**SERVICE INFORMATION**

**BOOTH EQUIPMENT**
Each 10’ x 10’ booth will be set with 8’ high black back 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.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

**EXHIBIT HALL CARPET**
The exhibit area is fully carpeted. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form. Please note, carpet ordered from Freeman will be installed on top of the existing facility carpet.

**DISCOUNT PRICE DEADLINE DATE**
Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by APRIL 13, 2020.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**
For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>May 3, 2020</td>
<td>2:00 PM - 5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>May 4, 2020</td>
<td>9:00 AM - 12:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

**EXHIBIT HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>May 4, 2020</td>
<td>3:00 PM - 6:30 PM</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 5, 2020</td>
<td>10:00 AM - 3:30 PM</td>
<td></td>
</tr>
</tbody>
</table>

**EXHIBITOR MOVE-OUT**
For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>May 5, 2020</td>
<td>3:30 PM - 9:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

We will begin returning empty containers at the close of the show. Please note that all warehouse shipments and shipments received at show site on Sunday, May 3, will be assessed overtime charges. All outbound shipments after 4:30 PM on Tuesday, May 5, will be assessed additional overtime charges.

Overtime rates will apply for display and electrical labor and double time rates will apply for forklift labor all day on Sunday. Overtime rates will apply for all labor after 4:30 PM on Tuesday.

**DISMANTLE AND MOVE-OUT INFORMATION**
All exhibitor materials must be removed from the exhibit facility by Tuesday, May 5, 2020 at 9:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Tuesday, May 5, 2020 at 6:00 PM.

**POST SHOW PAPERWORK AND LABELS**
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (714) 254-3410 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
2170 S. Towne Centre Place, Ste 100
Anaheim, CA 92806
(714) 254-3410 fax (469) 621-5602
FreemanAnaheimES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1(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

FREEMANONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by APRIL 13, 2020. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:
Exhibiting Company Name / Booth #
AEROMAT 2020 & SMST ENTREPRENEURIAL WORKSHOP 2020
C/O FREEMAN
3456 E. MIRALOMA AVE
ANAHEIM, CA 92806

Freeman will accept crated, boxed or skidded materials beginning Friday, April 3, 2020 at the above address. Material arriving after Friday, April 24, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108” H x 93” W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
AEROMAT 2020 & SMST ENTREPRENEURIAL WORKSHOP 2020
C/O FREEMAN
PALM SPRINGS CONVENTION CENTER
277 N AVENIDA CABALLEROS
PALM SPRINGS, CA 92262

Freeman will receive shipments at the exhibit facility beginning Sunday, May 3, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.
Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

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 Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1 (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by APRIL 13, 2020.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Services department at (714) 254-3410 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.

1. **Before the Show**
   - **Booth Structure**
     - **Option 1** Multiple Use
       - Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
       - Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
     - **Option 2** One-time Use
       - Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **Carpet**
   - **Option 1** Rent
     - Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2** Color
     - Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **Shipping**
   - Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.
   - Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **Graphics**
   - **Option 1** Multiple Use
     - Print on a durable substrate without dates, event names, or locations.
   - **Option 2** One-time Use
     - Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

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

The following information is provided for your convenience and is comprised of excerpts from our complete Facility Guidelines.

ANIMALS:
Service and/or guide animals are permitted at all times. Non service animals are not permitted in the facility except as part of an exhibit, activity, or performance requiring their use. Prior approval is required by the Event Manager.

AUDIO VISUAL SERVICES:
PSAV is the preferred provider of A/V equipment and services for the Palm Springs Convention Center. Please contact a PSAV representative to discuss your audio visual needs at 760-322-8455. For your convenience, an order form has been included in your exhibitor kit.

BALLOONS/GLITTER:
Helium, balloons, confetti and glitter are strictly prohibited. Balloons may be used for display purposes with prior approval. Any loose balloons will be subject to a per balloon retrieval fee. Adhesive backed decals may not be distributed or used within the facility.

CHILDREN
No one under the age of 16 is permitted in the exhibit halls or on the loading dock during load in/load out hours.

DECORATIONS:
Decorations, signage, banners, etc, MAY NOT be taped, nailed, or otherwise attached to any ceiling, window, painted surface or wall of the facility. The location and method of installation of special decor or signage requires prior approval from the Event Manager.

FIRE CODE REQUIREMENTS:
Drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits or as props, must be flame retardant and be accompanied by a Fire Certificate of Flame Resistance. All such materials are subject to inspection and on site testing by the Fire Marshal.
Sisal paper, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.
Fire fighting equipment, fire extinguishers, fire hose cabinets, exits and/or exit signage may not be hidden or obstructed.

The following instances may require further approval from the Fire Marshal to ensure public safety. Please contact the Tradeshow Contractor for further details.
- Booths containing closed rooms, multi-level structures
- Booths requiring floorplans showing specific details
- Booths requirements for smoke alarms & fire extinguishers
- Booths requiring fire watch personnel
- Exhibitors utilizing cooking devices
- Vehicles on display in exhibit halls (please refer to "Vehicles on Display" on page 3)

To access a complete version of the City of Palm Springs Fire Regulations, please visit our website at www.palmspringscc.com.
FOOD & BEVERAGE:
All food, alcoholic and non-alcoholic beverages, and concessions services are operated and controlled by the Palm Springs Convention Center.
Savoury's provides exclusive food & beverage service for the Palm Springs Convention Center. You may order food & beverage for your booth by contacting Savoury's at 760-322-8432. Exhibitors who wish to exhibit/distribute sample food or beverage items must contact Savoury's for prior authorization.
Outside food or beverage is not permitted at any time.

