Exhibitor Service Manual

Important Document
Please read the general show information carefully and keep as a reference. All Exhibitors are contractually required to abide by these rules.

Organized by:

[Heat Treating Society logo]
[ASM International logo]
General Information

LOCATION:
TCF Center (formerly COBO Center), 1 Washington Blvd., Detroit, MI 48226

Exhibitor Move-In
Sunday, October 13, 2019...............................................................By request only (400 sq ft or larger)
Monday, October 14, 2019...............................................................8:00 a.m. to 5:00 p.m.

Tuesday, October 15, 2019*.................................................................9:00 a.m. to 6:00 p.m.
Lunch on the Show Floor.................................................................11:30 a.m. to 1:30 p.m.
Expo Welcome Reception.................................................................4:30 p.m. to 6:00 p.m.

Wednesday, October 16, 2019*.................................9:00 a.m. to 5:00 p.m.
Refreshment Break.................................................................10:00 a.m. to 10:30 a.m.
Lunch on the Exhibit floor.............................................................12:00 p.m. to 1:00 p.m.
Refreshment Break/Dessert Reception.................................3:20 p.m. to 4:00 p.m.

Thursday, October 17, 2019*.................................9:00 a.m. to 5:00 p.m.
Refreshment Break.................................................................10:00 a.m. to 10:30 a.m.
Lunch on the Exhibit floor.............................................................12:30 p.m. to 1:30 p.m.

Exhibit Move-Out
Thursday, October 17, 2019.................................................................4:00 p.m. to 9:00 p.m.
Friday, October 18, 2019.................................................................8:00 a.m. to 12:00 p.m.

*Times are subject to change

Show Colors
Drape: Black & Black
Aisle Carpet: Tuxedo

PLEASE NOTE - Exhibit Hall Carpet
Heat Treat Show Management requires that ALL booths have floor covering. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in the exhibitor service manual.
Contacts

**Exhibit / Sponsorship Sales**
440-338-1733
ExpoSales@asminternational.org

**Exhibit Logistics**
Christina Sandoval
440-338-5422
christina.sandoval@asminternational.org

**General Service Contractor**
Freeman
773-473-7080
Fax: 469-621-5603
FreemanChicagoES@freeman.com

**Registration**
RCS
805-677-4288
heattreat2019@rcsreg.com

**Exhibitor Registration Questions**
Lindy Good
440-338-5441
Lindy.Good@asminternational.org

**Lead Retrieval**
RCS
805-654-0171
exhibitorserv@rcsreg.com

**Exhibitor Catering Centerplate**
Jennifer McDonnell
313-567-3786
Jennifer.McDonnell@centerplate.com

**Internet**
Cobo Center
Gary Luchenbill
313-282-2862
gluchenbill@cobocenter.com

**Electrical**
Conti-HTE
https://conti-hte.com/order/electrical_services.xml

**Audio Visual**
Conference Technologies
Adam Gonyeau
agonyeau@conferencetech.com

**Exhibit Transportation**
Freeman
800-995-3579
exhibit.transportation@freeman.com

**Floral**
Viviano Flower Shot
Mike Czaja
810-533-2026
## IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DEADLINE DATE</th>
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<tbody>
<tr>
<td>Lead Retrieval Early Bird Discount Deadline</td>
<td>Aug. 16, 2019</td>
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<td><strong>Submit Show Directory Listing</strong></td>
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<td><strong>Submit Program Ad</strong></td>
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<tr>
<td>Submit to <a href="mailto:christina.sandoval@asminternational.org">christina.sandoval@asminternational.org</a></td>
<td>Sept. 2, 2019</td>
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<td><strong>Full Conference Exhibitor Early Bird Registration</strong></td>
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<td>Sept. 15, 2019</td>
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<td><strong>1st Day for Advance Shipments to Warehouse</strong></td>
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<td>Sept. 16, 2019</td>
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<td><strong>Deadline for Advanced Shipments to Warehouse</strong></td>
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<td>Oct. 4, 2019</td>
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<td><strong>Freeman Services Discount</strong></td>
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<td>Sept. 23, 2019</td>
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<td><strong>Hotel Discount Deadline</strong></td>
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<tr>
<td><strong>Lead Retrieval Advance Discount Deadline</strong></td>
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<td>Sept. 27, 2019</td>
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<td><strong>Lead Retrieval Onsite Rate Dates Deadline</strong></td>
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<td>Sept. 28 – Oct. 17, 2019</td>
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<td><strong>Last Chance to Pre-Register Exhibitors</strong></td>
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<td>Oct. 11, 2019</td>
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<tr>
<td><strong>1st Day for Direct to Show Site Shipments</strong></td>
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<td>Oct. 14, 2019</td>
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Exhibitor Badge, Rental Information & Complimentary Expo Only Passes

EXHIBITOR BADGES AND WORK PASSES:
Exhibitor badges and work passes are acceptable during specified exhibit move-in and move-out hours. Only exhibitor badges, not work passes, are acceptable during show hours.

EXHIBITOR BADGES:
Exhibitors are highly encouraged to take advantage and pre-register your exhibit personnel online using the following registration links below. All exhibitors that are not pre-registered are subject to a $50 onsite registration fee.

*All pre-registered badges are to be picked up onsite at Registration.

Questions? Exhibitor registration questions can be sent to: heatreat2019@rcsreg.com

10’ X 10’ BOOTH RENTAL INCLUDES:
- 10’ x 10’ Booth with draped 8’ high back wall and 3’ side rails
- (1) Full Conference Technical Badge
- Unlimited Exhibitor Booth Personnel Badges
- Unlimited Expo-Only E-vite Passes for Your Customers
- Booth ID sign - 7” x 44” (company name & booth number)
- Company Listing in Online Show Directory with link to your website (exhibitor to complete - Due September 2, 2019)
- Post-Attendees list following event (complete mailing address, name and title – No email addresses)
- Mobile App Listing with Full Company Description (exhibitor to complete - Due September 2, 2019)

COMPLIMENTARY EXPO ONLY PASSES:
The exhibitor registration page offers you the ability to invite guests to visit you at your booth with a Complimentary Expo Pass by clicking on the "Invite a Guest" button. You may also distribute your company's complimentary guest pass code or URL located under the button. Either way allows you to easily track who has responded to your invitation. This pass enables your guest to enter the exposition without paying the “Expo Only” registration charge.

Complete directions on registering exhibitor personnel or inviting customers is listed in your custom email from the registration company, Registration Control System (RCS).
Hotel & Visa Information

OFFICIAL CONFERENCE HOTEL:

Detroit Marriott at the Renaissance Center
400 Renaissance Dr W
Detroit, MI 48243

A negotiated guestroom rate of **$196/night plus tax** for single/double occupancy is available to Heat Treat 2019 attendees and exhibitors until **September 23, 2019** or until rooms at this rate are sold out.

HOTEL RESERVATIONS:
To make your hotel reservations online, please click [here](https://book.passkey.com/go/ASMHeatTreat) or copy/paste into your web browser:

**Beware of Room Poachers!**
Unauthorized third-party housing companies have been contacting members to get them to reserve their sleeping room through them. *This is a scam!* You will NEVER receive a phone call directly from Heat Treat organizers or vendors on their behalf. In order to make a legitimate sleeping room reservation with the Headquarters Hotel, please use the link above.

*Reservations made through any housing services company cannot be guaranteed by ASM International and could result in additional charges, incorrect hotel placement, or inflated room rates for ASM International participants.*

VISA INFORMATION:
Meeting attendees from countries that require a visa to enter the USA are reminded that the process of obtaining a visa may take **several months**. You are strongly encouraged to plan ahead and begin the application process early.
Please note, the event organizers do not have any influence over the issuance of a Visa. The determination is at the sole discretion of the Embassy/Consulate. Should your application be denied, the event organizers cannot change the decision of the governmental agency.

For more information on requesting a visa letter, please click on the following link or copy/paste into your web browser:


If you have any questions, please contact Lindy Good at [lindy.good@asminternational.org](mailto:lindy.good@asminternational.org)
Exhibitor Work Pass Badges

**EXHIBITOR WORK PASS**

This badge permits the bearer to enter the exposition hall for the purpose of installing and dismantling his exhibit.

**VALID ONLY DURING OFFICIAL INSTALLATION/DISMANTLING PERIODS**
Hospitality Form

HEAT TREAT 2019 HOSPITALITY FORM
If your business or function requires a hotel suite or meeting room for a hospitality event, please complete this form. Please be advised that hospitalities can only be scheduled by an Exhibitor of this event, and must occur only during Non-Exhibiting hours. The event or meeting must not conflict with any technical sessions or other event functions. The hours must be approved by Show Management prior to the event. Failure to comply with this process is grounds for removal from this event.

Company Name _____________________________________________________________

Booth# _________________________________________________________________

Address __________________________________________________________________

City ___________________ State ____________ Zip Code ________________

Contact Name ___________________________________________________________

Phone ______________________ Fax _______________________

Email Address ___________________________________________________________

SUITE REQUEST

Purpose for Reserving Suite:

_________ Hospitality _________ Meeting _________ Personal Use

Hotel ___________________ or Convention Center ________________

Number of Attendees for Event _______ Date _________ Time _________

Please complete this form and email to: Christina.Sandoval@asminternational.org
NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)

Please email form to:

Christina Sandoval, Global Exhibition Manager
christina.sandoval@asminternational.org

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and email to Show Management at the email address listed above.

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Also provide your Exhibitor Appointed Contractor with work passes to enter the show floor for designated move-in and move-out dates and times. Located in the Exhibitor Service Manual.

Email General Liability Certificate to:

Show Management
Christina Sandoval, Global Exhibition Manager
christina.sandoval@asminternational.org

It is the responsibility of the exhibitor to see that each representative of the Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Name of Show_______Heat Treat 2019 – October 15-17, 2019_______

Company Name___________________________________________________

Booth Number_________________________________________________________________________________________________

Contact Name at Show_______________________________________________________________________________

Contact Phone____________________________________________________________________

Exhibitor Appointed Contractor____________________________________________________________________________

Contractor Address _______________________________________________________________________________________

City, State, Zip Code_____________________________________________________________________________________

Country___________________________________________________________

Type of Service to be Performed____________________________________________________________________________
HEAT TREAT EXPOSITION RULES & REGULATIONS

This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading this section carefully. Show Management is ASM International and is used interchangeably.

