

SHIPPING INFORMATION

**Warehouse Shipping Address:**

**Exhibiting Company Name / Booth #**  
**DEER 2012 Conference**  
**Freeman**  
**c/o ABF Freight**  
**6250 Inkster Rd.**  
**Romulus, MI 48174**

Freeman will accept crated, boxed or skidded material beginning (September 16, 2012) at the above address. Shipments will NOT be received at the warehouse after (October 11, 2012). *Shipments that arrive after this date will be refused.* To trace the arrival of your shipment, or for directions to the warehouse please call (313)295-6403.

**Show Site Shipping Address:**

**Exhibiting Company Name / Booth #**  
**DEER 2012 Conference**  
**C/O Freeman**  
**Hyatt Regency Hotel**  
**600 Towne Center Dr.**  
**Dearborn, MI 48126**

Freeman will receive shipments at the exhibit facility beginning Oct. 16th, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor.** This also applies to items delivered by the exhibitor and items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 313-393-0250.

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Detroit Exhibitor Services at 313-393-0250 or Freeman's Customer Support Center at (888)508-5054 US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Tuesday, October 2nd, 2012.

#### 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, and 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 you 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 that 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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (313-393-0250) with any questions or needs you may have.

## **Exhibitor Order Forms Checklist**

*Advance Order Discount Deadline: October 2, 2012*

### ***Payment***

- Completed "Method of Payment" form.
- Completed "3<sup>rd</sup> Party Authorization" form (if applicable)

### ***Exhibit Booth Orders***

- Completed "Furnishings Essentials" form (if applicable)
- Completed " Rental Exhibits" form (if applicable)

### ***Labor***

- Completed "Labor" form (if applicable)
- Completed "Rigging" form (if applicable)

### ***Shipping and Handling***

- Completed "Material Handling" form
- Completed "Freeman Transportation" form (if applicable)
- Completed "Mobile units/motorized vehicles" form (if applicable)
- Completed "Outbound shipping Request" form

### ***Enhancements***

- Completed BADGEGuys.com "Lead Retrieval" form (if applicable)  
(Discount Deadline September 21, 2012)

### ***Specialty Contractors***

- Completed "Graves Show Productions AV" form (if applicable)
- Completed "Hyatt Electrical" form (if applicable)
- Completed "Swank Phone & Internet" form (if applicable)

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**DISCOUNT PRICE  
 DEADLINE DATE  
 October 2, 2012**

**INCLUDE THIS FORM  
 WITH YOUR ORDER**

NAME OF SHOW: **DEER 2012 CONFERENCE - OCTOBER 16-18, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

**Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.**

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

**COMPANY CHECK**  
 Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (296122) on your remittance.**

**CREDIT/DEBIT CARD**  
 For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS     MASTERCARD     VISA    **FREEMAN NOW ACCEPTS DEBIT CARDS**

**BANK TRANSFER**  
 Bank Transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
 ABA#: 026009593 ACCT #1252039192 Freeman  
*International Wire Transfer*  
 Swift Code: BOFAUS3N ACCT #1252039192 Freeman  
*ACH Direct Deposit*  
 ABA# 111000012 ACCT #1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- 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 Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

**TELL US WHAT YOU THINK!**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?296122>

**FREEMAN method of payment**

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## DEER 2012 CONFERENCE - OCTOBER 16-18, 2012

**In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.**

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that 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 exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

### Indicate which services are to be invoiced to the Third Party:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | OTHER _____   |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA    **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN third party authorization

# PAYMENT & LABOR

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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 Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. 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 After Deadline charges as indicated on each order form. 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 include delivery, installation, and removal from EXHIBITOR'S 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. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION:

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

## IMPORTANT

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

# MATERIAL HANDLING

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. 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 will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, 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 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years* 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, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

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

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

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

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

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

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

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

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

# furnishings

We have a wide selection of superior, custom furniture pieces in eye-catching shapes and styles to suit any budget and design. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. With multiple warehouse locations across the country, we always make sure you get exactly what you're looking for.



a.



b.



c.

**a. black diamond armchair**

20"W 21"L 33"H – N71090

**b. black diamond side chair**

21"W 23"L 32"H – N71089

**c. black diamond stool**

22"W 18"L 46"H – N71088



d.



e.

**d. studio cocktail table**

36"W 20"L 15"H – C115103

**e. studio end table**

17"W 17"L 18"H – C115104



f.

g.



