SERVICE INFORMATION

BOOTH EQUIPMENT
The hotel will provide a table and chairs for the table top exhibitors. Freeman will provide a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET
The Westin Peachtree Plaza is carpeted.

DISCOUNT PRICE DEADLINE DATE
Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 09, 2012.

Save money by ordering services and labor in advance. All services including 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 pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday February 23, 2012</td>
<td>1:00 PM - 7:00 PM</td>
</tr>
</tbody>
</table>

EXHIBITOR HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday February 23, 2012</td>
<td>8:00 PM - 10:00 PM</td>
</tr>
<tr>
<td>Friday February 24, 2012</td>
<td>1:30 PM - 4:00 PM</td>
</tr>
<tr>
<td>Saturday February 25, 2012</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
</tbody>
</table>

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday February 25, 2012</td>
<td>1:00 PM - 2:00 PM</td>
</tr>
</tbody>
</table>

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Saturday, February 25, 2012 at 2:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, February 25, 2012 at 1:30 PM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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
841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

FREEMAN ONLINE®
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/ and click 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 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # _________
EMERGING RESEARCHERS STEM
C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

Freeman will accept crated, boxed or skidded materials beginning Thursday, January 26, 2012, at the above address. Material arriving after February 16, 2012 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Thursday, February 23, 2012. 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.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION
Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (404) 253-6494 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free 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 February 09, 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, machinery and equipment that are in use.

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

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

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

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

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

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

EXhibitor assistance
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman’s Exhibitor Services department at (404) 253-6494 with any questions or needs you may have.
NAME OF SHOW: EMERGING RESEARCHERS STEM / FEBRUARY 23 - 25, 2012

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. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (285893) on your remittance.

☐ CREDIT CARD
For your convenience, we will use this authorization to charge your credit 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  ☐ MASTER CARD  ☐ VISA

ACCOUNT NO.: EXP. DATE:
CARDHOLDER NAME (PRINT): SIGNATURE:
CARDHOLDER BILLING ADDRESS:
CITY/STATE/ZIP:

ENTER TOTALS HERE

<table>
<thead>
<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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<tr>
<th>MATERIAL HANDLING</th>
<th>RIGGING INSTALLATION</th>
<th>RIGGING DISMANTLE</th>
<th>EXHIBIT TRANSPORTATION</th>
<th>HANGING SIGNS</th>
<th>GRAND TOTAL</th>
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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.

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/?285893

05/10 (285893)
EMERGING RESEARCHERS STEM / FEBRUARY 23 - 25, 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 BOUNDED BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

| EXHIBITOR NAME: (PLEASE PRINT) | 
| EXHIBITOR SIGNATURE: | DATE: |

**EXHIBITING COMPANY INFORMATION**

| EXHIBITING COMPANY NAME: | Booth #: |
| CITY/STATE/ZIP: | 
| PHONE: | EXT: | FAX: |

**THIRD PARTY COMPANY INFORMATION**

| THIRD PARTY COMPANY NAME: |
| CONTACT NAME: |
| THIRD PARTY BILLING ADDRESS: |
| CITY/STATE/ZIP: |
| PHONE: | EXT: | FAX: |

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

- [ ] ALL FREEMAN SERVICES
- [ ] I&D LABOR/SUPERVISION
- [ ] MATERIAL HANDLING/IN & OUT
- [ ] FREEMAN EXHIBIT TRANSPORTATION
- [ ] RENTAL FURNITURE/CARPET/SIGNS
- [ ] BOOTH CLEANING
- [ ] OTHER

**THIRD PARTY CREDIT CARD AUTHORIZATION**

| AMERICAN EXPRESS | MASTERCARD | VISA | CREDIT CARD ACCOUNT NO: | EXP. DATE: |
| CARDHOLDER NAME (PLEASE PRINT): | CARD TYPE: |
| AUTHORIZED SIGNATURE: |
| CARDHOLDER BILLING ADDRESS: |
| CITY/STATE/ZIP: |