Age Limit
Children under 18 years of age will not be allowed in the Exhibit Hall; including set-up and tear-down.

Alcoholic Beverages
Alcoholic beverages are prohibited in the Exhibit Hall during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

Amendments
These regulations have been formulated for the best interest of the exhibitors as well as this exposition, Show Management and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by Show Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

Anti-Harassment Policy
ASM International is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form from anyone attending an ASM event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of ASM leadership.
**Badge Control**  
Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. In the Exhibit Hall, Badges are required at all times. Any person(s) on the exhibit floor who are not registered as stated above will be promptly evicted. Without prior consent from Show Management, only exhibitors and service suppliers will have access to the exhibit floor on move-in and move-out days, and be allowed entrance one hour prior to show opening on show days. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. Only exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor’s representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor’s exhibit from the floor without obligation on the part of the event for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule. Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

**Balloons/Blimps**  
Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

**Banners/Signs**  
Banners/Signs of any kind will not be allowed on the show site. See Decorations for additional restrictions. See IAEE Guidelines for hanging signs.

**Booth Display**  
Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

All exposed areas of the display must be finished surfaces, including back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor’s booth at the expense of the exhibitor. Please review the IAEE Guidelines for additional information regarding the specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlined in the IAEE Guidelines must have Show Management approval in writing 60 days prior to show move-in.
ASCAP

ASCAP (American Society of Composers, Authors and Publishers) Licensing: "Under the United States Copyright Law, public performances of copyrighted musical works, including performances during a convention, exposition, industrial show, meeting, trade show or similar event, require a license from the copyright owners of the musical works performed or their representative. Copyright Permission and Indemnification: Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means by or on behalf of the Exhibitor unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless the Heat Treat & events and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

Cameras/Photography

Photography and/or the recording of the exhibit hall or contents of any exhibitor booth are strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to Heat Treat (or its contracted agent) with the consent of the exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the event, bans from future Heat Treat events and confiscation of film, cameras and/or other recording equipment.

Cancellation of Exhibit Contract

If the Exhibitor notifies ASM International in writing by September 14, 2018 ASM International will refund only 25% of the final payment. The balance of final payment is non-refundable. No refunds will be granted for any cancellation received after September 14, 2018 and the exhibitor will remain liable for the total space rental fee. If in the sole opinion of Show Management which shall be conclusive, the presentation of the Exposition is prevented either prior to or during the period of the Exhibitor’s occupancy, or use or access to the facilities and equipment of the Exposition is impeded by fire, strikes, other than strikes of the Exhibitor, acts of God, national emergency or for any other cause beyond the control of Show Management, Show Management may cancel this contract. The Exhibitor waives any claim against Heat Treat for damages by reason of such cancellation, except that Heat Treat shall return to the Exhibitor the amount already paid for space in the Exhibit Hall for this specific event or such portion thereof as shall represent the proportionate part of said Exposition not held, less a pro-rata share of the pre-exposition expenses. In no event shall Show Management be liable for any lost profits or incidental, consequential or punitive damages, even if advised of the possibility of same.
Construction of Exhibits
Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the “Guidelines for Display Rules and Regulations” provided by the International Association of Exhibitions and Events (IAEE), which will be followed by all exhibitors and Show Management. Exhibitors desiring to use anything other than standard booth equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show to Show Management for written approval. No glass containers are permitted on the exhibit floor.

Crates
Crates should be well-constructed to prevent damage in transit or during handling, and labeled with exhibitor name. Due to the no-storage policy behind exhibitor booths, empty crates and boxes will be removed and stored by the decorator, and returned at the conclusion of the show. “Empty” stickers are available at the decorator service counter for your use. Store smaller boxes inside larger crates to keep your materials together and allow for timely delivery during breakdown. Crates used internationally must comply with the recent regulation changes implemented by the United States Customs and Department of Agriculture with respect to treatment for harmful insect infestations. See “Import Regulation Change-Wood Packaging Materials” in this section for more information.

Decorations
All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshal. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns. Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

Floor Covering: All booths MUST be covered. Carpeting enhances your corporate image and continues the overall professional look of the show. If the exhibit hall is not carpeted, you may supply your own carpeting or rent carpeting from the decorator. All carpet must be fire-retardant in compliance with local fire department regulations.
All exposed areas of the display must be finished surfaces, including the back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor’s booth at the expense of the exhibitor. Please review the IAEE Guidelines included in the Exhibitor Service Manual for additional information regarding specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlined in the IAEE Guidelines must have Show Management approval in writing 60 days prior to move in.

**Demonstrations**
Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor’s booths. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisle at any time. Show Management reserves final decision on all demonstrations.

**Display Move-in/Move-out**
Information on installation and dismantling of exhibits has been provided in detail in the Exhibitor Service Manual. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management.

**Electrical Wiring**
All electrical wiring on booths or display fixtures must be UL approved and must meet local fire department regulations. This applies to all booth construction and equipment used in the exhibit. Please ensure these specifications are met before sending your booth to the show. Electrical services are provided through the convention center facility and require a written order – see the Electrical Service Form in the Exhibitor Service Manual.

Use of another exhibitor’s electrical hookup is strictly prohibited due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

**Equipment Displays**
Any display using heat-producing equipment (welding equipment, soldering devices, ovens, hot plates, etc.) may require a permit from the Fire Marshal. All demonstrations, using heat-producing equipment and placed in the front half of the booth, must be protected with an 18” high, thick, clear plastic shield. This shield must protect the front and sides of the demonstration area. Approved welding screens are required for any welding equipment. Any display using electrical, mechanical, or dust producing equipment that incorporates moving parts may require a permit from the Fire Marshal. A safeguard may also be required for the attendee’s protection. Permits will not be required for normal electrical appliances such as lamps, computers radios, etc. Any equipment that emits vibrations, fumes or noise
above normal conversational levels as to disturb neighboring exhibitors or attendees is prohibited. Show Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operation equipment can be scheduled with Show Management during off-show hours. This policy is strictly enforced. For additional permit information, please contact Show Management.

Exhibitors’ Personnel and Other Considerations
Distribution of advertising matter and souvenirs must be confined to the exhibitor’s booth (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the convention center’s property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor’s name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment, may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form are not permitted.

Failure to Occupy Space
Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

Failure to Pay
Exhibitor booths will not be allowed to be erected unless full payment for the booth space has been received by Show Management prior to the final payment date stated on the contract. In addition, inclusion in the Final Program and any other promotional show material will be at Show Management’s discretion for unpaid exhibitors.

Film, Sound Devices and Lighting
If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. If, sound movies, loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, (by or on behalf of exhibitor) at the exposition unless exhibitor has
notified ASM International of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP Rules and Regulations.

Fire Regulations
Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of assembly. Displays are subject to inspection, and any exhibits judged to be unsafe, for any reason, may be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

All materials used in the construction and decoration of an exhibit must be flame-retardant. All carpeting and floor covering must have a Class 1 flame spread rating and UL between 0 and 25. No storage of any material is allowed in the utility area behind individual displays. A maximum of one day supply of operational and advertising material may be stored in a closed container within the booth. Booth must be cleaned of combustible rubbish on a daily basis.

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

Handouts
No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor’s booth only; nothing may be distributed from aisles, areas outside of immediate booth boundaries, or elsewhere inside or outside the Hotel property. All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor’s booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor’s booth.

Hanging Signs
Hanging Signs must follow the IAEE Guidelines. See Decorations for additional restrictions.

Hazardous Materials
All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable City, State, and Federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle
accelerators, flammable and explosive materials. Equipment demonstrations must not, in the judgment of Show Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

**Hospitalities/Social Functions/Special Events**
Any company scheduling a hospitality suite/social function/special event MUST be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. A Hospitality Form, located in the Exhibitor Service Manual, must be filled out prior to the exposition and sent to Show Management for approval 30 days prior to the event. Social functions are allowed only during Non-Exhibit hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

**Import Regulation Change-Wood Packaging Materials**
Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo.

Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the volatile WPM. For more information, please visit http://www.aphis.usda.gov/.

**Inability to Perform**
If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and Show Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

**Installation & Dismantle of Exhibits**
The Exhibit Hall’s closure date and time will be communicated in the Exhibitor’s Service Manual. Packing crates/boxes will not be returned to the exhibit booth(s) until all visitors have left the Exhibit Hall floor and all aisle carpet has been lifted. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time.
communicated in the Exhibitor’s Service Manual or Exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the exhibitor Service Manual. Any early dismantling or packing shall be considered a breach of this agreement and may affect future contracts. No materials may be taken out through the main entrance unless they are carried by hand. ALL exhibitor freight and display materials must enter the exhibiting facility through the Loading Docks and be handled by the General Service Contractor. All items entering through the loading docks will be considered Material Handling (see Material Handling section of the service kit for applicable charges).

**Liability and Insurance**
The Exhibitor shall save and keep harmless and indemnify Heat Treat and its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys’ fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect Heat Treat and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys’ fees. The Exhibitor shall maintain and have in full force and affect the following insurance policies:

a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of $1,000,000.00.

b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of $1,000,000.00. Heat Treat shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display, the Exhibitor shall furnish to Show Management evidence satisfactory confirming the Exhibitor's compliance in full with provisions of Section (a) and Section (b) hereof, and requiring 30 days notice to Heat Treat prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor’s risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor’s use of exhibit space.

**Labor Rules & Regulations**
Labor rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building
or contract requirements, it will be necessary for the exhibitor to comply with the regulations.

**Lighting**
Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted displays be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

**Move-out**
Exhibitor may not break down their booth until after the show closes on the final day. An exhibitor who has not left the premises by the appointed time may be liable to a penalty. No crates may be taken out of storage and no dollies will be allowed in the hall before the carpeting in the aisles has been removed by the decorator. No materials may be taken out through the Main Entrance Hall unless they can be carried by hand. (dollies are not allowed in the Main Entrance)

**Music, Photographs and other Copyrighted Material**
Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP rules and regulations.

**Noise**
Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

**Obstruction of Aisles/Demonstrations**
Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors’ booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisles at any time. Show Management reserves the final decision on all demonstrations.

**Official Contractors**
Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other
service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

**Operating Equipment**
No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show. Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Show Management during off-show hours. Show Management shall strictly enforce this regulation.