**f. display cylinders\***

*Black*

**low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022

\*Available in rectangular sizes.

**g. orion computer kiosk**

28"W 28"L 40.5"H – N75079

(Computer not included.)

**h. pedestal tables**

A range of table-top sizes and materials with pedestals in various heights to fit any space.

**soho series**

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

**chelsea series**

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



**i. limerick® chair**

By Herman Miller  
 Gray  
 18"W 18"L 33"H – C210108



**j. casey padded stool**

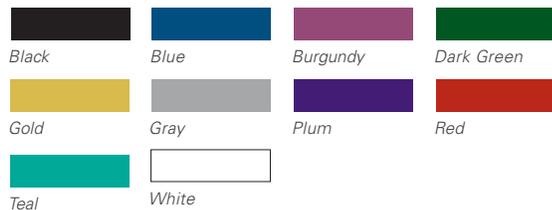
Black or Gray Fabric  
 20"W 21.5"L 42.5"H – C210112



**k. draped or undraped tables & counters**

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C1240630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



k.



Table-top risers are also available in a variety of sizes. See order form for details.

**questions?**

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

**F R E E M A N**

# F R E E M A N

One Washington Blvd., Ste. 1056  
 Detroit, Michigan 48226  
 (313) 393-0250 • Fax: (469-621-5619)

**DISCOUNT PRICE  
 DEADLINE DATE  
 October 2, 2012**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: DEER 2012 CONFERENCE - OCTOBER 16-18, 2012  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 1</b>					

___	N71088	Black Diamond Stool .....	129.00	167.70	___
___	N71089	Black Diamond Side Chair ...	96.75	125.80	___
___	N71090	Black Diamond Armchair .....	106.05	137.85	___
___	C115103	Studio Black Cocktail Table ..	144.00	187.20	___
___	C115104	Studio Black End Table .....	124.60	162.00	___
___	N75079	Orion Computer Kiosk .....	281.00	365.30	___

Display Cylinders					
___	N75020	Black Display Cylinder/Low ..	173.70	225.80	___
___	N75021	Black Display Cylinder/Med. ..	173.70	225.80	___
___	N75022	Black Display Cylinder/High ..	173.70	225.80	___

PAGE 2					
___	C210108	Limerick® Chair by Herman Miller	52.00	67.60	___
___	C210112	Casey Padded Stool.....	68.25	88.75	___
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

Pedestal Tables - SoHo Series					
___	N72066	Black-Top Mini 18"H x 18"W.....	73.85	96.00	___
___	N72069	Black-Top Cafe 30"H x 24"W...	125.65	163.35	___
___	N72070	Black-Top Bistro 42"H x 24"W ..	135.65	176.35	___
___	N72067	Black-Cafe Table 30"H x 36"W ..	125.65	163.35	___
___	N72068	Black-Bistro Table 30"H x 42"W ..	135.65	176.35	___

Pedestal Tables - Chelsea Series - Butcher Block Top					
___	N72063	Cafe Table 30"H x 30"W .....	130.00	169.00	___
___	N72064	Cafe Table 30"H x 36"W .....	130.00	169.00	___
___	N720163	Bistro Table 42"H x 30"W .....	140.90	183.15	___
___	N720164	Bistro Table 42"H x 36"W.....	140.90	183.15	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 2 (continued)</b>					

**Draped Tables - Tables are 24" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	3' Draped Table/30"H.....	69.75	90.70	___
___	C130430	4' Draped Table/30"H.....	78.55	102.10	___
___	C130630	6' Draped Table/30"H.....	92.70	120.50	___
___	C130830	8' Draped Table/30"H.....	106.90	138.95	___
___	C12404630	4th Side Drape-6'x30"H .....	21.00	27.30	___
___	C12404830	4th Side Drape-8'x30"H .....	21.00	27.30	___
___	C130342	3' Draped Counter/42"H .....	84.00	109.20	___
___	C130442	4' Draped Counter/42"H .....	91.40	118.80	___
___	C130642	6' Draped Counter/42"H .....	105.60	137.30	___
___	C130842	8' Draped Counter/42"H .....	117.15	152.30	___
___	C12404642	4th Side Drape-6'x42"H .....	25.75	33.50	___
___	C12404842	4th Side Drape-8'x42"H .....	25.75	33.50	___