INTERNET/TELECOMMUNICATIONS:
Internet or telecommunications services are provided exclusively by PSAV. In some cases free internet connectivity is provided by Show Management, in which case you will be issued an access code. We also offer two levels of wifi service which may be purchased by credit card by clicking on internet explorer once you are on site. A splash screen will appear that will allow you to place an order. Individual services for hardwire connection may be requested in advance by completing the appropriate form(s). Payment is required prior to installation.

LOAD-IN AND LOAD-OUT:
Exhibitors may load in/load out of the facility through designated loading dock areas only. The main lobbies are not to be utilized for this purpose. Please verify load in/load out times prior to your arrival through the Tradeshow Contractor.
The Palm Springs Convention Center does not provide lifts, carts, or other equipment for public use.
Hallways and doors may not be blocked with freight, equipment, display material, etc. at any time.

PARKING:
Parking in loading dock areas except for load in/load out, is prohibited. The loading dock marshal will direct exhibitors and control the flow of vehicles in all dock areas and driveways. Vehicles in violation of this policy will be towed at the owner's expense.
The Palm Springs Convention Center has a primary lot located to the north of the facility and a secondary lot southwest of the facility. Handicapped parking is available in both parking areas with drop off areas at the main entrance located on Alvarado Road.

PERMITS & LICENSES
The City of Palm Springs requires a temporary business license for the general sale of any merchandise at the facility. It is your Show Manager’s responsibility to file proper paperwork and pay related fees directly to the City of Palm Springs. Please contact Show Management to ensure that they have your correct merchant information.

RIGGING/BANNER HANGING
The Tradeshow Contractor must provide a licensed contractor who is certified to hang banners and/or signage from the Oasis 1 & Oasis 4 steel beams and Oasis 2 & Oasis 3 floating grid. The contractor must use proper hanging equipment for safety measures, and must provide a secondary safety in case of failure.
- Banners and/or signage that weigh less than 50 lbs. and do not require a motor to hang, can be hung from the floating grid in Oasis 2 & 3.
- Banners and/or signage that weigh over 50 lbs. must obtain PSAV’s & PSCC’s approval to hang the elements and must complete the PSAV rigging form http://riggingadvance.psav.com. PSAV must supply all steel and/or motors used for rigging from the ceiling.
- PSAV’s rigging supervisor will determine rig call and crew, based upon client needs.

Other rigging within the Facility
- For productions and/or galas, all rigging is exclusive to PSAV
- Hanging items from the ceiling of the Primrose Ballrooms is exclusive to PSAV
- For hanging light weight banners/signage in any other areas of the PSCC, please contact your Event Manager for details.
SHIPPING
Please follow the instructions regarding shipping as stated in your exhibitor kit. The Palm Springs Convention Center does not accept advance exhibitor freight. If you find the need to ship directly to the Palm Springs Convention Center, your freight must be addressed to the Tradeshow Contractor. The freight may not arrive prior to the occupancy date or said freight will be refused. Please make prior arrangements through the Tradeshow Contractor for shipping your freight from the Convention Center. Freight remaining on the show floor will be shipped through the Tradeshow Contractor’s carrier of choice, as they are required to clear the exhibit hall by contracted time.

UTILITIES:
Special arrangements for access to water from restroom faucets or janitorial closets for exhibit purposes can be confirmed with the Tradeshow Contractor.

VEHICLES ON DISPLAY
Please note the following rules for vehicles on display inside the PSCC. If you have any questions or special conditions please contact your Event Manager for consultation. City of Palm Springs Fire Regulations, under the current code, regarding display of vehicles are as follows:

- Batteries shall be disconnected in an approved manner
- Vehicles or equipment shall not be fueled or defueled within the building or on the surrounding property
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five (5) gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct or block exits or exit signage
- Contractor to place visqueen & masonite along the vehicle path to protect the carpet during load in/load out
- Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- PSCC Facility Security will receive keys with a cell phone number and name of a responsible party. The keys will remain with PSCC security until the conclusion of the event.
- Vehicle may not be relocated during show hours

WATER SERVICE
Water fill/drain service is available and may be requested by completing the appropriate form. There is a fee for this service.
The Palm Springs Convention Center is an active partner in the City of Palm Springs resource conservation and recycling efforts. Please refer to the list below for the locations of our recycling containers. A map of the loading dock has been provided showing these areas. A list of items has also been provided showing items that may and/or may not be recycled in the City of Palm Springs.

**CLIENT/DECORATOR/EXHIBITOR TRASH:** 30 yard roll off on the north wall of the main loading dock labeled "TRASH".

**WOOD:** 30 yard roll off on the north wall of the main loading dock marked "WOOD ONLY". This includes, but is not limited to pallets, boards, plywood, MDF, broken down crates, logs, etc.

**CARDBOARD:** 30 yard roll off on the north wall of the main loading dock, marked "CARDBOARD ONLY". This includes broken down, flattened, clean cardboard boxes.

**CO-MINGLED RECYCLING:** Blue dumpster on the Primrose Loading Dock marked "RECYCLING". Co-mingled is defined as plastic, glass and paper products.

**INTERIOR RECYCLING BINS:** Several slotted recycling bins are currently placed in various locations within the Convention Center. Convention Center staff is responsible for disposing of the contents. Please do not dispose of the recycled materials into the roll off bins or the trash compactor.

**Recyclable within the City of Palm Springs:**
- Aerosol cans (completely empty)
- Aluminum Foil (clean)
- Beverage cans
- Brochures
- Cardboard
- Cereal boxes (remove inner lining)
- Computer paper
- Coupons
- Egg cartons
- Food cans, glass bottles & jars
- Glass cosmetic bottles (remove caps & lids)
- Laundry bottles
- Ledger paper
- Magazines, newspapers
- Paper tubes
- Phone books
- Pizza boxes (clean)
- Plastic bottles, plastic milk jugs
- Tin cans
- Tissue boxes, unused tissues and napkins
Non recyclable within the City of Palm Springs
These items are considered hazardous and may not be disposed of in the Convention Center trash or recycling bins. Any of the following items must be disposed of at one of the Palm Springs A.B.O.P. facilities.