05/10 (285893)
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
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

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 SHOW SITE

☐ I will be shipping to WAREHOUSE

EMERGING RESEARCHERS STEM
C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

MUST BE DELIVERED BY FEBRUARY 16, 2012

CANNOT BE DELIVERED BEFORE FEBRUARY 23, 2012

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

SHOW # (285893)
RUSH
DO NOT DELAY
MUST DELIVER BY FEBRUARY 16, 2012

TO: ____________________
EXHIBITOR NAME

C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

WAREHOUSE

EVENT: EMERGING RESEARCHERS STEM

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.
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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

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 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 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 enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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
**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. $121.90  
    - 52 lbs. charged @ 200 lbs. $121.90  
    - 65 lbs. charged @ 200 lbs. $121.90 = $365.70
  - 1 Consolidated Shipment  
    - 177 lbs. charged @ 200 lbs = $121.90
  - **Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

---

**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.

**UNCRACTED:**  
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 5:00 P.M. Monday through Friday

**OVERTIME:**  
5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

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

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warehouse Shipment (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 60.95</td>
<td>121.90</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 79.25</td>
<td>158.50</td>
</tr>
<tr>
<td><strong>Show Site Shipment (200 lb. minimum)</strong></td>
<td></td>
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</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 62.60</td>
<td>125.20</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 81.40</td>
<td>162.80</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 93.90</td>
<td>187.80</td>
</tr>
<tr>
<td><strong>Small Package - Maximum weight is 30 lbs per shipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$ 35.50</td>
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</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
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</thead>
<tbody>
<tr>
<td><strong>Shipment Delivered after Deadline Date (in addition to above rates)</strong></td>
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</tr>
<tr>
<td>Warehouse Shipment after Deadline</td>
<td>$ 15.25</td>
<td>30.50</td>
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<tr>
<td>Show Site Shipment after Deadline</td>
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<td>31.30</td>
</tr>
<tr>
<td><strong>Overtime Charge - Inbound (in addition to above rates)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 15.65</td>
<td>31.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 20.35</td>
<td>40.70</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 23.50</td>
<td>47.00</td>
</tr>
<tr>
<td><strong>Overtime Charge - Outbound (in addition to above rates)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded Shipment</td>
<td>$ 15.65</td>
<td>31.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$ 20.35</td>
<td>40.70</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$ 23.50</td>
<td>47.00</td>
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**Tips to Save on Material Handling**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
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<tbody>
<tr>
<td><strong>+ 100 =</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Surcharges</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>+ 100 =</strong></td>
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</tbody>
</table>

0.00% Tax  
N/A

**Total**

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.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.
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.
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.

For fast, easy ordering, go to www.freemanco.com/store

<table>
<thead>
<tr>
<th>SHIPMENT INFORMATION</th>
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<tbody>
<tr>
<td>FROM: SHEPPER/EXHIBITOR NAME:</td>
<td></td>
</tr>
<tr>
<td>BILLING ADDRESS:</td>
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<td>CITY:</td>
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<td>SHIP TO: COMPANY NAME:</td>
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<td>DELIVERY ADDRESS:</td>
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<td>PHONE#:</td>
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<tr>
<td>SPECIAL INSTRUCTIONS:</td>
<td></td>
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</tbody>
</table>

METHOD OF SHIPMENT

PLEASE CHECK DEISRED 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
- ☐ 2ND DAY
- ☐ DEFERRED