Undraped Tables - Tables are 24" wide					
___	C131330	3' Undraped Table/30"H.....	26.00	33.80	___
___	C131430	4' Undraped Table/30"H.....	29.90	38.85	___
___	C131630	6' Undraped Table/30"H.....	37.55	48.80	___
___	C131830	8' Undraped Table/30"H.....	45.45	59.10	___
___	C131342	3' Undraped Counter/42"H .....	27.25	34.45	___
___	C131442	4' Undraped Counter/42"H .....	78.60	63.20	___
___	C131642	6' Undraped Counter/42"H .....	57.55	74.80	___
___	C131842	8' Undraped Counter/42"H .....	65.40	85.00	___

TOTAL COST					
<b>Sub-Total</b> _____ <b>+ Tax (6%)</b> _____ = <b>TOTAL</b> _____					

**Remember to select a color for items with checkboxes.  
 A color will be selected for you if not indicated.**

FREEMAN furnishings essentials



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



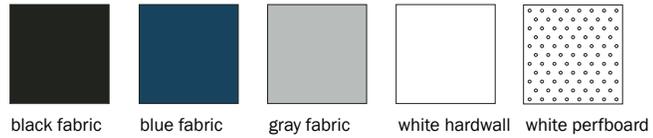
Package 6 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, 9x10 or 9x20 classic carpet with nightly vacuuming, and 2 arm lights (per 10' unit). Power and labor to hang the lights are included in the standard rental exhibit package price. Power consumption not to exceed 500 watts.

### Carpet Color Options - Classic Carpet



### Color Options - Fabric and Hardwall Panels



### Upgraded Carpet Color Options - Prestige Carpet



### Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist call the number listed on Quick Facts. For additional custom examples visit the link at the bottom of the page.

### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

### To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

# F R E E M A N

One Washington Blvd., Ste. 1056  
 Detroit, Michigan 48226  
 (313) 393-0250 • Fax (469) 621-5619  
 Email: FreemanDetroitES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 3, 2012**

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

NAME OF SHOW:                     **DEER 2012 CONFERENCE - OCTOBER 16-18, 2012**                      
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For assistance, please call 313-393-0250 to speak with one of our experts.

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	2402.15	3363.00	<input type="checkbox"/> 10' x 20'	4704.30	6586.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	1429.80	2001.70	<input type="checkbox"/> 10' x 20'	2759.60	3863.45	_____
Package 3	<input type="checkbox"/> 10' x 10'	2030.10	2842.15	<input type="checkbox"/> 10' x 20'	3960.20	5544.30	_____
Package 4	<input type="checkbox"/> 10' x 10'	1850.55	2590.75	<input type="checkbox"/> 10' x 20'	3601.10	5041.55	_____
Package 5	<input type="checkbox"/> 10' x 10'	2138.25	2993.55	<input type="checkbox"/> 10' x 20'	4191.60	5868.25	_____
Package 6	<input type="checkbox"/> 10' x 10'	2229.10	3120.75	<input type="checkbox"/> 10' x 20'	4406.85	6169.60	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

## CHOOSE YOUR PANEL

Blue Fabric     Gray Fabric     Black Fabric     White Hardwall     White Perfboard

## CARPET

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

### Check color choice

Black     Blue     Burgundy     Gray     Green  
 Plum     Red     Teal     Tuxedo

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

## LIGHTING

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

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

\*Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

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

Slatwall & Shelves     Cabinets & Counters     Specialty Colored Metal  
 Colored Panels     Creating a Custom Exhibit     Graphics & Custom Logo

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# F R E E M A N

One Washington Blvd, Suite 1056  
 Detroit, MI 48226

Ph: (313) 393-0250 • Fax: (469) 621-5619

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

**FREEMAN installation & dismantle**

NAME OF SHOW: DEER 2012 CONFERENCE - OCTOBER 16-18, 2012

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

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

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 77.50	\$ 100.75
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday .....	\$ 113.25	\$ 147.25
<b>Double Time-</b> ALL DAY Sunday and recognized holidays .....	\$ 145.00	\$ 188.50

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

**INSTALLATION LABOR**

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**DISMANTLE LABOR**

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

NAME OF SHOW: **DEER 2012 CONFERENCE - OCTOBER 16-18, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred       Expedited

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**

# F R E E M A N

One Washington Blvd., Suite 1056  
 Detroit, MI 48226  
 Ph: (313) 393-0250 • Fax: (469) 621-5619