**Security**
General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Security personnel will monitor the Exhibit Hall at opening and closing each show day. Only exhibiting personnel will be allowed in the hall during pre-show hours. After the exhibit area closes, the doors will be locked, and if applicable, the area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker. Arrangements to enter the Exhibit Hall prior to one (1) hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

**Smoking**
This is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc.

**Solicitation**
Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers’ attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices. Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company’s booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased booth space. Please note that any exposition participant, who is observed to be soliciting any business in the aisles or other public space, including another company’s booth, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with exposition participants off
the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space is a violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

**Sound**
Levels may not exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

**Storage**
Included in space rental is the storage of packing boxes and crates during the exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, Show Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted behind the exhibitor booth/draping.

**Subletting of Space**
The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the name of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will not be identified separately on signs and/or printed materials without previous permission from Show Management.

**Union Jurisdiction**
If applicable, please read the Union Jurisdiction information in the Exhibitor Service Manual.

**Utility Areas**
Utility areas, located behind every booth (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

**Utilities**
It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed.
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Guidelines for Display Rules and Regulations 2014 Update

The following Guidelines for Display Rules and Regulations have been established by the International Association of Exhibitions and Events™ (IAEE). Guidelines for Display Rules and Regulations are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE’s Guidelines for Display Rules and Regulations is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These Guidelines afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE’s goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth’s layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.
Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.
Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).
End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

**Dimensions**

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.
**Peninsula Booth**

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

**Dimensions**

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
**Split Island Booth**

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
Island Booth

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space
The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.
Extended Header Booth
20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

**Dimensions and Use of Space**

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.
**Other Important Considerations**

**Canopies and Ceilings**
Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

**Hanging Signs & Graphics**
Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

**Towers**
A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

**Multi-story Exhibit**
A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.
Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

• Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
• Ramp the entry or use hydraulic lifts to trailer exhibits
• Avoid double-padded plush carpet to ease mobility device navigation
• Provide the same attendee experience on both levels of a two-story exhibit
• Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
• Run an audio presentation for people with sight problems
• Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show’s general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.
Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.
Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs. Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

• Cubic Content is more conducive to certain types of product displays or experiences.
• Cubic Content maximizes the exhibit space and investment.
• International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
• Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space.
Advisory Notes To Exhibition Organizers (continued)

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.
SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth space will be set with 8’ high black backwall drape, and 3’ high black side dividers. Booths 300 sq.ft. or less will receive a one-line identification sign. Booths larger than 300 sq.ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo (a black & gray blend). NOTE: Show Management requires that ALL booths have floor covering. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by MONDAY, SEPTEMBER 23, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ
Sunday October 13  8:00 a.m. - 12:00 p.m.  - *Early Move-in By Request ONLY
*NOTE: Prior arrangements with ASM and Freeman are required for early move-in on Sunday, October 13, 2019. Double time rates will apply during the move-in on Sunday, October 13, 2019.
Monday October 14  8:00 a.m. -  5:00 p.m.
NOTE: Overtime rates will apply after 4:30 p.m. on Monday, October 14, 2019.
All exhibits must be fully installed by 5:00 p.m., Monday, October 14, 2019.

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ
Thursday October 17  4:00 p.m. -  9:00 p.m.
Friday October 18  8:00 a.m. - 12:00 p.m.
NOTE: Overtime rates will apply during the move-out on Thursday, October 17, 2019.

SERVICE CENTER HOURS
We will have staff available at show site at the Exhibitor Services Center as follows:
Sunday  October 13    8:00 a.m. - 12:00 p.m.
Monday  October 14    8:00 a.m. -  5:00 p.m.
Tuesday  October 15   9:00 a.m. -  6:00 p.m.
Wednesday  October 16 9:00 a.m. -  5:00 p.m.
Thursday  October 17  9:00 a.m. -  9:00 p.m.
Friday  October 18    8:00 a.m. - 12:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION
• Freeman will begin returning empty crates once the aisle carpet has been removed from the floor.
• All exhibitor materials must be removed from the exhibit facility by 12:00 p.m., Friday, October 18, 2019.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by 10:00 a.m., Friday, October 18, 2019.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
8201 West 47th Street
McCook, IL  60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

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

FREEMAN ONLINE®
Order early to take advantage of advance order discount rates, place your order by MONDAY, SEPTEMBER 23, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new Freeman Online Mobile App.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the “Create an Account” link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

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

SHIPPING INFORMATION

Warehouse shipping address:

ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION
Exhibiting Company Name
Booth # ____________
Freeman
c/o UPS Freight
6150 Inkster Road
Romulus, MI  48174

Freeman will accept crated, boxed or skidded materials beginning MONDAY, SEPTEMBER 16, 2019 at the above address. Materials arriving after FRIDAY, OCTOBER 4, 2019 will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

Show site shipping address:

ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION
Exhibiting Company Name
Booth # ____________
c/o FREEMAN
Cobo Conference Center
1 Washington Blvd.
Detroit, MI  48226

Freeman will receive shipments at the above address beginning MONDAY, OCTOBER 14, 2019 starting at 8:00 a.m. 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 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. Refer to the material handling form for charges for the service.

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

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

WE APPRECIATE YOUR BUSINESS!
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 Chicago Exhibitor Services at (773) 473-7080 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by MONDAY, SEPTEMBER 23, 2019.

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

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

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, 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 your booth. This can cause serious injury or damage to materials.

Children under the age of 16 are not permitted on the show floor during exhibitor move-in and move-out for safety reasons.

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 pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman’s Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.
Interested in going green and saving money?

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

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**BEFORE THE SHOW**

1. **booth structure**

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

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

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

2. **carpet**

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

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

3. **shipping**

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

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

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

4. **graphics**

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

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

   **Reduce printing and go digital with your booth literature.**

   **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.

   **Print on at least 50 percent post-consumer recycled paper.**
**6. ON SITE**

**save energy**

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

**7. MOVE OUT**

**train your team**

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

**8. shipping out**

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

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

**9. leftover materials**

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

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

**FREEMAN.COM**

**TYPICALLY* RECYCLABLE**

- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- **Metal:** Aluminum cans/steel banding
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- **Wood:** Non-laminate wood

**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/488577

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

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from any power loss. If FREEMAN is not responsible for the loss of power, FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

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

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

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

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All empty labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improperly information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR 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 shipping of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman assumes no responsibility for lost or damaged labels or empty labels and without Freeman labels or incorrect information on empty labels. Freeman assumes no responsibility for any charges, including business center charges arising from delivery or pickup of Exhibitor’s materials.

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

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought after Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All 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 BEFORE 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, OR ARISING FROM TRESPASS TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGINGTOYOU, 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 DANGERS OF WORKING 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, EXHIBITOR AND ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.

FREEMAN terms & conditions

Freeman ©2018

Freeman REV 08/18
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, affiliated companies, and contractors including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is shipped. The term "Freeman" includes the company, its directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport as described herein. "Contract" means this contract and all its provisions.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request Form), Freeman agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, will apply to our agents and their contracting carriers.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of any original services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, fire, flood, insolvency, bankruptcy, war, act of God, natural disaster or war, legal or governmental action, storage and other lawful charges. Freeman reserves the right to periodically and periodically acceptable by law to accept consignments, conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, storage, and shipment. All items must be delivered under this Contract in writing. Shipper is responsible for providing acceptable packaging for its property. All shipments are subject to opening for inspection by Freeman; however, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to, the failure to deliver in accordance with the Guaranteed Service section of the Service Guide, misdelivery, missed pick up, on International shipments, loss or damage caused by Freeman’s sole negligence.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: (a) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any nature. Shipper warrants and agrees that its property is inert, and contains no hazardous materials, Hazardous Materials, Chemicals, Explosives, Radioactive Materials, Biologicals, hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of personnel or property in general. Such goods may be warehoused at owner’s risk and expense or destroyed without compensation.

8. CLAIMS, Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within (a) 60 days of delivery of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Freeman were to be informed of a claim for loss or damage within 60 days of delivery, within 20 calendar days after the date of acceptance of the shipment unless otherwise required by International, Federal or State Law.

9. CHOICE OF FORUM: In the event that a dispute arises between the parties, the dispute shall be litigated in a court of competent jurisdiction in Dallas County, Texas. However, Freeman is not obligated to perform such inspection. All claims for loss or damage must be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman, or within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from the applicable period shall be limited to the applicable period indicated in the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (c) Shipper complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving international shipments, shipper must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. A party’s option to litigate the dispute shall be litigated in a court of competent jurisdiction in Dallas County, Texas.

10. MISCELLANEOUS: Freeman warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract to a location other than that specified by the Consignee. In such case, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the delivery, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of tort or breach of contract. This limitation shall bind the parties: (a) whenever or otherwise the claimed loss or damage may occur; (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and; (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damage.

Freeman REV 08/18
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes the party, if any, designated by the Shipper to receive notice on its behalf. The term “Freeman’s” means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is to be delivered. “Freeman’s liability” for the shipment shall be determined by the value declared for shipment by the Shipper, or, if not declared, by Freeman’s Maximum Liability shall be determined by the value or freight rate charged, whichever is less. Freeman shall not be liable for any special damages, consequential damages, or indirect damages incurred by the Shipper in connection with the transport of the property unless such damages or losses are the result of breach of contract by Freeman or fraud, gross negligence, or willful misconduct of Freeman.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations and the relationship of Shipper to Freeman, and that this Contract supersedes any prior agreement, understanding, or commitment between Shipper and Freeman. This Contract is the complete and final agreement between the parties and supersedes any prior agreements, understandings, or commitments. This Contract is the entire agreement between the parties concerning the services rendered under this Contract and shall not be modified except in writing. The parties acknowledge and agree that this Contract contains 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.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of any government, governmental or civil authority, strike, lockout, or other labor disturbance, war, armed conflict, act of war, or any other event or cause beyond Freeman’s control that would cause Freeman to be unable to provide the services promised in this Contract.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of packaging system or procedure for property that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pressed wood structural panels or other wood-based packaging, or for the property in packing, crating, or other uses.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, except for the following: (a) Shipper has agreed to transport goods of a perishable nature in dry vents of the trailer or in dry vans. For thermal control of such goods, Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the property by Freeman. When a loaded trailer is returned, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is returned. (b) Shipper has agreed to transport goods of a perishable nature in dry vans. For thermal control of such goods, Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the property by Freeman. When a loaded trailer is returned, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is returned.