CARRIER PHONE #: |

DESIRED NUMBER OF LABELS: ________

05/10 (285893)
MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including all companies in the Freeman group (collectively referred to as "Freeman"), "Shipper" means the person for whom the property is being transported, and includes its respective employees, officers, directors, agents, assigns, or affiliates. "Property" means all objects of any type received from the Shipper for transport by Freeman as specified herein. "Consignee" is the party to whom Shipper has designated the goods to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that the property identified below is shipped to the address identified in this Contract. Each party acknowledges receipt of the other's respective shipping instructions regarding transportation of the property from Shipper to the final location specified by Shipper. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments. All transportation is subject to the terms of this Contract with additional terms subject to the inclusion of any dangerous substances in the property placed with Freeman.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or entities having nothing to do with the direct transportation of the property. Freeman does not assume any responsibility for the performance of those persons or entities. Freeman is not responsible for the performance of those persons or entities unless the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or portions are shipped not in accordance with this Contract or are not offered for sale or in a court of original jurisdiction, the remainder of the Contract shall continue in full force and effect.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage, and shipment. It shall be the Shipper's responsibility to adequately protect the contents for handling by the carrier and to adequately package the shipment. Freeman does not accept or provide warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unboxed materials, crates, glassware, glass breakage, concealed damage, or damaged in transit or in storage. Freeman does not guarantee any packaging system or procedure. Freeman shall be liable only for ordinary negligence, willful misconduct, or fraud. Freeman shall not be responsible for changes to temperature or humidity of goods and shall not be responsible for temperature or humidity of goods not maintained by, or within a proper range of plus or minus 5 degrees Fahrenheit of the temperature for setting the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested by Shipper. Freeman will attempt to issue a second and final confirmed notification. Freeman shall not be responsible for the inclusion of any dangerous substances in the property placed with Freeman. Freeman will not be responsible for the safety and security of the property after delivery to the final destination and before final loading into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then be limited to the value of that property as paid by Shipper.

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Freeman is not at fault, the property may be lost or damaged. The maximum recoverable amount for loss or damage is limited to the amount set forth in this Contract. The limitation on recoverable damages for loss or damage is subject to other cause or causes beyond the reasonable control of Freeman. The limitation on recoverable damages for loss or damage is subject to any cause other than the negligence of Freeman. Freeman shall not be bound to transport to any particular schedule, means, vehicle, or otherwise than with reasonable dispatch.

9. PURCHASING PROTECTION. The "Service Request and Shipping Instructions" that are to be accompanied by a declaration of value for cargo in transit, shall be the maximum recoverable amount for loss or damage. Shipper shall be liable for a deposit of 10% of the declared value of the property on the face of the Service Request and Shipping Instructions. Shipper must pay the appropriate valuation charge before the Service Request and Shipping Instructions can be accepted by Freeman for forwarding. Shipper must pay all applicable charges and pay for the property. Shipper must pay for the property. Shipper may offer the shipment for sale at a public auction and dispose of the property. Shipper is responsible for payment for the property. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property or the expiration of nine (9) months after the date the property was shipped by Freeman. Claims must be submitted by Shipper directly to Freeman and not to the Consignee. Freeman reserves the right to determine the cause of any loss or damage. Claims must be filed with Freeman and not with the Consignee. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are not accepted as a claim for the property. Shipper agrees to accept the property at the valuation set forth in this Contract and not claim any greater value. Shipper may not file any claim with Freeman for property lost or damaged.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost or damaged, the maximum recoverable amount for loss or damage shall be $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. If Shipper does not make such a declaration of value, Shipper shall be liable for any loss or damage to the property. The definition of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE") EQUATS THE AS IS WHERE PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WANNING BUYER AND A WILLING SELLER WOULD ADEGUE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE" OR $25.00 per pound, whichever is less.
In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it will not be deemed herein. All representations of fact applicable to our agents and servants That entity shall not be deemed to constitute an agreement to bind Freeman nor shall it apply to our agents and servants unless it shall be in writing and signed by the Shipper's property to correspond with the description, to tender the property to the required person or business to be delivered.

1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates, companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is transported, and includes its officers, agents, and employees. The term “Consignee” means the person or business to whom the property is being transported, and includes its officers, agents, and employees.

2. CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, as the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation services provided by Freeman. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman shall not begin until time of receipt of such property by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall accept, load, carry, unload, and deliver property to and from the premises of other carriers, and will not be responsible for events or losses resulting therefrom.