- Antifreeze
- Batteries
- Used Motor Oil
- Paint and wood stains
- E-waste (computers, cell phones, radios, TV's, etc.)
- Pool chemicals
- Propane Tanks
PALM SPRINGS FIRE DEPARTMENT
REGULATIONS FOR TRADE SHOW EXHIBITORS, CONVENTIONS AND SPECIAL EVENT GATHERINGS

BASED ON THE 2010 CALIFORNIA FIRE CODE
FIRE DEPARTMENT REGULATIONS

For Additional Information Contact:
Palm Springs Fire Department
Fire Prevention Bureau
(760) 323-8186

Special Event Application

Applications must be submitted to the Palm Springs Fire Department at least 30 days prior to
the event for review and approval (for Palm Springs Convention Center events, submit to the
convention center event coordinator). No variance or alternate method of compliance shall be
permitted from these requirements unless a written request is submitted and received by the
Fire Marshal 21 days prior to the event.

The application packet submitted to the Fire Department must include the following:

1. Application Form/Cover Sheet
2. Floor Plans
3. Special Conditions – Provide description and plans where necessary

Application Form Cover Sheet (must include the following)

1. Name of the event
2. Date(s) of the event
3. Set up and move-out dates
4. Estimated number of attendees at any one time
5. Event Coordinator contact information – Name, address, phone number(s)
   Note: This should include contacts for individuals that can provide detailed information
   about set up and operation of the event.

Floor Plans (must include the following)

1. Detailed physical layout of the event to include exhibit/booth floor plans
2. Floor plan submittal (8½”x11” or larger) must specify:
   • Dimensions and locations of all aisles and cross aisles
   • Proposed locations of tables, chairs and any other portable objects specific to the
     event
   • Size and location of stage(s) or other performing areas
   • Access to exits and exit locations
   • Location and accessibility of all required fire alarm “pull stations”, fire extinguishers
     and hose cabinets
   • Occupant load calculations (shall not exceed posted limits for the use)
Special Conditions

If the following situations and/or conditions are desired to occur inside the facility, detailed plans of use must be included:

1. Displays and operation/use of any open flame, candles, lamps, etc.
2. Indoor cooking
3. Use of Liquefied Petroleum Gas (LPG)
4. Use, handling or storage of any pyrotechnic materials or devices
5. Covered exhibit booths, tents, canopies greater than 100 square feet
6. Indoor display of vehicles, boats or other motor craft

Fire Department Approval of Floor Plans

Plans must be approved by the Fire Department prior to any event set up. Copies of the approved plans will be returned to the facility prior to the event set up. Approvals are subject to final inspection by an authorized Palm Springs Fire Department Prevention representative. A copy of the approved floor plans will be kept on file with the Fire Department and with the event manager. No modification of the set up shall occur once the approved plan has been established without prior written approval from the Fire Department. Inspections will be conducted according to the approved floor plans.

Inspection of the Event

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Palm Springs Fire Department. These inspections may include:

1. A walk-through inspection with the event coordinator or the authorized representative and members of the Fire Prevention Bureau prior to the event opening to the public.
2. Daily visits by members of the Fire Prevention Bureau (once the event has opened), as well as on-duty members of Fire Department Companies, as necessary.
3. During the closing (move-out) and removal of materials used in the event, members from the Fire Prevention Bureau may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.
4. Any violations noted shall be corrected immediately or within the time frame agreed upon.
**Standby Personnel**

Whenever, in the opinion of the Fire Marshal, the safety of the public is at risk, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more Fire Department approved persons to perform the duties of Standby Personnel. If Fire Department personnel are used, the event will be billed at the current fully-burdened rate.

**Storage**

Storage of packing materials and surplus literature shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. Cardboard boxes or any combustible materials may not be stored on top of or near any electrical wiring in the spaces behind the back wall drapery (booth) or behind any display.

**Combustible Waste**

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by the Fire Department to cause hazardous conditions.

**General Safety Provisions**

1. Addition fire extinguishers may be required as determined by the Fire Department.
2. Compressed gas cylinders shall be secured from tipping.

**Stopping the Event**

Upon finding any overcrowded condition or obstruction in aisles, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the Fire Department has authority to stop the performance, presentation, spectacle, or entertainment until such conditions or obstructions are abated.
SPECIFIC REQUIREMENTS

Structures and Exhibit Booth Requirements

1. Booths shall be constructed of non-flammable or fire retardant treated materials (see interior finish/decorative materials below).
2. Aisles between booths shall be a minimum of 10’.
3. Booths shall be placed in such a manner that facility exit doors and fire protection equipment are not concealed.
4. Aisles and exit doorways, as designated on approved show plans, shall be kept clear and unobstructed. Chairs, tables, easels, signs, display items, exhibit structures, etc., shall not extend beyond the booth area into exit aisles.
5. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code (see electrical requirements below).
6. Booths containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth shall provide the following:
   - Two (2) sets of the following types of plans/drawings: Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings as required.
   - The second story of a two-story booth equipped with one staircase will require an occupant load sign and be limited to an occupant load of nine (9) persons.
   - Booths with more than one staircase shall provide the square footage of the second floor and the width of each staircase. Booth diagrams are reviewed for fire requirements only, not for structural stability.
   - Covered booths with a cover greater than 100 square feet shall be protected internally by a smoke detector that will sound a local alarm.
   - Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least two separate exits. Additional exits may be required on a case-by-case basis.
   - Occupant load must be calculated and submitted on the plans.