6. REFUSED SHIPMENTS. If the Consignee refuses to accept a shipment tendered for delivery or if the property is refused immediately after delivery to the Consignee because of the condition of the property, such property shall be returned to Freeman at Shipper’s expense. Freeman shall have the right to dispose of unacceptable property to the best advantage. When Freeman is directed by Consignee or Shipper to refuse a shipment, freight rates and other charges shall be charged to Shipper for the shipment and shall be collected directly from Shipper, unless otherwise agreed. When a shipment is refused, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Shipper to refuse a shipment, freight rates and other charges shall be charged to Shipper for the shipment and shall be collected directly from Shipper, unless otherwise agreed. When a shipment is refused, Freeman may dispose of property to the best advantage.

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper’s property is lost, destroyed, damaged, or delayed, the maximum liability of Freeman under this Contract, or in any event, shall be the property’s depreciated or salvage value, whichever is less. Freeman’s maximum liability shall be the amount of the declared value or $500.00 (USD) per package unless the property is insured by the Shipper for its full value or the property is damaged, destroyed, or lost and the property is worth over $500.00 (USD). (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolor, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fine clothing; (c) Paintings, sculptures, tapestries, and vases; (d) Computers, data storage, and Gross damages; (e) Electronics, and other high value items such as antiques. Freeman’s maximum liability will never be more than $10,000,000 per event, and shall be prorated if there are multiple events.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery of the export, except that claims for damage must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the date when written notice is given by the claimant to Freeman that has not been disallowed the claim or any part of the claim specified in the claimant’s notice of claim or demand for payment. Any suit not commenced within the prescribed period shall be barred.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL ACTIONS ARISING UNDER THIS CONTRACT, OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING THE ABOVE LIMITATION, ANY LEGAL THEORY OR APPLICATION OF ANY OTHER LEGAL THEORY OR LAW, AND: (c) even though Freeman may have been advised of the possibility of or even the probability of such damages.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Freeman agrees not to be liable for any claims not submitted in writing within thirty (30) days of receipt of property or the property is not insured by the Shipper for its full value or the property is damaged, destroyed, or lost and the property is worth over $500.00 (USD). Any claim for loss or damage must be made in writing and must be submitted to Freeman by the party in interest; (c) Freeman’s maximum liability will never be more than $10,000,000 per event, and shall be prorated if there are multiple events.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages Programs are lost, damaged, destroyed, delayed, or any other event occurs to items shipped via Freeman’s Small Packages Programs, the maximum liability of Freeman under this Contract, or in any event, shall be the property’s depreciated or salvage value, whichever is less. Freeman’s maximum liability shall be the amount of the declared value or $500.00 (USD) per package unless the property is insured by the Shipper for its full value or the property is damaged, destroyed, or lost and the property is worth over $500.00 (USD). (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolor, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fine clothing; (c) Paintings, sculptures, tapestries, and vases; (d) Computers, data storage, and Gross damages; (e) Electronics, and other high value items such as antiques. Freeman’s maximum liability will never be more than $10,000,000 per event, and shall be prorated if there are multiple events.

Any declared value in excess of the maximum allowed herein is null and void, and the acceptance for carriage of any shipment with a declared value in excess of the allowed maximum does not constitute a waiver of the provisions of this Section. In any event, (excluding small package program shipments) Freeman’s MAXIMUM LIABILITY WILL NEVER BE MORE THAN $10,000,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, or indirect damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, indirect damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, false representations, breach of warranty, misrepresentation, or whatever the cause of the loss or damage may be. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman’s liability shall then become the property’s depreciated or salvage value, whichever is less.
NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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CASUAL SEATING

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**Banquettes**

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**Beverly Bench Ottomans**

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125842 Undraped Counter 8'L x 42"H ...................................

NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

COMPANY NAME:  
CONTACT NAME:  
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E-MAIL ADDRESS:  

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1504101 White 4'L x 7"H Corrugated Riser............................
1506100 Black 6'L x 7"H Corrugated Riser............................
1506101 White 6'L x 7"H Corrugated Riser............................
1508100 Black 8'L x 7"H Corrugated Riser............................
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1506201 White 6'L x 14"H Corrugated Riser...........................
1508200 Black 8'L x 14"H Corrugated Riser...........................
1508201 White 8'L x 14"H Corrugated Riser...........................

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For Assistance, please call (773) 473-7080 to speak with one of our experts.
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**Conference Tables**

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**Computer Desks/Tables**

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NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

CONTACT NAME:                           PHONE #: X

E-MAIL ADDRESS:

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<td></td>
<td>85030+</td>
<td>7' Boxwood Hedge</td>
<td>539.60</td>
<td>593.55</td>
<td>755.45</td>
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<tr>
<td></td>
<td>85036+</td>
<td>4' Boxwood Hedge</td>
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</tr>
<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion w/ 8' Retractable Belt</td>
<td>111.45</td>
<td>122.60</td>
<td>156.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>131.60</td>
<td>144.75</td>
<td>184.25</td>
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</tr>
<tr>
<td></td>
<td>750135</td>
<td>Round Literature Rack</td>
<td>188.95</td>
<td>207.85</td>
<td>264.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
<td>173.90</td>
<td>191.30</td>
<td>243.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220109</td>
<td>Chrome Coat Tree</td>
<td>118.95</td>
<td>130.85</td>
<td>166.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>53.25</td>
<td>58.60</td>
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<tr>
<td></td>
<td>220110</td>
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<tr>
<td></td>
<td>1020148</td>
<td>Floor Standing Bulletin Board</td>
<td>187.80</td>
<td>206.60</td>
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<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>19.85</td>
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**Boxwood Hedges**

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<th>Discount Price</th>
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<tbody>
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<td>4' Boxwood Hedge</td>
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<td>317.70</td>
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**Accessories**

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<td></td>
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<td></td>
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<td>21.85</td>
<td>27.80</td>
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**Special Drape**

<table>
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<tr>
<th>Qty</th>
<th>Part #</th>
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<tbody>
<tr>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>26.75</td>
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<tr>
<td>12108</td>
<td>Special Drape 6'H (per ft.)</td>
<td>36.40</td>
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<td>50.95</td>
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</tbody>
</table>

**TOTAL COST**

\[
\text{Sub-Total} \quad + \quad 6\% \quad \text{Tax} \quad = \quad \text{Total Cost}
\]

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

*Asterisk indicates item is a Freeman Select furnishing*
### NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BOOTH #:</th>
<th>BOOTHSIZE:</th>
<th>X</th>
</tr>
</thead>
</table>

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (773) 473-7080 to speak with one of our experts.

**Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 23, 2019**

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

#### ACCESSORIES

**FORFBOARD SINGLE SIDED**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
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<td>Vertical</td>
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<td></td>
<td></td>
<td>Horizontal</td>
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**CHROME GARMENT RACK**

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<thead>
<tr>
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<th>Part #</th>
<th>Description</th>
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**COLLAPSIBLE SECURITY CONTAINER**

<table>
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<tr>
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<th>Standard Price</th>
<th>Total</th>
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</table>

**PERFBOARD HOOKS AND ACCESSORIES**

<table>
<thead>
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</table>

**TICKET TUMBLER**

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<th>Qty</th>
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</table>

**2 WAY STRAIGHT ARM**

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<th>Qty</th>
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</table>

**4 WAY SLANT ARM**

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**GRID ACCESSORIES**

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</table>

**GRID LEGS**

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### TOTAL COST

Sub-Total: 6% Tax: Total Cost:

---

### GRIDS (continued)

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<th>Total</th>
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**GRIDs**

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<th>Qty</th>
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<th>Description</th>
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<th>Discount Price</th>
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**ACCESSORIES**

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<tr>
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<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</table>

**TOTAL COST**

Sub-Total + 6% Tax = Total Cost
NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
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E-MAIL ADDRESS:

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- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

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

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

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet ....................................................</td>
<td>$305.65</td>
<td>$336.20</td>
<td>$427.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet ....................................................</td>
<td>$611.25</td>
<td>$672.40</td>
<td>$855.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet ....................................................</td>
<td>$865.90</td>
<td>$952.50</td>
<td>$1,212.25</td>
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</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet ....................................................</td>
<td>$1,158.80</td>
<td>$1,274.70</td>
<td>$1,622.30</td>
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</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer.........................</td>
<td>$95.55</td>
<td>$105.10</td>
<td>$133.75</td>
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</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer.........................</td>
<td>$165.55</td>
<td>$182.10</td>
<td>$231.75</td>
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<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer.........................</td>
<td>$235.65</td>
<td>$259.20</td>
<td>$329.90</td>
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</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer.........................</td>
<td>$305.65</td>
<td>$336.20</td>
<td>$427.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer.........................</td>
<td>$191.00</td>
<td>$210.10</td>
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<td>10' x 20' Carpet Padding - Double Layer.........................</td>
<td>$331.10</td>
<td>$364.20</td>
<td>$463.55</td>
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<td>10' x 30' Carpet Padding - Double Layer.........................</td>
<td>$420.25</td>
<td>$462.30</td>
<td>$588.35</td>
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<td>10' x 40' Carpet Padding - Double Layer.........................</td>
<td>$611.25</td>
<td>$672.40</td>
<td>$855.75</td>
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</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)..............................</td>
<td>$.55</td>
<td>$.60</td>
<td>.75</td>
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9' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet ....................................................</td>
<td>$192.70</td>
<td>$211.95</td>
<td>$269.80</td>
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<tr>
<td></td>
<td>9' x 20' Classic Carpet ....................................................</td>
<td>$385.90</td>
<td>$424.50</td>
<td>$540.25</td>
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<tr>
<td></td>
<td>9' x 30' Classic Carpet ....................................................</td>
<td>$578.90</td>
<td>$636.80</td>
<td>$810.45</td>
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<td></td>
<td>9' x 40' Classic Carpet ....................................................</td>
<td>$771.65</td>
<td>$848.80</td>
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<tr>
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<td>9' x 10' Carpet Padding - Single Layer.........................</td>
<td>$70.70</td>
<td>$77.75</td>
<td>$99.00</td>
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<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer.........................</td>
<td>$140.10</td>
<td>$154.10</td>
<td>$196.15</td>
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<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer.........................</td>
<td>$210.75</td>
<td>$231.85</td>
<td>$295.05</td>
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<td>9' x 40' Carpet Padding - Single Layer.........................</td>
<td>$267.45</td>
<td>$294.20</td>
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<td>9' x 10' Carpet Padding - Double Layer.........................</td>
<td>$141.35</td>
<td>$155.50</td>
<td>$197.90</td>
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<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer.........................</td>
<td>$252.20</td>
<td>$277.40</td>
<td>$335.10</td>
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<tr>
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<td>9' x 30' Carpet Padding - Double Layer.........................</td>
<td>$378.25</td>
<td>$416.10</td>
<td>$529.55</td>
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<tr>
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<td>9' x 40' Carpet Padding - Double Layer.........................</td>
<td>$504.30</td>
<td>$554.75</td>
<td>$706.00</td>
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<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)..............................</td>
<td>$.55</td>
<td>$.60</td>
<td>.75</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
</tr>
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</tr>
</tbody>
</table>