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

FREEMAN rigging labor

NAME OF SHOW: DEER 2012 CONFERENCE - OCTOBER 16-18, 2012

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

**FORKLIFT RIGGING EQUIPMENT AND LABOR**

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 4:40 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday  
**Double Time -** ALL DAY Sunday and recognized holidays

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

Part#	Description	Advance Price	Show Site Price	
<b>Forklift/Crew Labor</b>				
Forklift Rates				
304005	Forklift - up to 5,000 lbs. ....	\$ 55.00	\$ 55.00	
<b>Additional Labor Rates</b>				
3020100	Rigger - ST.....	\$ 68.00	\$ 88.40	
3020101	Rigger - OT .....	\$ 98.00	\$ 127.40	
3020102	Rigger - DT.....	\$ 126.00	\$ 163.80	
<b>Crew consists of rigger foreman and two riggers.</b>				
Forklift with Crew - up to 5,000 lbs. ....		<b>Straight Time</b>	<b>Overtime</b>	<b>Doubletime</b>
		Advance Price \$ 259.00	\$ 349.00	\$ 433.00
		Show Site Price \$ 320.20	\$ 437.20	\$ 546.40

**INSTALLATION**

Part #	Description	Date	Start Time	# of Crews	Approx Hrs per Crew	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Crews	Approx Hrs per Crew	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
 (817) 607-5100 Local and International

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

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: DEER 2012 CONFERENCE - OCTOBER 16-18, 2012

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

For Assistance, please call (800) 995-3579 Toll Free US & Canada or (817) 607-5100 to speak with one of our experts.

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
**(800) 995-3579 Toll Free US & Canada or  
 (817) 607-5100 Local & International**

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION:

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

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

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

\_\_\_\_\_  
 (City) (State) (Zip)

### DESTINATION

- I will be shipping to the **WAREHOUSE**

**FREEMAN/Exhibiting Company Name**

Hold for: **DEER 2012 - Booth #**

**C/O ABF FREIGHT**

6250 Inkster Rd.

Romulus, MI 48174

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

**FREEMAN/Exhibiting Company Name**

**DEER 2012 - Booth #**

c/o Freeman

One Washington Blvd.

Detroit, MI 48226

MUST BE DELIVERED OCTOBER 16, 2012 BETWEEN 8-2PM

### TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 3 - 4 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, or truckload

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

FAX THIS COMPLETED FORM TO:  
 (469)621-5810

A TRANSPORTATION EXPERT  
 WILL CONTACT YOU TO CONFIRM  
 RECEIPT OF YOUR ORDER AND  
 FINALIZE DETAILS

SHOW # 47-296122

# F R E E M A N

One Washington Blvd., Suite 1056  
 Detroit, MI 48226  
 (313) 393-0250 • Fax: (469) 621-5619  
 FreemanDetroitES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **DEER 2012 CONFERENCE - OCTOBER 16-18, 2012**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** 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, Airborne Express & DHL** are included in this category due to their delivery procedures.  
 (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 60.00	120.00
Special Handling Shipment.....	\$ 78.00	156.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 56.00	112.00
Special Handling Shipment.....	\$ 72.80	145.60
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 40.50	

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

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline .....	\$ 8.00	16.00
Show Site Shipment after Deadline .....	\$ 8.00	16.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.45	28.95
Special Handling Shipment.....	\$ 18.75	37.50
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.45	28.95
Special Handling Shipment.....	\$ 18.75	37.50

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

### Tips to Save on Material Handling

**Consolidate shipments** - when total weight is less than 200 lbs. For Example:

**3 Separate Shipments**

60 lbs. charged @ 200 lbs. \$ 112.00

52 lbs. charged @ 200 lbs. \$ 112.00

65 lbs. charged @ 200 lbs. \$ 112.00 = \$336.00

**1 Consolidated Shipment**

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$112.00

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

## **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 bars and hooks.

# F R E E M A N

One Washington Blvd., Ste. 1056  
Detroit, Michigan 48226  
Ph: 313-393-0250 • Fax: 469-621-5619  
FreemanDetroitES@freemanco.com

METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER

NAME OF SHOW: **DEER 2012 CONFERENCE - OCTOBER 16-18, 2012**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### SPOTTING FEE

MOBILE UNITS                      \$      200.00 PER UNIT (Round Trip)

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require a crane or forklift (additional charges will apply)? \_\_\_\_\_



Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FREEMAN mobile units/motorized vehicles