Decorative Materials, Interior Finish and Furnishing Requirements

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic displays, canvas, cardboard, plastic cloth, and certain other plastic materials etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution applied by a contractor licensed by the California State Fire Marshals Office. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing.
2. Wood materials less than ¼” nominal thickness shall be treated with a flame-retardant coating in accordance with nationally recognized standards.
3. A Certificate of Flame Resistance accompanied with an attached fabric sample shall be available for review by the Fire Marshal at time of floor plan submittal.
4. Sisal paper, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.
5. Materials in violation shall immediately be removed from the building.
6. Table cloths must lay flat in the immediate area of ignition sources.

Seating, Aisles and Table Requirements

Seating

1. When seating rows have 14 or less seats, the minimum clear width between rows shall not be less than 12" measured as the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind.
2. Seating rows and folding chairs that are not fixed to the floor shall be bonded together in groups of three (3) or more.
3. All seating plans shall provide accommodations for attendees with disabilities. Wheelchairs, scooters, walkers, strollers, etc. shall not obstruct aisles.
4. Combustible materials and/or storage are prohibited beneath bleachers.

Aisles

1. Designated aisles with seating on both sides shall be not less than 42" wide of clear unobstructed space. Aisles with seating on only one side may be 36" wide of clear unobstructed space.
2. Aisles shall terminate in a cross aisle, foyer or exit.

Banquet Tables

1. Spacing of banquet tables shall be placed not less than 60" apart and not less than 60" from walls.
2. Tables shall be arranged so that no more than three (3) tables need be passed to reach an aisle, cross aisle, foyer, or exit. Exception: Spacing of banquet tables placed 72" apart or greater and not less than 60" from walls will not require access to an aisle, cross aisle or Foyer.
3. For banquet table settings, aisles and cross aisles shall be not less than 60" wide of clear unobstructed space.

Maintenance of the Means of Egress

1. Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the areas served by such exits are occupied.
2. Means of egress shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous.
3. Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstruction shall not cover them.
4. Furnishings, decorations or other objects shall not be placed so as to obstruct exits. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit.
5. The number of people within the building or room(s) shall not exceed the posted occupancy capacity.

**Electrical Requirements**

1. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact.
2. Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
3. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
4. Extension cords shall be maintained in good condition without splices, deterioration or damage.
5. Extension cords shall be grounded when serving grounded portable appliances.
6. Open junction boxes and open-wiring splices shall be prohibited.
7. Multi-plug adapters, such as cube adapters, un-fused plug strips or any other device not complying with the California Electrical Code shall be prohibited.
8. Re-locatable power taps shall be of the polarized or grounded type, equipped with over current protection, and shall be listed in accordance with UL 1363.
9. Re-locatable power taps shall be directly connected to a permanently installed receptacle.

**Vehicle Display Requirements**

Liquid or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. Batteries are disconnected.
   a. Exception: Electric vehicles
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less).
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or de-fueled within the building.
Open Flame Requirements

Open-flame devices shall not be used in Assembly occupancies.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
   - Where necessary for ceremonial or religious purposes
   - On stages and platforms as a necessary part of a performance
   - Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
   - Heat-producing equipment complying with Chapter 6 and the California Mechanical Code.
   - Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

2. Class I and II flammable liquids and LP gas shall not be used.
3. Open flames such as from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.
4. Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.
5. Religious ceremonies: When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.
6. Theatrical performances: Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160.
7. Open-Flame Decorative Devices (candles)
   - Liquid or solid fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
   - The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. 
     Exception: Devices that self-extinguish when tipped over and don’t spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
   - The flame must be completely enclosed. Openings on the sides must not be more than 3/8” in diameter. When the opening is on the top, the opening must be at a sufficient distance from the flame such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
   - Fuel canisters shall be safely sealed for storage.
   - Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.
   - Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.
Cooking/Warming Device Requirements

Cooking and/or warming devices that produce grease laden vapors shall be electric.

Exception:
1. Approved cooking devices that use no more than two (2) non-refillable LPG containers (1-pound water-weight) connected directly to the appliance at any time.
   - Cooking/warming devices shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
   - Individual cooking/warming devices shall not exceed 288 square inches of surface area (12” x 24”)
   - The surfaces on which cooking appliances are located shall be constructed and arranged so that proximity to combustibles will not pose a fire hazard.
   - Fire protection shall be provided with any booth utilizing cooking/warming devices. A 2A-10B:C rated fire extinguisher and a lid for smothering. Extinguishers shall be no more that 30’ from the cooking equipment.
   - Fire protection shall be provided with any booth utilizing cooking/warming devices with vegetable or animal oils and fats. A “Class K” rated fire extinguisher and a lid for smothering. Extinguishers shall be no more that 30’ from the cooking equipment.
   - Any additional requirements shall be determined by the Palm Springs Fire Department for each event.
2. LPG containers shall not be manifolded.
3. Cooking booths shall be separated by a minimum distance of 20’
4. Sterno may be used for warming trays.
5. Cooking devices shall be approved by a recognized testing laboratory (UL or FM).
6. Other open flame devices are prohibited.

Raised Platform Requirements

1. Guard-rails shall be located along platforms, stages, open-sided walking surfaces, stairways, ramps and landings that are located more than 30” above the floor.
2. Guard-rails shall form a protective barrier not less than 42” high, measured vertically above the leading edge of the tread, adjacent walking surface or adjacent seat board.
   Exceptions:
   - On the audience side of stages and raised platforms, including steps leading up to the stage and raised platforms.
   - On raised stage and platform floor areas, such as runways, ramps and side stages used for entertainment or presentations.
   - At vertical openings in the performance area of stages and platforms.
   - At elevated walking surfaces appurtenant to stages and platforms for access to and utilization of special lighting or equipment.
Pyrotechnics and Special Effects Requirements

1. The display of fireworks, including proximate audience displays and pyrotechnic special effects in theatrical, and group entertainment productions, shall comply with this chapter and *Title 19 California Code of Regulations, Chapter 6 - Fireworks*.