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 23, 2019

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080   Fax: (469) 621-5603

SEPTEMBER 23, 2019

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 23, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

COMPANY NAME: ___________________________  BOOTH #: ___________________________  BOOTH SIZE: ___________________________

CONTACT NAME: ___________________________  PHONE #: ___________________________

E-MAIL ADDRESS: ___________________________

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $3.60

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

- Black  □  Blue  □  Gray  □  Green  □  Latte  □  Midnight Blue  □  Plum  □  Red  □  Red Pepper  □  Tuxedo

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$5.00</td>
<td>$5.50</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>$4.50</td>
<td>$4.95</td>
<td>$6.30</td>
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</tr>
</tbody>
</table>

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black  □  Cardinal  □  Charcoal  □  Cream  □  Gray Pearl  □  Navy  □  Toast  □  Wedgewood  □  White

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$5.80</td>
<td>$6.40</td>
<td>$8.10</td>
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</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>$5.50</td>
<td>$6.05</td>
<td>$7.70</td>
<td></td>
</tr>
</tbody>
</table>

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black  □  Charcoal  □  Gray Pearl  □  Gray  □  Navy  □  White

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
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</tr>
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<td>Over 700 sq. ft.</td>
<td>$4.50</td>
<td>$4.95</td>
<td>$6.30</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ .75

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ .75</td>
<td>$ .85</td>
<td>$ 1.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$ .55</td>
<td>$ .60</td>
<td>$ .75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ 1.50</td>
<td>$ 1.70</td>
<td>$ 2.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$ 1.10</td>
<td>$ 1.20</td>
<td>$ 1.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

Sub- Total + 6% Tax = Total Cost
**QUICK TIPS**

**SMARTFABRIC EXHIBIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit</td>
<td>$2,155.00</td>
<td>$3,017.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit</td>
<td>$4,155.00</td>
<td>$5,817.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Classic Carpet:</th>
<th>Black</th>
<th>Blue</th>
<th>Gray</th>
<th>Green</th>
<th>Latte</th>
<th>Midnight Blue</th>
<th>Plum</th>
<th>Red</th>
<th>Red Pepper</th>
<th>Tuxedo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM GRAPHICS**

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

**FRAME ONLY UNIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit</td>
<td>$1,410.00</td>
<td>$1,974.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Frame Only Unit</td>
<td>$2,350.00</td>
<td>$3,290.00</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORIES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td>$65.00</td>
<td>$91.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$20.00</td>
<td>$28.00</td>
<td></td>
</tr>
</tbody>
</table>

**QUICK TIPS**

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

**ACCESSORIES**

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

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

**TOTAL COST**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td></td>
</tr>
<tr>
<td>6% Tax</td>
<td></td>
</tr>
<tr>
<td>Total Cost</td>
<td></td>
</tr>
</tbody>
</table>

04/18 (488577) 9035
**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10' × 10'</th>
<th>10' × 20'</th>
<th>10' × 10'</th>
<th>10' × 20'</th>
<th>10' × 10'</th>
<th>10' × 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>2,780.80</td>
<td>3,893.10</td>
<td>2,350.15</td>
<td>3,290.20</td>
<td>2,142.30</td>
<td>2,999.20</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,655.20</td>
<td>2,317.30</td>
<td>1,954.15</td>
<td>2,850.30</td>
<td>1,867.20</td>
<td>2,599.30</td>
</tr>
<tr>
<td>Package 3</td>
<td>2,350.15</td>
<td>3,290.20</td>
<td>2,142.30</td>
<td>2,999.20</td>
<td>2,350.15</td>
<td>3,290.20</td>
</tr>
<tr>
<td>Package 4</td>
<td>2,142.30</td>
<td>2,999.20</td>
<td>2,350.15</td>
<td>3,290.20</td>
<td>2,142.30</td>
<td>2,999.20</td>
</tr>
<tr>
<td>Package 5</td>
<td>2,475.30</td>
<td>3,465.40</td>
<td>2,142.30</td>
<td>2,999.20</td>
<td>2,475.30</td>
<td>3,465.40</td>
</tr>
<tr>
<td>Package 6</td>
<td>2,580.50</td>
<td>3,612.70</td>
<td>2,142.30</td>
<td>2,999.20</td>
<td>2,580.50</td>
<td>3,612.70</td>
</tr>
</tbody>
</table>

### CARPET

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

- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- White
- Wine
- Black
- Burgundy
- Brown
- White
- White Perfboard
- Black Perfboard
- White Perfboard

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
- Green
- Latte
- Red
- Red Pepper
- Tuxedo
- White

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
- Colored Panels
- Creating a Custom Exhibit
- Cabinet & Counters
- Specialty Colored Metal
- Recyclable Graphics
- Graphics & Custom Logo
- White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer’s specifications.
NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

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

For Assistance, please call (773) 473-7080 to speak with one of our experts.

Don't see what you need? Please call Exhibitor Sales at (773) 473-7080.
**NAME OF SHOW:** ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (773) 473-7080 to speak with one of our experts.

---

**TABLETOP UNIT**

**Rental Units Include:**
- Draped Table (select color below)
- Classic Carpet 9’ X 10’ (select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**
- 1-Case
- One Time Installation & Dismantle
- Installation & Dismantle of Exhibit

**Fabric Panel Colors for All Units:**
- ☐ Black
- ☐ Gray
- ☐ Blue

*Other Colors Also Available for Purchase Units*

**Table Drape:**
- ☐ Black
- ☐ Midnight Blue
- ☐ Plum
- ☐ Red
- ☐ Red Pepper
- ☐ Tuxedo
- ☐ Gold
- ☐ Gray
- ☐ Plum
- ☐ Red
- ☐ White

*Header Identification Sign - (white with black text) Indicate copy below:

**FLOOR UNIT**

**Rental Units Include:**
- Classic Carpet 9’ X 10’ (select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**
- 2-Cases
- 1-Podium - 8’H X 10’W unit only

**Fabric Panel Colors for All Units:**
- ☐ Black
- ☐ Blue
- ☐ Green
- ☐ Gray

*Other Colors Also Available for Purchase Units*

**Table Drape:**
- ☐ Black
- ☐ Midnight Blue
- ☐ Plum
- ☐ Red
- ☐ Red Pepper
- ☐ Tuxedo
- ☐ Gold
- ☐ Gray
- ☐ Plum
- ☐ Red
- ☐ White

*Header Identification Sign - (white with black text) Indicate copy below:

---

**CUSTOM GRAPHIC / PHOTO PANELS**

☐ Our custom graphic panels can dramatically enhance your exhibit’s appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

---

**OPTIONAL ACCESSORIES**

**RENTAL**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>189.00</td>
<td>284.60</td>
<td>267.75</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>98.20</td>
<td>137.50</td>
<td>194.25</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>1</td>
<td>76.85</td>
<td>107.60</td>
<td>135.15</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>76.85</td>
<td>107.60</td>
<td>135.15</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>189.00</td>
<td>284.60</td>
<td>267.75</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>1</td>
<td>98.20</td>
<td>137.50</td>
<td>194.25</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>1</td>
<td>76.85</td>
<td>107.60</td>
<td>135.15</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>76.85</td>
<td>107.60</td>
<td>135.15</td>
</tr>
</tbody>
</table>

---

**QUICK TIPS**

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

---

**PURCHASE UNIT TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

**RENTAL UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>6% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>
NAME OF SHOW: ________________________________________________________________________________________
COMPANY NAME ____________________________________________________________ BOOTH #:_________________________
CONTACT NAME: ______________________________________________________ PHONE #: _________________________
E-MAIL ADDRESS: _______________________________________________________________________________________

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric
• Single-sided graphics and frame hardware.
• Complete the “Hanging Sign” order form. (Labor and hardware to hang sign are NOT included.)
• Orders received after the deadline date are subject to availability and will be charged standard prices.
An Exhibitor Sales Solutionist will contact you for details.

☐ Square Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10'</td>
<td>3'</td>
<td>40'</td>
<td>$3,307.65</td>
<td>$4,961.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10'</td>
<td>4'</td>
<td>40'</td>
<td>$4,332.60</td>
<td>$6,498.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15'</td>
<td>3'</td>
<td>60'</td>
<td>$4,897.20</td>
<td>$7,345.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15'</td>
<td>4'</td>
<td>60'</td>
<td>$6,442.20</td>
<td>$9,663.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20'</td>
<td>4'</td>
<td>80'</td>
<td>$8,985.00</td>
<td>$13,477.50</td>
<td></td>
</tr>
</tbody>
</table>

☐ Rectangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 15'</td>
<td>3'</td>
<td>50'</td>
<td>$4,370.00</td>
<td>$6,555.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>4'</td>
<td>40'</td>
<td>$5,647.50</td>
<td>$8,471.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Circle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Diameter</th>
<th>Height</th>
<th>Circumference (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>31.42'</td>
<td>$2,608.95</td>
<td>$3,913.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>31.42'</td>
<td>$3,414.80</td>
<td>$5,122.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>47.12'</td>
<td>$3,861.10</td>
<td>$5,791.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>47.12'</td>
<td>$5,066.50</td>
<td>$7,599.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>62.80'</td>
<td>$6,860.85</td>
<td>$10,291.30</td>
<td></td>
<td></td>
</tr>
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</table>

☐ Triangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>30'</td>
<td>$2,490.70</td>
<td>$3,736.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>30'</td>
<td>$3,259.55</td>
<td>$4,889.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>45'</td>
<td>$3,750.35</td>
<td>$5,625.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>45'</td>
<td>$4,914.80</td>
<td>$7,372.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>60'</td>
<td>$6,784.90</td>
<td>$10,177.35</td>
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<td></td>
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</tbody>
</table>