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

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

**DEER 2012**

MUST DELIVER ON OR PRIOR TO OCTOBER 11, 2012

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

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

**DEER 2012**

MUST DELIVER ON OR PRIOR TO OCTOBER 11, 2012

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

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

**DEER 2012**

MUST DELIVER ON OR PRIOR TO OCTOBER 11, 2012

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

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

**DEER 2012**

MUST DELIVER ON OR PRIOR TO OCTOBER 11, 2012

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

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

**DEER 2012**

**MUST BE DELIVERED ON OCT16, 2012(between 8-2)**

C/O FREEMAN  
HYATT REGENCY HOTEL  
600 TOWN CENTER DR.  
DEARBORN, MI 48126

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

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

**DEER 2012**

**MUST BE DELIVERED ON OCT16, 2012(between 8-2)**

C/O FREEMAN  
HYATT REGENCY HOTEL  
600 TOWN CENTER DR.  
DEARBORN, MI 48126

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

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

**DEER 2012**

**MUST BE DELIVERED ON OCT16, 2012(between 8-2)**

C/O FREEMAN  
HYATT REGENCY HOTEL  
600 TOWN CENTER DR.  
DEARBORN, MI 48126

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

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

**DEER 2012**

**MUST BE DELIVERED ON OCT16, 2012(between 8-2)**

C/O FREEMAN  
HYATT REGENCY HOTEL  
600 TOWN CENTER DR.  
DEARBORN, MI 48126

**EXHIBIT MATERIAL - RUSH**

# F R E E M A N

One Washington Blvd, Suite 1056  
Detroit, MI 48226  
Ph: (313) 393-0250 • Fax: (469) 621-5619

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: DEER 2012 CONFERENCE - OCTOBER 16-18, 2012  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**Every Outbound Shipment will require a Material Handling Agreement and labels. We would be happy to prepare these for you in advance and will deliver them to your booth at show site to review and sign. To take advantage of this service, please complete and return this form.**

### SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SHIP TO: COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

- Next Day
- Second Day
- Deferred

CARRIER PHONE # \_\_\_\_\_

DESIRED NUMBER OF LABELS \_\_\_\_\_

**FREIGHT CHARGES GUARANTEED BY:**

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

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.



DETROIT METROPOLITAN AREA

Hyatt Regency Dearborn  
600 Town Center Drive  
Dearborn, Michigan 48126  
313.982.6773 Fax: 313.982.6779

# ELECTRICAL SERVICE ORDER FORM

**PLEASE RETURN THIS FORM  
WITH YOUR PAYMENT TO THE ENGINEERING DEPT.,  
HYATT REGENCY DEARBORN, AT LEAST 15 DAYS PRIOR  
TO THE FUNCTION DATE**

Name of Show \_\_\_\_\_ Show Date \_\_\_\_\_

Company \_\_\_\_\_ Booth \_\_\_\_\_

Address \_\_\_\_\_ Meeting Room / Booth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Exhibitor Representative \_\_\_\_\_ Phone No. \_\_\_\_\_

Hyatt Regency Representative \_\_\_\_\_

	QTY.	Description	Electric Price	Subtotal
1 2 0 V				
		20 Amp	\$ 75.00	
		20 Amp	\$125.00	
		60 Amp	\$300.00	
S I N G L E		100 Amp	\$455.00	
		200 Amp	\$875.00	
		20 Amp	\$185.00	
T H R E E		60 Amp	\$350.00	
		100 Amp	\$510.00	
		200 Amp	\$1000.00	

MISCELLANEOUS CHARGES	
POWER STRIPS @ \$25.00 ea.	
EXTENSION CORD @ \$25.00 ea.	
BANNER FEES	
BANNER 3' x 5' or Less \$35.00	
BANNER 4' x 6' to 12' x 15' \$50.00	
LARGER THAN 12' x 15'	
Hourly Rate based on complexity & number of employees required	
ROOF SPACE RENTAL Adv. @ \$500 On-Site @ \$750 per space	

SUMMARY OF CHARGES	
ELECTRICAL SERVICES	Total \$
ELECTRICAL LABOR / S.T. \$50.00 / O.T. \$75.00	Estimate \$
WATER USAGE \$10 per Vehicle Bulk usage \$1.00/gal.	Total \$
MISCELLANEOUS	Total \$
MICHIGAN SALES TAX	\$
ADD ALL TOTALS - PAYMENT ENCLOSED (U.S. FUNDS)	\$

**ELECTRICAL LABOR**  
LABOR RATES ARE SUBJECT TO UNION CONTRACTS EFFECTIVE AT TIME OF SHOW  
LABOR BEFORE 8:00 A.M. AND AFTER 3:30 P.M. AND SATURDAY, SUNDAY AND HOLIDAYS WILL BE AT THE OVERTIME RATE (MINIMUM 4 HOUR CHARGE)

Power is brought to the back of the booth in the most convenient manner. If you require power to be run overhead or pulled under carpet, include **1 hour labor**. Any repair or wiring will be charged on a hourly basis.