2. The pyro-technician is to contact the Fire Marshal prior to setup for specific requirements.

3. All pyrotechnics and special effects require a permit and special inspection.

Tents, Canopies and Membrane Structure Requirements (exterior)

1. A separate permit is required for the erection of tents, canopies and membrane structures.
AeroMat 2020 & SMST Entrepreneurial Workshop 2020 / May 4 - 5, 2020

NAME OF SHOW: 

COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP:

CONTACT NAME:

CONTACT'S E-MAIL:

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. **Freeman will no longer accept cash payments for any Freeman Services.**

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/500622](https://www.freemanpay.com/500622)

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

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
PAYMENT & LABOR

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

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

DEFINITIONS
For purposes of this Contract, “FREEMAN” or “The Freeman Companies” means Freeman Expositions, LLC, Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC, Freeman Exhibit, Freight Transportation, FreemanXchange, LLC, Stage Rigging, LLC, The Freeman Company, Freeman Electrical, US Lighting, US Lighting 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 or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the du-rallon 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 lab, labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of rea-sons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise FREEMAN in writing 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 amount due EXHIBITOR or refunded to the principal amount due. If past due invoices or invoice balances are placed with a collect agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. IF EXHIBITOR provides a credit card for payment and 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 such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER IN 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 with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION
EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney 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.
MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPMENT INSTRUCTIONS

This Contract establishes your legal obligations with respect to the property described herein being shipped with Freeman Transportation. Specifically, it limits your rights and responsibilities in respect to the property in the event of loss or damage. You must accept all terms and conditions of this Contract for receipt without notice. This Contract may not be waived or modified, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Transportation, Inc. and each of its respective employees, officers, directors, and the other companies it controls directly or indirectly, in which Freeman holds a majority voting interest. "Shipper" means the person or firm who is responsible for the property being transported, and who is responsible for all costs and expenses incurred in connection with the shipment. "Agent" means a person employed by or appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and who is responsible for all costs and expenses incurred in connection with the shipment. "Property" means all objects of any type received by the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom the property is to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract supersedes any and all previous agreements between the parties, whether written or oral, and any and all prior agreements shall be of no force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for such acts or omissions of any person, firm, or corporation doing business under its name or on its behalf.

4. PACKAGING AND CRATES. Shipper's property must be well packed for safe and secure handling, storage, and shipment using ordinary care, Freeman makes neither representation nor warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for any loss or damage caused by or resulting from any such packaging system or procedure, or any shrink-wrapped materials, glass breakage, concealed, damaged, or destroyed by any facilities, or by any person or firm or corporation doing business under its name or on its behalf.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trucks without environmental or atmospheric control. Frequent breakage of temperature leaves no guarantee that all perishable goods will arrive in perfect condition.

6. REFUSED SHIPMENTS. 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, the Consignee shall be liable to the carrier for the cost of such refused shipment or for the cost of its delivery to the address shown on the air waybill.

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 or damaged by any such loss or damage, the maximum liability shall be the amount of proven actual value not exceeding the fair market value.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: (a) Shipper must pay for all services rendered under this Agreement at the time the services are rendered. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have been resolved by a final and binding award in arbitration before Freeman has delivered any part of the damaged or destroyed property. In such an event, the arbitration shall be under the rules of the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be enforced by any court having jurisdiction thereof.

10. CLAIMS. Claims must be filed in writing within nine (9) months from the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery in a timely manner must be filed within fifteen (15) days of the date of receipt or agreed delivery date. Any claim not filed within the time limits specified above shall be deemed to have been waived and shall be unenforceable. Claims shall be subject to all applicable limits of liability such as repair costs, etc. NEVER BECOME MORE THAN $100,000 PER SHIPMENT. Shipper undertakes that even if Shipper is not eligible to participate in a Show due to loss or damage to property, Freeman shall not be liable for any such damage.

11. CHOICE OF FORUM/ARBITRATION. This Contract shall be construed under the laws of the State of Texas without giving effect to any of its conflict of laws rules, exclusive venue for all disputes arising out of or relating to the enforcement of this Contract. Tort, common law or statutory remedies relating to the enforcement of this Contract, the interpretation of provisions of insurance policies, or the valuation of claims, shall be determined by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be enforced by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper agrees that if any charge based on weight or volume data furnished by Shipper exceeds the actual weight or volume of the shipment, such excess shall be paid by Shipper to Freeman. Freeman's maximum liability shall be the amount of proven actual value not exceeding the fair market value.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Package Program are lost, damaged, or delayed beyond the freight rates indicated, a prorated charge will be assessed based on the insured value of the property. If the insured value of the property is less than $100 per package unless at the time of shipment Shipper makes a declaration of value for the entire package, then the small package charge is applicable. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of delivery of the property, the parties agree that the presumption shall arise that the property was received in good condition.
Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it’s faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

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

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

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

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

Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- One convenient invoice encompassing all Freeman show services
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision

Questions?