☐ Serpentine Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>Double Sided (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>20'</td>
<td>$1,704.55</td>
<td>$2,556.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>20'</td>
<td>$2,212.85</td>
<td>$3,319.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>30'</td>
<td>$2,513.60</td>
<td>$3,770.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>30'</td>
<td>$3,276.35</td>
<td>$4,914.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>40'</td>
<td>$4,473.70</td>
<td>$6,710.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: ________________ x 6% (Tax) ______________________  = ______________________

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics
☐ Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

DETROIT FY20 REV 07/17 (488577)
FREEMAN showcases

8201 West 47th Street
McCook, IL  60525
(773) 473-7080  • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

NAME OF SHOW:  ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

COMPANY NAME:  
BOOTH #:  
CONTACT NAME:  
PHONE #:  
E-MAIL ADDRESS:  

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

**SHOWCASES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td></td>
<td></td>
<td>FULL VISION CASE</td>
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<td></td>
<td>101043</td>
<td>1-8&quot; &amp; 1-10&quot; Glass Shelf with Adjustable Brackets</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
<td></td>
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<tr>
<td></td>
<td>101051</td>
<td>26&quot; High Front Glass Display Section</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
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<tr>
<td></td>
<td>101061</td>
<td>Case is 20&quot; Deep</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
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<td></td>
<td>Available in 4', 5' and 6' lengths</td>
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<td></td>
<td>101043</td>
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<td>$717.55</td>
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<td>101051</td>
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<td>101061</td>
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<td>HALF VISION CASE</td>
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<td></td>
<td>101043</td>
<td>1-10&quot; Glass Shelf with Adjustable Brackets</td>
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<td>$913.20</td>
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<td>18&quot; High Front Glass Display Section</td>
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<td></td>
<td>101061</td>
<td>Case is 20&quot; Deep</td>
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<td>$717.55</td>
<td>$913.20</td>
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<td>Available in 4’, 5’ and 6’ lengths</td>
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<td>101043</td>
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<td>$717.55</td>
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<td>101051</td>
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<td>101061</td>
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<td>TOWER CASE</td>
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<td></td>
<td>101020</td>
<td>Dimensions are 20&quot;L x 20&quot;D x 80&quot;H</td>
<td>$855.25</td>
<td>$940.80</td>
<td>$1,197.35</td>
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<td></td>
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<td>3 Glass Shelves</td>
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<td></td>
<td>Lights</td>
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<td></td>
<td>Locks</td>
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<td></td>
<td></td>
<td>Available in 20 x 20 Square Only</td>
<td></td>
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<tr>
<td></td>
<td>101020</td>
<td>20 x 20</td>
<td>$855.25</td>
<td>$940.80</td>
<td>$1,197.35</td>
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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>QUARTER VISION CASE</td>
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<tr>
<td></td>
<td>101044</td>
<td>12” High Front Glass Display Section</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
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</tr>
<tr>
<td></td>
<td>101052</td>
<td>Case is 20” Deep</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
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</tr>
<tr>
<td></td>
<td>101062</td>
<td>Available in 4’, 5’ and 6’ lengths</td>
<td>$652.30</td>
<td>$717.55</td>
<td>$913.20</td>
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<tr>
<td></td>
<td></td>
<td>CORNER VISION CASE</td>
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<td></td>
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<tr>
<td></td>
<td>101091</td>
<td>Includes Rear Access and Glass Shelves</td>
<td>$797.25</td>
<td>$877.00</td>
<td>$1,116.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>101090</td>
<td>Case is 20” Deep</td>
<td>$797.25</td>
<td>$877.00</td>
<td>$1,116.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>101092</td>
<td>Available in Full, Half, and Quarter Sizes</td>
<td>$797.25</td>
<td>$877.00</td>
<td>$1,116.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WALLCASE</td>
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<tr>
<td></td>
<td>1010200</td>
<td>Dimensions are 48&quot;L x 20&quot;D x 72&quot;H</td>
<td>$855.25</td>
<td>$940.80</td>
<td>$1,197.35</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(4) 12” Glass Shelves</td>
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<td>Adjustable Brackets</td>
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<td></td>
<td>Lights</td>
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<td></td>
<td></td>
<td>Locks</td>
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<td></td>
<td></td>
<td>60” High Sliding Glass Doors</td>
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<tr>
<td></td>
<td></td>
<td>Available in See-Thru (pictured above) and Solid</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>1010203</td>
<td>Solid</td>
<td>$826.20</td>
<td>$908.80</td>
<td>$1,156.70</td>
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<tr>
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<td>1010204</td>
<td>See-Thru</td>
<td>$826.20</td>
<td>$908.80</td>
<td>$1,156.70</td>
<td></td>
</tr>
</tbody>
</table>

- All showcases are 20’D x 38’H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of $10.00 will be assessed.
- Electrical services are NOT included. Please order the electrical service from the electrical contractor.

**TOTAL COST**

Sub-Total + Tax (6%) = TOTAL
SHOWCASE PLACEMENT

The grid below may be printed to layout the placement of your showcase. Please complete as clearly as possible, indicating the following:

1. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: ___________________________________________ Dates: ______________________
Company Name: ________________________________________ Booth #: ____________________

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

**SCALE:** 1 SQUARE = _______FOOT/FEET or _______INCHES
To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form.

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

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

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>@ 42.30</td>
<td>63.45</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td>@ 46.35</td>
<td>69.55</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>@ 53.70</td>
<td>80.55</td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td>@ 55.25</td>
<td>82.90</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>@ 53.70</td>
<td>80.55</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>@ 77.45</td>
<td>116.20</td>
<td></td>
</tr>
<tr>
<td>14” x 44”</td>
<td>@ 83.35</td>
<td>125.05</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>@ 91.90</td>
<td>137.85</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>@ 126.30</td>
<td>189.45</td>
<td></td>
</tr>
<tr>
<td>20” x 60”</td>
<td>@ 118.15</td>
<td>177.25</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

**INDICATE YOUR SIGN COPY HERE:**
* Please feel free to attach additional sign copy on separate page.
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

ACCEPTABLE FILE SOFTWARE

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.
**DISPLAY LABOR (One Hour Minimum per Worker)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$104.25</td>
<td>$146.00</td>
</tr>
<tr>
<td>Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Time - All day Sunday and recognized holidays</td>
<td>$156.50</td>
<td>$219.25</td>
</tr>
</tbody>
</table>

- **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. 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: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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<td>Freeman Supervision  (30%/45.00)</td>
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<td>Tax</td>
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<td>Total Installation</td>
</tr>
</tbody>
</table>

**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: __________________________

<table>
<thead>
<tr>
<th>Date</th>
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<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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<td>Freeman Supervision  (30%/45.00)</td>
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<td>Tax</td>
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<td>Total Dismantle</td>
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</tbody>
</table>
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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____________ Show Site _____________ Date ___________________
Total No. of: Crates _________________ Cartons _________________ Fiber Cases _________________
Other (Specify) _____________________________________
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 CARRIER: (Please indicate the carrier’s name)
  ☐ 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

☐ Delivery back to warehouse at Exhibitor’s Expense.

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.
INSTRUCTIONS

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

• All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates.

• Set up instructions must be provided for signs needing assembly.

• Hanging anchor points must be pre-fabricated and ready for use.

• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline date of OCTOBER 4, 2019. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

• Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.

• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

• To Insure Freeman Installs, Hangs & Dismantle’s your sign to your specification please fill out the next 2 pages and submit to Freeman.

• In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 3 pages as soon as possible.

• Scheduling is done on a first come, first served basis.

• If you have any questions or require further assistance, you may reach us at the email address below:

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime
Before 8:00 A.M. & after 4:30 P.M. Monday through Friday
All day Saturday

Double Time
All day Sunday and recognized holidays

Crew Size - MINIMUM of two (2) people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

• Show site prices will apply to all hanging sign orders placed at show site.

• Rates are per lift and crew per hour

• One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

• Straight time cannot be guaranteed

<table>
<thead>
<tr>
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<th>Straight Time</th>
<th>Overtime Time</th>
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<tr>
<td>Condor</td>
<td>Advance Price</td>
<td>$561.00</td>
<td>$667.50</td>
</tr>
<tr>
<td></td>
<td>Show Site Price</td>
<td>$785.50</td>
<td>$934.50</td>
</tr>
<tr>
<td>Additional Crew</td>
<td>Advance Price</td>
<td>$104.25</td>
<td>$156.50</td>
</tr>
<tr>
<td></td>
<td>Show Site Price</td>
<td>$146.00</td>
<td>$219.25</td>
</tr>
</tbody>
</table>

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC’s) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.
SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

☐ SUPERVISION BY FREEMAN  Please complete the information below.
  • Installation of your Hanging Sign will be completed at our discretion prior to show opening.

☐ SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE

  Supervisor will be: __________________________________ Phone Number: __________________________________
  Date: __________________________________ Time: ___________________________

HANGING SIGN LABOR AND EQUIPMENT

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

NAME OF SHOW: _______________________________________________________________________________________

COMPANY NAME ______________________________________________________________ BOOTH #: _________________________

CONTACT NAME: ______________________________________________________ PHONE #: _________________________

E-MAIL ADDRESS ______________________________________________________________ _________________________

For Assistance, please call 773-473-7080 to speak with one of our experts.

Installation Condor/Crew Estimate

<table>
<thead>
<tr>
<th>Preferred Installation Date(s):</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
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Dismantle Condor/Crew Estimate

<table>
<thead>
<tr>
<th>Preferred Dismantle Date(s):</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
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</thead>
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Installation Assembly Estimate

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<thead>
<tr>
<th>Preferred Installation Date(s):</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
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Dismantle Assembly Estimate

<table>
<thead>
<tr>
<th>Preferred Dismantle Date(s):</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. Please complete the diagram on the following page.

Type: Cloth Banner _______ Metal or Wood _______ Other ________________________________

Shape: ________________________________ Weight of Sign: ________________________________

Size: Height ___________________ Length _______________ Width ________________

Does Your Sign Require Electricity ________________ Assembly Crew Size: ____________________

Is Your Sign Designed to Rotate? ________________________________

Are You Shipping to the Adv. Warehouse? ________________________________

Does your sign require a Chain Fall? (A Chain Fall is a manual Hoist) ____________________

Number of feet from floor to top of sign: ________________________________

Location of sign within booth: ________________________________

Tie off structure/wall? ________________________________

DETROIT DISC FY20_ Elec-Revised 03 21 18 (Proj.# 14-488577) Page 2 of 4
The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.