4. PACKAGING, AND CRATING: Property shall be well packaged for safe and secure handling. Property must be lighted and well marked, and shipped with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used, the shipper shall be required to provide labels, markings, and information as required by the National Motor Freight Classification. National Motor Freight Classification. The shipper shall be responsible for the goods being in safe and secure condition for transportation, and shall be responsible for events or losses resulting therefrom.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery, and the Consignee, Consignee's failure to return disposition instructions to Shipper, or any other party claiming an interest in the shipment must notify Shipper, at its option, to sell the property at public auction. All claims for loss or damage must be made in writing to Freeman within one hundred and twenty (120) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) a claim complies with all requirements of this section, and (b) for domestic shipments, if the claimant (including its agent, if any) is a shipper or consignee, the claim is filed within one (1) year of the shipment by the claimant or the shipper, whichever is earlier.

6. LIMITATION OF SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY OR FAILURE TO DELIVER SHALL BE LIMITED TO THE AMOUNT OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTIALLY BY AIR AND INVOLVES AN AIR FREIGHT CHARGE, THEN SHIPPER'S LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO THE AMOUNT OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTIALLY BY AIR AND INVOLVES AN AIR FREIGHT CHARGE, THEN SHIPPER'S LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO THE AMOUNT OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. If the claim is for damage to property resulting from the fault or negligence of the shipper or consignee, the shipper or consignee shall be responsible for events or losses resulting therefrom.

7. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Shipper, at its option, to sell the property at public auction. All claims for loss or damage must be made in writing to Freeman within one hundred and twenty (120) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) a claim complies with all requirements of this section, and (b) for domestic shipments, if the claimant (including its agent, if any) is a shipper or consignee, the claim is filed within one (1) year of the shipment by the claimant or the shipper, whichever is earlier.

8. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES, FREEMAN AGREE THAT ANY ACTION OR PROCEEDING IN RELATION TO OR ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE BROUGHT IN THE COURTS OF THE STATE OF TEXAS AND THE FEDERAL CIVIL FORUMS OF THE UNITED STATES WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. IF THE CLAIM IS FOR DAMAGE TO PROPERTY RESULTING FROM THE FAULT OR NEGLIGENCE OF FREEMAN, SHIPPER, OR CONSIGNEE OR ANYONE OTHER THAN FREEMAN, OR CONSIGNEE, THEN THE PARTY CLAIMING THE DAMAGE MUST INITIATE A PROCEEDING IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. SHIPPER'S LIABILITY AS TO PROPERTY SHIPPED ON OR AFTER JANUARY 1, 2007, IS ALSO SO LIMITED.
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, officers, agents, 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, carpeting or rugs, 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 delivery of shipment(s) from the booths and Exhibitor’s materials being unloaded from the exhibition vehicles. Therefore, Exhibitor is responsible 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 booths 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. Freeman assumes no responsibility for 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 booths 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.

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 Freeman’s designated carrier’s shipping instructions and Exhibitor will 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 five (5) business days after the conclusion of the show. 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 after the conclusion of the event. Freeman recommends the securing of security services from Facility or Show Management. (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 after the conclusion of the event.) 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 for its services, for any alleged loss or damage or any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s Equipment, under this Contract, is limited to $500.00 (USD) per shipment. Freeman assumes no responsibility or liability for loss, delay, or damage due to Freeman’s negligence, willful misconduct, 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, or any negligence, 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 transmission 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 carrier.

10. JURISDICTION / VENUE. This CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS AND THE CITY OF DALLAS, TEXAS. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, agents, and 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 Freeman’s negligence, willful misconduct, 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, or any negligence, 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.

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 and may, at its option, give under the UCC of a time and place of a public sale or the time after which any Collateral not sold may be offered for 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 disclaimer 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 HAZARDS INVOLVED IN THIS ACTIVITY, YOU HAVE BEEN INSTRUCTED AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN AND ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNED 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.

Freeman REV. 6/11
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED;
- 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, Hofend 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, there should be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of 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.