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

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
**TIPS FOR EASY ORDERING**

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**

Requested Pick Up Date:

<table>
<thead>
<tr>
<th>SHIPPER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIPPER ADDRESS</td>
</tr>
</tbody>
</table>

| (City) | (State) | (Zip Code) |

**DESTINATION**

- I will be shipping to the WAREHOUSE
- FREEMAN / Exhibiting Company Name / Booth #
  AeroMat 2020 & SMST Entrepreneurial Workshop 2020
  C/O: FREEMAN
  3456 E. MIRALOMA AVE
  ANAHEIM, CA 92806
  **MUST BE DELIVERED BY APRIL 24, 2020**
- I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  AeroMat 2020 & SMST Entrepreneurial Workshop 2020
  C/O: FREEMAN
  PALM SPRINGS CONVENTION CENTER
  277 N AVENIDA CABALLEROS
  PALM SPRINGS, CA 92262
  **CANNOT BE DELIVERED BEFORE MAY 03, 2020**

**TYPE OF SERVICE**

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value $__________
  Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

**SHIPPING INFORMATION**

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

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

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

**OUTBOUND SHIPPING**

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

  Ship to address:
  ______________________________________________________
  ______________________________________________________

  Number of Labels: _______________

**FAX THIS COMPLETED FORM VIA:**

E-mail: exhibit.transportation@freeman.com

Fax: (469) 621-5810

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

**SHOW #** (500622)
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.
**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

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

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

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

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

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

- 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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
NAME OF SHOW: AeroMat 2020 & SMST Entrepreneurial Workshop 2020 / May 4 - 5, 2020

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

MATERIAL HANDLING SERVICES

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

UNCRAZED: 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: 8:30 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

Warehouse shipments and shipments received at show site on Sunday and all outbound shipments after 4:30 PM on Tuesday will be assessed overtime charges.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment Delivered on or Before APRIL 24, 2020 (200 lb. minimum)</td>
<td>$136.50</td>
<td>273.00</td>
</tr>
<tr>
<td>Created or Skidded Shipment</td>
<td>$177.50</td>
<td>355.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$204.75</td>
<td>409.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$141.75</td>
<td>283.50</td>
</tr>
<tr>
<td>Show Site Shipment Cannot be Delivered Before MAY 3, 2020 (200 lb. minimum)</td>
<td>$184.50</td>
<td>369.00</td>
</tr>
<tr>
<td>Created or Skidded Shipment</td>
<td>$212.75</td>
<td>425.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$212.75</td>
<td>425.50</td>
</tr>
</tbody>
</table>

Small Package - Maximum weight is 30 lbs per shipment*

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>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after APRIL 24, 2020</td>
<td></td>
<td></td>
<td>$34.25</td>
<td>68.50</td>
</tr>
<tr>
<td>Show Site Shipment after Show Opening</td>
<td></td>
<td></td>
<td>$35.50</td>
<td>71.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Created or Skidded Shipment</td>
<td></td>
<td></td>
<td>$35.50</td>
<td>71.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td></td>
<td></td>
<td>$46.25</td>
<td>92.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td></td>
<td></td>
<td>$53.25</td>
<td>106.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td></td>
<td></td>
<td>$53.25</td>
<td>106.50</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Created or Skidded Shipment</td>
<td></td>
<td></td>
<td>$35.50</td>
<td>71.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td></td>
<td></td>
<td>$46.25</td>
<td>92.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td></td>
<td></td>
<td>$53.25</td>
<td>106.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td></td>
<td></td>
<td>$53.25</td>
<td>106.50</td>
</tr>
<tr>
<td>Mobile Unit Spotting Fee</td>
<td></td>
<td></td>
<td>$412.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL HANDLING DEFINITIONS

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

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this freight is that loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
NAME OF SHOW:  AeroMat 2020 & SMST Entrepreneurial Workshop 2020 / May 4 - 5, 2020

COMPANY NAME:  

BOOTH #:  

BOOTH SIZE:  

X

CONTACT NAME :  

PHONE #:  

E-MAIL ADDRESS :  

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME:  

DELIVERY ADDRESS:  

__________________________________________________________

__________________________________________________________

__________________________________________________________

CITY:  STATE/PROVINCE:  ZIP/POSTAL CODE: 

PHONE#:  ATTN: 

SPECIAL INSTRUCTIONS: 

BILL TO:  □ Same as Ship to:  

COMPANY NAME:  

DELIVERY ADDRESS:  

__________________________________________________________

__________________________________________________________

__________________________________________________________

CITY:  STATE/PROVINCE:  ZIP/POSTAL CODE: 

METHOD OF SHIPMENT

Select a Carrier:  

□ Freeman Exhibit Transportation  

□ Other Carrier

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.

01/20  (600622)
FREEMAN
RUSH
DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 03, 2020
DEADLINE DATE IS: APRIL 24, 2020

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
3456 E. MIRALOMA AVE
ANAHEIM, CA 92806

WAREHOUSE
AeroMat 2020 & SMST Entrepreneurial Workshop 2020

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.

FREEMAN
RUSH
DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 03, 2020
DEADLINE DATE IS: APRIL 24, 2020

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
3456 E. MIRALOMA AVE
ANAHEIM, CA 92806

WAREHOUSE
AeroMat 2020 & SMST Entrepreneurial Workshop 2020

BOOTH NO: __________ NO. _____ OF _____ PCS
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn’t have to be complicated. You just need the right elements. Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth. It’s about designing a

beacon
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around. Swivel chairs in small spaces maximize functionality, and allow you to engage with those all around.

2. Get Connected. Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts. Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep It Green. Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Dawn. Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Low and Casual. Low and casual seating makes clients feel comfortable and open to learning.

7. Stay Social. Style furnishings to create sharable moments worthy of Instagram.

8. Gather Round. Ottomans styled around a side table create an informal, comfortable setting for small group discussions.

9. Charge It! Powered tables and seating encourage clients to linger in the booth and recharge.

Power Up In Style.