3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

4. Number of feet from the floor to top of sign: ________________

Show Name: ___________________________________________ Dates: ______________________

Company Name: ___________________________________________ Booth #: ______________________

Feet in from the back Aisle # ______

Feet in from the front Aisle # ______

Feet in from the left Aisle # ______

Feet in from the right Aisle # ______

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = ¼ foot  
20 x 20 use 1 square = 1/2 foot  
40 x 40 use 1 square = 1 foot
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

___________________________________________________, the contracted exhibitor at the ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION, (if applicable) the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASM INTERNATIONAL, COBO CENTER, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: ___________________________ Booth #: _______
Authorized Signature: ___________________________
Printed Name: ___________________________ Date: _______
E-Mail: ___________________________

Display House/Builder (if applicable): ___________________________
Authorized Signature: ___________________________
Printed Name: ___________________________ Date: _______
E-Mail: ___________________________

Complete and return form to address listed at the top of this form.
Transportation Service, Fully Loaded.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

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

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

SHIPPING INFORMATION

Items to be shipped
Number of Pieces | Est. Weight
--- | ---
Crates (wooden) | 0
Cartons (cardboard) | 0
Cases/Trunks (fiber) (color _________) | 0
Skids/Pallets | 0
Carpet (color _________) | 0
Other ( ______________________ ) | 0
Total | 0

Size of largest piece: (H) _____ (W) _____ (L) _____

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

OUTBOUND SHIPPING

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

Ship to address:

☐ I will be shipping to SHOW SITE

☐ I will be shipping to WAREHOUSE

OUTBOUND SHIPPING

☐ 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

NAME OF SHOW: ASM HEAT TREATING SOCIETY CONFERENCE & EXPOSITION / OCTOBER 15 - 17, 2019

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
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.
CANNOT DELIVER BEFORE OCTOBER 14, 2019

TO:

C/O:
FREEMAN
COBO CONFERENCE- EXHIBITION CENTER
COBO CENTER
1 WASHINGTON BLVD.
DETROIT, MI 482264420

SHOW SITE
ASM HEAT TREATING SOCIETY
CONFERENCE & EXPOSITION

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.
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.

DO NOT DELAY

TO: _____________________________
EXHIBITOR NAME
C/O FREEMAN
UPS FREIGHT WAREHOUSE
6150 INKSTER ROAD
ROMULUS, MI  48174
HANGING SIGN
ASM HEAT TREATING SOCIETY CONF & EXPO
BOOTH # __________ NO. OF PIECES _________
CARRIER _________________________________

DELIVER BY OCTOBER 4, 2019

DO NOT DELAY

TO: _____________________________
EXHIBITOR NAME
C/O FREEMAN
UPS FREIGHT WAREHOUSE
6150 INKSTER ROAD
ROMULUS, MI  48174
HANGING SIGN
ASM HEAT TREATING SOCIETY CONF & EXPO
BOOTH # __________ NO. OF PIECES _________
CARRIER _________________________________
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
Unrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return
Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

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

Special Handling: 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, & DHL are included in this category due to their delivery procedures.

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

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

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime: 4:30 P.M. to 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday

Double Time: ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday

(Overtime/Double Time 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 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$160.25</td>
<td>$320.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$208.50</td>
<td>$417.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$240.50</td>
<td>$481.00</td>
</tr>
</tbody>
</table>

| Showsite Shipment (200 lb. minimum)   |               |                  |
| Crated or Skidded Shipment            | $137.50       | $275.00          |
| Special Handling Shipment             | $178.75       | $357.50          |
| Uncrated or Pad Wrapped Shipment      | $206.25       | $412.50          |
| Carpet and/or Pad Only Shipment       | $206.25       | $412.50          |

Small Package - Maximum weight is 30 lbs. per shipment* $45.00

* 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>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after OCTOBER 4, 2019</td>
<td>$40.25</td>
<td>$80.50</td>
</tr>
<tr>
<td>Showsite Shipment after OCTOBER 14, 2019</td>
<td>$34.50</td>
<td>$69.00</td>
</tr>
</tbody>
</table>

| Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates) |               |                      |
| Crated or Skidded Shipment                                 | $34.50        | $69.00               |
| Special Handling Shipment                                  | $44.75        | $89.50               |
| Uncrated or Pad Wrapped Shipment                           | $51.75        | $103.50              |
| Carpet and/or Pad Only Shipment                            | $51.75        | $103.50              |

| Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates) |               |                      |
| Crated or Skidded Shipment                                 | $68.75        | $137.50              |
| Special Handling Shipment                                  | $89.50        | $179.00              |
| Uncrated or Pad Wrapped Shipment                           | $103.25       | $206.50              |
| Carpet and/or Pad Only Shipment                            | $103.25       | $206.50              |

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost</th>
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</thead>
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<tr>
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</tr>
<tr>
<td>Sub-Total</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
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</table>
SPECIAL HANDLING DEFINITIONS

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

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at 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 by-passed to reach target 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 place 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?
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.

### FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040520</td>
<td>5M Forklift / 2 Man Crew - ST</td>
<td>$340.75</td>
<td>$477.50</td>
</tr>
<tr>
<td>3040521</td>
<td>5M Forklift / 2 Man Crew - OT</td>
<td>$441.25</td>
<td>$618.00</td>
</tr>
<tr>
<td>3040522</td>
<td>5M Forklift / 2 Man Crew - DT</td>
<td>$541.25</td>
<td>$758.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020500</td>
<td>Rigging Crew - ST (Equipment not included)</td>
<td>$200.50</td>
<td>$281.00</td>
</tr>
<tr>
<td>3020501</td>
<td>Rigging Crew - OT (Equipment not included)</td>
<td>$301.00</td>
<td>$421.50</td>
</tr>
<tr>
<td>3020502</td>
<td>Rigging Crew - DT (Equipment not included)</td>
<td>$401.00</td>
<td>$561.50</td>
</tr>
</tbody>
</table>

Two man crew is required with all equipment below (One hour minimum per forklift)

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>304015</td>
<td>Lg. Forklift (up to 15,000 lbs - Crew not included)</td>
<td>$184.75</td>
<td>$258.75</td>
</tr>
<tr>
<td>30404</td>
<td>4-Stage Forklift (14’ or higher - Crew not included)</td>
<td>$155.50</td>
<td>$217.75</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$83.50</td>
<td>$116.90</td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$111.00</td>
<td>$155.40</td>
</tr>
</tbody>
</table>

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

### INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:

Sub-Total

Tax  

N/A

Total

### DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:

Sub-Total

Tax  

N/A

Total
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

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

SHIPPING INFORMATION

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation  ☐ Other Carrier

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

☐ Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels: __________

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

07/17 (488577)
NOTE: The work mentioned below may be performed using any cordless hand tools, step stools limited to three steps or less and non-motorized material handling equipment and dollies.

Ladders, power tools and mechanical lifting devises or motorized material handling equipment can only be used by the qualified members of the union having proper jurisdiction. Also, any hired labor must be the qualified members of the union having proper jurisdiction. The materials handling crew is now two members, down from the previous three member crew.

Exhibitors may:

Set up their own booths of 400 square feet or less, including their own assembly and decorating work within their booth.

Unload and load their own privately owned vehicles (POV’s) such as passenger cars, SUVs, vans or pick-ups using their own employees and/or volunteers. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle while a second person does the unloading/loading. Show management will decide whether a POV line will be used for their event. If so, they will retain the services of two material handlers assigned to the POV line to help those exhibitors who desire assistance.

Transport items (hand carry or by using luggage carts or rolling in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. Note, no carts, dollies or material handling equipment will be supplied by Cobo Center or show services contractor.

Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and with the exception of any concealed wiring), install up to twenty (20) UL approved clip-on lights and light bulbs and use their own UL-approved extension cords, power strips and surge suppressors.

Set-up, connect and operate any computer system, audio-visual equipment and other appliances or components. Unpack, assemble, dismantle and pack product and/or equipment.

Assemble machinery, including unpacking, dismantling and re-packing; and calibrate and fine-balance their own machinery, components and equipment.

Transport their own specialized vehicles (i.e., cement trucks, tractors, and other similar type vehicles) that are part of the display to-and-from the booth, limited to one vehicle per 400 square feet of booth. Note: Due to liability issues, some contractors may require spotters.

Align, move and position vehicles in the booth after spotting. Hang banners, signs, or graphics in the booth.

Clean within their booths using spray cleaners, vacuum cleaners, or cloth padded type mop heads without water.

Monday through Friday, the first eight hours of labor is straight time between 6:00 a.m. and 10:00 p.m. For material handling, the above applies between the hours of 6:00 a.m. to 6:00 p.m. except on the day the show breaks (Monday through Friday), the first eight hours of labor is straight time until 10:00 p.m.
COBO CENTER ON-LINE ORDERING

Dear Exhibitor,

Cobo Center on-line is now available for your convenience to order all Cobo Center Services using the link below.

As part of an overall strategy to provide digital media resources to customers and reduce the facility's carbon footprint, Cobo Center has migrated to paperless event service ordering. Online ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Cobo with our online ordering service. Thanks for participating.

Link: http://www.cobocenter.com/exhibitors/exhibitor_services_online_ordering

Cobo Center Services available on-line include:

Internet
Electrical
Custom Booth Cleaning
Plumbing/Compressed Air
Telephone Lines
Booth Catering
Stagehand Labor

Please take advantage of the early order discounts available on most services. Once order is placed you will receive a confirmation. If you have questions or need assistance, please contact:

Rajiv Chopra
313-877-8201
rchopra@cobocenter.com

Thank you & looking forward to servicing you.
**DIRECTIONS TO COBO CENTER**

- **From North**
  Southbound on the Lodge US-10, exit Larned St. (on left); right on Washington Blvd. 
  Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.

- **From South**
  Northbound on I-75, exit Lodge US-10 to Larned St. (on left); right on Washington Blvd.

- **From East**
  Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.

- **From West**
  Eastbound on I-96 or I-94, take the Lodge US-10 south; exit Larned St. (on left); 
  right on Washington Blvd.