**WHEN ORDERING ELECTRICAL OUTLETS, PLEASE CHECK WATTAGE OR RATING PLATE ON ITEM AND ORDER OUTLETS ACCORDINGLY.**

All charges must be pre-paid in order for services to be installed. Any additional charges must be paid by close of show. See form of payment information below. Please make checks payable to Hyatt Regency Dearborn / see address above

**Payment Information:**  
 Check  M/C  AMEX  VISA  DISCOVER  
 ROOM CHARGE \_\_\_\_\_  MASTER ACCT. NO. \_\_\_\_\_  
 TAX EXEMPT # \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

\*Attach copy of front of Credit Card

**NOTICE: ALL BILLING QUESTIONS MUST BE SETTLED PRIOR TO CLOSE OF SHOW.**

All wiring and other installations, motor, etc. must be approved. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage except upon ordering same. All outlets will be installed on the floor at the back wall of booth, island booth outlet will be brought to one (1) location at our discretion if no information is provided. Connections from outlet to equipment shall be LABOR AND MATERIALS. We are not responsible for voltage fluctuation or power outages. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage to your equipment. For your protection, install a surge protector on computerized equipment and machinery. We are not responsible for damages, loss of items or personal injury caused by substandard connections to the electrical service unless performed by a electrical contractor or his employees. No credits will be issued on outlets or lights as ordered even though not used.

\*Equipment Release Form must be signed prior to Equipment Release. THIS FORM SUPERSEDES ALL PREVIOUS FORMS



**SHOW NAME: DEER 2012**

**DATE: October 16-18, 2012**

**LOCATION: Dearborn, MI**

**SECTION A**

**ALL RATES ARE LISTED PER DAY**

COMPUTER DISPLAY & AUDIO	RATES		COMPUTER DISPLAY & AUDIO	RATES	
	QTY.			QTY.	
15" LCD XGA Monitor	\$75.00 =		42" LCD Monitor 1920x1080p	\$450.00 =	
20" LCD SXGA Monitor	\$100.00 =		Wired mic (handheld or lavalier)	\$25.00 =	
50" Plasma Monitor 1920x1080p	\$600.00 =		Wireless mic kit w/(handheld or lavalier)	\$125.00 =	
Chrome pole floor stand	\$75.00 =		Wireless mic kit w/(headset mic)	\$170.00 =	
EON 10 G-2 powered speaker w/ stand	\$60.00 =		Stereo cassette player/recorder	\$50.00 =	
EON 15 G-2 powered speaker w/ stand	\$75.00 =		CD player	\$50.00 =	
CD recorder	\$100.00 =		6 channel mixer	\$55.00 =	
<i>Larger Monitors Available Upon Request</i>			<i>Computer &amp; Copier Rental Available Upon Request</i>		

VIDEO & MISCELLANEOUS	RATE		MISCELLANEOUS	RATES	
	QTY.			QTY.	
LCD Projector 3800 lumens	\$450.00 =		Flipchart w/ pad and markers	\$25.00 =	
DLP Projector 6000 lumens	\$900.00 =		Tripod screens (6' - 7' - 8')	\$30.00 =	
DSR 45 DV cam recorder	\$275.00 =		54" Cart w/ skirt	\$15.00 =	
DVD player	\$50.00 =		42" Cart w/ skirt	\$15.00 =	
DVD recorder	\$100.00 =		A frame easel	\$15.00 =	
AC power cables 25'	\$15.00 =		6 way power strip	\$10.00 =	
VGA cable male-male 25'	\$25.00 =		Wireless mouse	\$30.00 =	
<i>Larger projectors available upon request.</i>					
<i>Specialty Equipment Available Upon Request.</i>					

**SECTION B**

**CALCULATE YOUR ORDER**

Equipment Total From Section A	\$
Multiply by Amount of Days Used	X
Subtotal	=
Delivery/Pickup (15% of Subtotal \$35 Minimum) +	
Add Fl State Sales Tax @ 6%	+
Total Charge	\$