**Powered Seating**
Empower attendees at your next event with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

**HEDGE**
60017 Sofa, Powered 
63" W X 33" D X 32" H

**ROMA**
81231 Chair, Powered 
White w/cushions 37" W X 33" D X 39" H

**WIRELESS CHARGING TABLE, POWERED**
820744 
White: 48" W X 24" D X 29" H

**Powered Tables**

Ventura Powered Bar Tables
72" W X 24" D X 30" H Silver Frame
A: 820999 (white top)
B: 820998 (black top)

Ventura Powered Café Tables
48" W X 24" D X 29" H Silver Frame
C: 820994 (black top)
D: 820965 (white top)

Sydney Powered Cocktail Tables
48" W X 24" D X 18" H Blackened steel
E: 820797 (white)
F: 820796 (black)

**Powered Note:** Client is responsible for providing all necessary and/or allotted power source to the furniture. One 10K power source is required for each charging panel. Free charging units can be easily combined together. 14K max per charging panel.
Powered Banquettes.

Modular System
Creates round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center core so your staff will never be left powerless. Center power core may also be rented as a freestanding charging station.

Powered Pedestals

Please Note: Customer is responsible for providing fuses and any electrical power source to the furniture. One ATS power source is required for each charging panel. Two charging outlets can be daisy-chained together. 15A, 200V charging panel.

Powered Tech Desk

A: 46203 Tech Desk, Powered w/ 3 Drawer File Cabinet
- Black metal frame
- 100% recycled laminate
- 30” D x 72” W x 30” H

B: 46204 Tech Desk, Powered
- Black metal frame
- 100% recycled laminate
- 30” D x 72” W x 30” H

C: 46083 3 Drawer File Cabinet on Casters
- Black metal frame
- 100% recycled laminate
- 16” D x 20” W x 30” H
Soft Seating
Create Engaging Booth Environments

VALENCIA
810198 Chair
(white enameled)
38” x 32 1/4” x 31 1/4”
815049 Sofa
(coffee brown enameled)
64” x 36 1/2” x 31 1/4”

MARCHÉ
35410 Swivel Ottoman
Forest Green Vinyl
17” x 17” x 19”

PALM BEACH
830544 Sofa
(bianco oak, brushed metal)
69” x 35” x 32”
810576 Swivel Chair
(bianco oak)
28” x 28” x 32”

HEDGE
80015 4’ Round Wood Hedge
44” x 5” x 48”

VALENCIA
A1 810198 Chair
(white enameled)
38” x 32 1/4” x 31 1/4”
B1 830549 Sofa
(coffee brown enameled)
64” x 36 1/2” x 31 1/4”

Baja
A1 81002 Chair
(white/gray)
30” x 30 1/4” x 30”
B1 83009 Sofa
(white/gray)
64” x 36 1/2” x 30 1/4”
C1 83009 Loveseat
(white/gray)
62” x 36 1/2” x 30 1/4”

Tangiers
A1 830118 Sofa
(beige textured)
69” x 35” x 32”
B1 810118 Chair
(beige textured)
34” x 32 1/2” x 30 1/4”
C1 830225 Loveseat
(beige textured)
55” x 30” x 30”

Palm Beach
A1 83048 Sofa
(bianco oak, brushed metal)
69” x 35” x 32”

Valencia Sofa & Chair 10’ x 10’ Booth

Hedge 80015 4’ Round Wood Hedge 44” x 5” x 48”

Palm Beach Sofa & Swanson Chairs 10’ x 10’ Booth

Soft Seating Collections

A

B

C

D

E

VALENCIA

Baja

Tangiers

Palm Beach

810198 Chair

815049 Sofa

35410 Swivel Ottoman

830544 Sofa

80015 4’ Round Wood Hedge

810576 Swivel Chair

83009 Sofa

81002 Chair

83009 Loveseat

830118 Sofa

810118 Chair

830225 Loveseat

83048 Sofa

810198 Chair

830549 Sofa

35410 Swivel Ottoman

830544 Sofa

80015 4’ Round Wood Hedge

810576 Swivel Chair

83009 Sofa

81002 Chair

83009 Loveseat

830118 Sofa

810118 Chair

830225 Loveseat

83048 Sofa
### Munich Collection

**Modular Seating to Design Custom Exhibits**

**HEDGE**

- **MUNICH**
  - 83320: Sectional 3pc.
    - Gray Fabric: 15.5" D x 82" W x 31" H

**WIRELESS CHARGING TABLE, POWERED**

- 89031: 30" Square Metal Charge Table
  - 30" W x 30" D x 30" H

**Wireless Charging Table (Power)**

- 89031: 30" Square Metal Charge Table
  - 30" W x 30" D x 30" H

---

### Soft Seating Collections

**ALLEGRO**

- A) 81009 Chair
  - Black Fabric: 31" W x 30" D x 30" H
- B) 83015 Sofa
  - Black Fabric: 72" W x 36" D x 30" H

**KEY LARGO**

- A) 81009 Chair
  - Black Fabric: 31" W x 30" D x 30" H
- B) 83015 Loveseat
  - Black Fabric: 72" W x 36" D x 30" H
- C) 83015 Sofa
  - Black Fabric: 72" W x 36" D x 30" H

**FAIRFAX**

- A) 83015 Sofas
  - Gray Fabric, Brushed Metal: 62" W x 36" D x 30" H
- B) 81009 Chair
  - Gray Fabric, Brushed Metal: 27" W x 28" D x 30" H

**NAPLES**

- A) 81009 Chair
  - Black Fabric: 31" W x 30" D x 30" H
- B) 83015 Sofa
  - Black Fabric: 62" W x 36" D x 30" H
- C) 83015 Loveseat
  - Black Fabric: 48" W x 36" D x 30" H