- **From Canada**
  Tunnel crossing: left on Jefferson Ave. west to Washington Blvd. 
  Ambassador Bridge crossing: take I-75 northbound to the Lodge US-10 south; 
  exit Larned St. (left side); right on Washington Blvd.

---

**COBO CENTER PARKING**

1. **Cobo Rooftop Parking**
   From front of Cobo Center, go north to Congress St. Turn left, stay in right lane to 
   circular ramp between Second and Third Streets. 
   From the Lodge US-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.

2. **Cobo Center Congress Street Garage**
   Cobo Center Congress Street Garage is located at Congress and First Streets 
   under Cobo Center.

3. **Cobo Center Washington Blvd. Garage**
   Cobo Center Garage is located at the intersection of Jefferson and Washington Blvd.in front of the main entrance to Cobo Center.
DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS

• From I-94 East- and West-bound
  Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and and exit at Howard Street (#1C).

• From I-75 North-bound
  Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

• From I-75 South-bound
  Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From I-96 East-bound
  Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

• From Lodge Freeway
  Take M-10 south and exit at Howard Street (#1C).

From M-10/Howard Street exit to Detroit, Wayne, Oakland and Macomb Hall Loading Docks
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

From M-10/Howard Street exit to Michigan Hall Loading Docks
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

From M-10/Howard Street exit to Ballroom Loading Dock
Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr. just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.
Thank you for choosing AT&T

AT&T Exhibitor Services Telephone Service

Susan Julson
877-975-7067

Lori Algaier
877-975-7159

Please complete and return form to MW.EXHIBITOR.SERVICES@RDSMAIL.IMS.ATT.COM at least 10 business days prior to event to guarantee requested due date.

Note: AT&T bills for services a minimum of 30 days. Price estimates based on monthly and non-recurring charges applicable and do not include local toll charges and applicable taxes. Prices are subject to change.

Billing Information
Name: ____________________________
Care of: ____________________________
Street Address: ____________________________
City: ____________________________ Zip Code: ____________________________
Phone: ____________________________

Request Submitted by:
Name ____________________________ Number ____________________________

Installation Information
Name of Event: ____________________________
Name of Firm: ____________________________
Contact Information of Person for Installation
Name: ____________________________ Number: ____________________________
Quantity of Lines: ____________________________ Install Date: ___________ Click here to enter a date.
Install Location: ____________________________
Preferred Long Distance Carrier
(Default is AT&T unless otherwise specified): NO

If you require any additional features on your service, please list the feature and the quantity in the comments section below.

Thank you for choosing AT&T
# GENERAL INTERNET PRICING

(Effective 10/1/2018)

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Shared Service (2.0 Mbs) Internet Service</strong></td>
<td></td>
</tr>
<tr>
<td>Single Computer Only - NO Routers - Wired Connection ONLY</td>
<td>$430 (per drop)</td>
</tr>
<tr>
<td>Additional Connections (in same area)</td>
<td>$100</td>
</tr>
<tr>
<td><strong>2. Dedicated Internet Service</strong></td>
<td></td>
</tr>
<tr>
<td>Internet Service (Wired OR WiFi); 2.0 Mbs minimum</td>
<td>$2,400</td>
</tr>
<tr>
<td>Each Additional Mbs</td>
<td>$1,200/ea Mbs</td>
</tr>
<tr>
<td>Public Static - One IP per connection; 2.0 Mbs minimum</td>
<td>$2,400</td>
</tr>
<tr>
<td>Each Additional Mbs</td>
<td>$1,200/ea Mbs</td>
</tr>
<tr>
<td>Additional Drops, in areas other than meeting rooms</td>
<td>$605</td>
</tr>
<tr>
<td><strong>3. Dark VLAN with no Internet Connectivity</strong></td>
<td></td>
</tr>
<tr>
<td>One Dark VLAN</td>
<td>$605</td>
</tr>
<tr>
<td>Drops for Dark VLAN</td>
<td>$305</td>
</tr>
<tr>
<td><strong>4. Rental</strong></td>
<td></td>
</tr>
<tr>
<td>24 Port Switch (100 Base-T)</td>
<td>$605</td>
</tr>
<tr>
<td>48 Port Switch (100 Base-T)</td>
<td>$1,210</td>
</tr>
<tr>
<td><strong>5. Expedite Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Orders placed less than 2 weeks prior to the first event day will incur standard rates (additional 50%)</td>
<td></td>
</tr>
</tbody>
</table>
Lead Management Services

Lead Retrieval Descriptions
All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud server for up to 3 months after the event.

YOUR DEVICE
The ExpoSmart lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the barcode on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.

OUR DEVICE
Android phone loaded with the ExpoSmart lead retrieval app, perfect for those that don’t want to use their own device. By scanning the barcode on the attendee badge you can quickly capture leads and add notes. Leads are uploaded to the cloud at the end of the event once the unit is returned. Add on options are available to enhance device capabilities.

Upgrade/Add On Options to Devices:

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails will be sent immediately as you scan the badge.

BELOW OPTIONS ONLY AVAILABLE WITH OUR DEVICE

High Speed Pistol Grip Scanner: Linked to tablet or smart phone via Bluetooth. Instantly capture leads with this high speed scanner by rapidly scanning the barcode on the attendee badge. Capable of scanning 50 leads per minute.

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

Delivery and Pick-Up: We will deliver and pick up the unit in your booth. No need to go back to the desk and wait in line.

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/ht2019
# Lead Retrieval Order Form

**October 15-17**
**Detroit, Michigan**

**SMART PHONE APPLICATION:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Thru 8/16</td>
<td>Advance 8/17-9/27</td>
<td>On-Site 9/28-10/17</td>
<td></td>
</tr>
<tr>
<td>ExpoSmart App - Single Device</td>
<td>$275.00</td>
<td>$345.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>ExpoSmart App - Up to 5 Devices (Compatible with Android and iPhone)</td>
<td>$450.00</td>
<td>$570.00</td>
<td>$710.00</td>
</tr>
<tr>
<td>Android Phone - loaded with ExpoSmart app</td>
<td>$375.00</td>
<td>$475.00</td>
<td>$570.00</td>
</tr>
</tbody>
</table>

(Prices quoted in U.S. dollars only)

**OPTIONAL SERVICES:** Above app or device must be selected prior to choosing optional services

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoAction email (Available for all devices)</td>
<td>$250.00</td>
<td>$325.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>High Speed Scanner <em>must order phone above</em></td>
<td>$95.00</td>
<td>$120.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Custom Qualifier Questions</td>
<td>$125.00</td>
<td>$165.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Delivery &amp; pick-up (Please provide an on-site mobile phone number below to schedule your delivery)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing Fee $10.00

**CONTACT INFORMATION**

Name__________________________
Company__________________________
Address__________________________
City, ST, Zip__________________________
Country__________________________

Booth #__________________________
Mobile Phone__________________________
email__________________________
email__________________________
(email receipt will be sent once order is processed)
(email confirmation will be sent once order is processed)

**PAYMENT:**

- a confirmation will be sent when order is processed if email provided -

**Credit Card** - Orders must be processed online or sign and fax this form to 805-654-1676, then call 805-654-0171 to complete your payment

**Check** (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS

Mail completed form with check to:

EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
1833 Portola Rd., Suite D
Ventura, CA 93003

Phone: 805-654-0171
email: exhibitorserv@rcsreg.com

Orders must be pre-paid.

No purchase orders will be accepted.

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of $1,800.00.

I agree to the above terms and conditions ____________________________

(signature required for faxed or mailed in orders)

**PLEASE RETAIN A COPY FOR YOUR RECORDS**
# Viviano Flower Shop
## Plant & Floral Order Form

**ASM Heat Treating Society Conference & Exposition**  
October 15-17, 2019  
Plants may be viewed at our website at www.viviano.com/showsandevents

*Mike Czaja: (810) 533-2026  Toll Free: 1- 800 viviano  Fax: (586) 293-1475*

(Please Print)

**Company Name:** ___________________________________  **Attention:** ______________________________

**Address:** ___________________________________  **City:** _______________________  **State:** __ Zip: ______

**Phone:** (      ) __________  **Fax:** (      ) __________  **Booth Contact:** ___________________  **Booth # ____

**Method of Payment:** Check:____  **Credit Card #_________________________________**  **Exp. Date:** ________

**Name on Card:** ___________________  **Signature:** ___________________  **Date:** _______

**Set up:** Time: _________  **Date:** _________  **Strike:** Time: ___________  **Date:** __________

---

**Order Form Directions:** Please fill out order form completely. Plants are provided on a rental basis only and are the sole property of Viviano Flower Shop, Inc. If plants are missing from your display you will be charged for them. Thank you in advance and have a great show!

### RENTAL PLANT SIZES

<table>
<thead>
<tr>
<th>PLANT</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3'</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4'</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5'</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6'</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-8’</td>
<td>$90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9’- up</td>
<td>$10 per.ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Fern</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivy</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Flowering Plants

<table>
<thead>
<tr>
<th>PLANT</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pot of Blooming Plants</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azalea</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrysanthemum</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromelaids</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalanche</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyclamen</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cut Flower Arrangements

<table>
<thead>
<tr>
<th>PLANT</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boutonnieres</td>
<td>$6.00 - up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corsages</td>
<td>$15.00 - up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bud Vases</td>
<td>$15.00 - up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floral Arrangements</td>
<td>$50 -up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cut Flowers Sub Total

<table>
<thead>
<tr>
<th>PLANT</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Spec. Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flower Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax 6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Show Favorite**

- 2-4’ Tropical Plants
- 2-Mum Plants
- 2-Boston Ferns  
  Reg. $220.00 Value  
  **$200.00**  
  Check Here (_)

**Show Classic**

- 2-5’ Ficus Trees
- 2-3’ Tropical Plants
- 2- Mum Plants
- 1-Table Top Bud Vase  
  Reg. $265.00 Value  
  **$240.00**  
  Check Here (_)

**Show Stopper**

- 2-6’ Ficus Trees
- 2-4’ Tropical Plants
- 2-3’ Tropical Plants
- 2-Boston Ferns
- 4-Blooming Plants
- 1-Arrangement ($40 )  
  Reg. $540.00 Value  
  **$485.00**  
  Check Here (_)

---

Viviano Flower Shop, Inc.  
32050 Harper Avenue  
Saint Clair Shores, MI 48082