**ORDERING INSTRUCTIONS**

1. Fill in quantities in **SECTION A**
2. Calculate your order in **SECTION B**
3. Fill in billing information in **SECTION C**
4. Scan and email PDF to [mike@gravesshow.com](mailto:mike@gravesshow.com)

**SECTION C**

COMPANY INFORMATION	PLEASE PRINT CLEARLY
Company Name:	On Site Contact
Address:	BOOTH#
Phone Number:	Fax Number:
Printed Name:	Signature:
	Date:

PLEASE CALL **GRAVES SHOW PRODUCTIONS** FOR SPECIAL SHOW PRICING 301-300-7104

Electrical services are not included.



## Exhibitor Phone and Internet Request Form



Conference Name: \_\_\_\_\_ Conference Date: \_\_\_\_\_

**Exhibitor Information** Booth # \_\_\_\_\_

Company Name: \_\_\_\_\_ Onsite Contact Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Billing Information

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Guest Name: \_\_\_\_\_

Guest Signature: \_\_\_\_\_

### Card Holder Information

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Telephone and Internet Products

Quantity	Description	Daily Fee	Total Cost
_____	Direct Inward Dial Analog Phone Line	\$175 first day \$75 each additional day	_____
_____	High Speed, Wired Internet Line	\$50/line first day \$25 each additional day	_____
_____	Additional Line	\$25 /line per day	_____
_____	High Speed Wireless Internet	\$50/compute per day	_____
_____	House Phone	\$50.00/phone per day	_____
_____	Screen Package	\$100/ per day	_____

Total : \_\_\_\_\_

Excludes 6% MI Sales tax

Please fill out form and return to [481HD@swankav.com](mailto:481HD@swankav.com) or Fax to (313) 583-0512

Contact us directly for our Audio Visuals Menu of Services at 313-982-6730

\*Please note that phone usage charges through AT&T including long-distance & local connect charges are not included on this sheet, but will be applied to your account.

\* Guest Room # required for DID phone line charges

*Discount Deadline September 21 2012*

Each attendee and exhibitor who registers for this event will receive a badge encoded with a 2D barcode. This barcode will contain the person's contact information given at time of registration. (ie. name, company, address, phone number, fax number and email address)

We are offering equipment and services to capture this important information in your booth. By taking a moment to look over the following information you can be sure the method you select to capture leads will be the best method for you.

3rd party scanning equipment may not work with our encoded barcode. Our order form includes the ability to order a sample barcode with the structure.

## Expo Tool

The Expo Tool is a portable, battery-powered scanner that will make gathering prospects' information as simple as pressing a button. The Expo Tool stores all the specified prospect's information plus any number of action codes for follow up. You can also add action codes to prospects' records long after they're gone from your booth. The scanned data will be emailed to you upon return of the unit, or the data can be downloaded from our website anytime following the event.

### Series 600



Monochrome display with thumb wheel user interface to enter additional preset action codes.

### Series 700



Full color graphic display for easy viewing of data. Touchscreen for intuitive navigation and data entry. Saves leads directly to your USB memory key. Add preset action codes or full text notes to each scan.

### Add a Printer (requires EXPO TOOL)



If you would also like to print a prospect's information after scanning, just add one of our portable battery-powered printers to your order. This printer is wireless, and one printer can be used with up to five Expo Tool scanners.

If you have any questions concerning any of the products and services being offered for lead collection, please feel free to call us at 972.395.1119 or email us at [leads@badgeguys.com](mailto:leads@badgeguys.com).

*It is very important to order as soon as possible, as our on-site quantities of available equipment is limited. We cannot guarantee availability after the pre-show discount date of **September 21 2012***

You can also order over the internet at <https://www.badgeguys.com/leadorder.aspx>

# Lead Retrieval Order Form

## DEER 2012

### Discount Deadline September 21, 2012



**Expo Tool Series 700**



Portable hand-held 2D barcode reader. Scanned information is captured in one quick step. This unit is battery powered and fits in the palm of your hand. Full color graphic display for easy viewing of data. Touchscreen for intuitive navigation and data entry. Saves leads directly to your USB memory key. Add preset action codes or full text notes to each scan.

Advance Discount	Regular	Quantity	Price
\$ 395	\$ 420	X _____	= _____

**Expo Tool Series 600**



Portable hand-held 2D barcode reader. Scanned information is captured in one quick step. This unit is battery powered and fits in the palm of your hand! The scanned data will be emailed to you upon return of the unit. Monochrome display with thumb wheel user interface to add preset action codes.

Advance Discount	Regular	Quantity	Price
\$ 295	\$ 320	X _____	= _____

**Add a printer**

(requires Expo Tool)



If you wish to have your leads also printed in your booth, just add our portable battery powered printer! This printer is an add on for the Expo Tool. One printer can be used with up to five Expo Tool scanners.

Advance Discount	Regular	Quantity	Price
\$ 120	\$ 140	X _____	= _____

**Custom Action Codes**

This option allows you to make changes to the standard action codes listed on the back of this form. After scanning the prospect's badge, simply scan the appropriate custom action code and it is added to the prospect's record.

Advance Discount	Regular	Quantity	Price
\$ 50	\$ 70	X _____	= _____

**System Delivery**

Our staff will deliver the lead retrieval system to your booth. All deliveries will be made no later than 2 hours prior to the opening of the event. **The lead retrieval desk will be located next to exhibitor registration.**

Quantity	Price
X _____	= _____

**System Pick-up**

Our staff pick-up the lead retrieval system from your booth after the close of the event.

Quantity	Price
X _____	= _____

**Barcode sample for 3rd party scanner setup**

You will receive a sample of the barcode being used prior to the event. You will also receive the barcode record structure and delimiters.

Quantity	Price
X _____	= _____

Visa, MasterCard and American Express only.  
Please make checks payable to BADGEGuys.

**Total \$** \_\_\_\_\_

## TERMS & CONDITIONS

By submitting this form, I understand that I am responsible for proper use and safe keeping of the Lead Systems covered by this agreement. I will be liable for the loss of, or damage to, this equipment in an amount up to \$2,800 per unit. If I have not chosen the System Pick-up option after the event, failure to return the unit will result in a \$100 late charge being applied to my account. I understand that rental cancellation must be done prior to the discount deadline and will be subject to a \$100 processing fee per Expo Tool and \$40 processing fee per printer. Any order cancelled after the discount deadline, including any orders not picked up at the event by a representative of the above said company, if system delivery was not chosen, will not receive a refund. I also understand that BADGEGuys.com is not liable for any loss of revenue due to the improper use or loss of the Lead Systems covered by this agreement.

**NOTE: We cannot guarantee on-site availability of equipment after the discount deadline.**

Credit Card # \_\_\_\_\_

*Charges on your credit card will appear as **Registration and Housing Services***

Expiration Date \_\_\_\_\_

Credit Card Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Email \_\_\_\_\_

*(If different than the contact email. A receipt will also be sent to this email address)*

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zipcode \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

I would like the leads emailed to this email \_\_\_\_\_

*Please designate only one email address. More email addresses can be specified on-site when the equipment is picked up.*

Onsite contact cell phone number \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS FORM TO:**

BADGEGuys, 1959 Jester Circle, Lawrenceville, GA 30043 Phone: 972.395.1119 Fax: 678.669.1802 Email: leads@badgeguys.com  
or **Order Online at <https://www.badgeguys.com/leadorder.aspx>**

# Exhibitor Lead Retrieval Standard and Customized Action Code Template

You will receive a sheet of the encoded standard action codes below. Simply scan the prospect's badge with the hand held scanner and then scan the appropriate barcode to have the action code added to the prospect's information. This information will also be loaded into the Expo Tool giving you the ability to add action codes without the need for an additional scan.

If you wish to make changes to the list of standard action codes listed below, please select the **Custom Action Codes** on the order form. Then write the codes you wish to use on the area provided on this page.

## Standard Action Codes

- ADD TO MAILING LIST
- CURRENT CUSTOMER
- DISTRIBUTOR
- HAS PURCHASING AUTHORITY
- HAVE SALES REP CALL
- HOT LEAD!
- INQUIRY ONLY
- INTERESTED BUYER
- OEM
- PRODUCT A
- PRODUCT B
- PRODUCT C
- PRODUCT D
- PRODUCT E
- PRODUCT F
- SCHEDULE DEMO
- SEND LITERATURE
- SEND PRICING INFO
- VAR
- WANTS PRESENTATION

Please type or print legibly below your custom action codes.

Company: \_\_\_\_\_

Show Name: DEER \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

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20 \_\_\_\_\_