---

**Visit freemanc.com/store**
Accent Chairs

A) 810874 De Boat Club Chair (shell: gray fabric) 35" W 30" D 39" H
B) 810875 Westworth Chair (shell: vinyl) 33" W 34" D 34" H
C) 810876 Key West Chair (shell: gray fabric) 31" W 31" D 39" H
D) 810877 Seamount Swivel Chair (shell: vinyl) 33" W 33" D 37" H

Accent Chair Styles

Meeting & Stage Chairs

Meeting Chair
23" W 22" D 34" H
D) 810886 Espresso fabric
E) 810885 Ebony fabric
F) 810884 White fabric
Group Seating

**ZENITH**
- **A:** 910033 Chair (white, white)
  - 18.25" x 20.3" x 30.3" H
- **B:** 910034 Metal Restaurant Chair (black, black)
  - 33° H x 29° W

**LAGUNA**
- **C:** 910036 Chair (black, chrome)
  - 18.25" x 20.3" x 30.3" H
- **D:** 910033 Round Cafe Table (black, black)
  - 30° H x 36° W x 36° D

**MALBA**
- **A:** 201, 2013, 37° H
- **B:** 910033 Chair (gray)
  - 33° H x 29° W

**MARINA**
- **A:** 170, 170, 37° H
- **B:** 910034 Black, black
- **C:** 910035 Brown, brown
- **D:** 910036 Brown/black, brown/black
- **E:** 910037 Perforated

**Mix & Match**

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfection.

- Z: 910036 Chair (black, black)
  - 18.25" x 20.3" x 30.3" H

**Styles & Shapes**

- **A:** 910035 Berlin Chair
  - Black, white
  - 18.25" x 20.3" x 30.3" H

- **B:** 910034 Christopher Chair
  - Steel, white, chrome
  - 17" L x 19" W x 37" H

- **C:** 910031 Napoleon Chair w/ arms
  - Black, white
  - 22" L x 19" W x 37" H

- **D:** 910033 Luminous Chair
  - Frosted, white
  - 19" L x 19" W x 32.5" H

- **E:** 910039 Diamond Side Chair
  - Black
  - 21” W x 21” D x 32.5” H

- **F:** 910036 Diamond Arm Chair
  - Black
  - 20” W x 21” D x 32.5” H

- **G:** 910037 Keen Armless Chair
  - Black
  - 19.38” L x 19.35” W x 30.5” H

- **H:** 910032 State Chair
  - Black
  - 20.5” L x 20.3” W x 30.5” H

- **E:** 910032 State Chair (red)
  - 20.5” L x 20.3” W x 30.5” H

visit freemance.com/store
Ottomans

Vibe Cube
18"L x 18"D x 18"H
A) 81535 (linen green vinyl)
B) 81537 (suede orange vinyl)
C) 81539 (cinnabar rose vinyl)
D) 81536 (pongee vinyl)
E) 81531 (linen vinyl)
F) 81530 (black vinyl)
G) 81532 (smooth blue vinyl)
H) 81534 (purple vinyl)
I) 81533 (silver vinyl)
J) 81539 (red vinyl)
K) 81537 (yellow vinyl)
L) 81536 (blue vinyl)
M) 81531 (orange vinyl)

Styles & Shapes

Marche Swivel

Benchy Bench
36"L x 18"D x 18"H
A) 81515 (white vinyl)
B) 81516 (red fabric)
C) 81518 (grey fabric)
D) 81519 (red fabric)
E) 81520 (leather fabric)
F) 81521 (brown fabric)
G) 81522 (white fabric)
H) 81519 (slate blue)

ENDLESS Square
36"L x 36"D x 18"H
A) 81513 (black)
B) 81515 (white)
ENDLESS Curved
65.5"L x 35.5"D x 15"H
A) 81523 (black)
L) 81523 (white)

Marche Swivel Ottomans
18"L x 18"D x 18"H
A) 81515 (white vinyl)
B) 81516 (red fabric)
C) 81518 (grey fabric)
D) 81519 (red fabric)
E) 81520 (leather fabric)
F) 81521 (brown fabric)
G) 81522 (white fabric)
H) 81519 (slate blue)
I) 81515 (slate blue)
J) 81516 (slate blue)
K) 81518 (slate blue)
L) 81519 (slate blue)
M) 81520 (slate blue)
N) 81521 (slate blue)
O) 81522 (slate blue)

Ivory Green vinyl
J) 81515 (ivory)
K) 81516 (ivory)
L) 81518 (ivory)
M) 81519 (ivory)
N) 81520 (ivory)
O) 81521 (ivory)
Ivory Brown vinyl
P) 81515 (brown)
Q) 81516 (brown)
R) 81518 (brown)
S) 81519 (brown)
T) 81520 (brown)
U) 81521 (brown)
Ivory Blue vinyl
V) 81515 (blue)
W) 81516 (blue)
X) 81518 (blue)
Y) 81519 (blue)
Z) 81520 (blue)
AA) 81521 (blue)
Ivory Yellow vinyl
BB) 81515 (yellow)
CC) 81516 (yellow)
DD) 81518 (yellow)
EE) 81519 (yellow)
FF) 81520 (yellow)
GG) 81521 (yellow)
Gray Leather fabric
HH) 81518 (leather)
II) 81519 (leather)
JJ) 81520 (leather)
K) 81521 (leather)
LL) 81522 (leather)
MM) 81515 (leather)
N) 81516 (leather)
O) 81518 (leather)
P) 81519 (leather)
Q) 81520 (leather)
R) 81521 (leather)
Ivory Grey fabric
SS) 81518 (grey)
TT) 81519 (grey)
UU) 81520 (grey)
VV) 81521 (grey)
WW) 81515 (grey)
XX) 81516 (grey)
III) 81517 (grey)
IV) 81518 (grey)
V) 81519 (grey)
VI) 81520 (grey)
VII) 81521 (grey)
ERROR: undefined
OFFENDING COMMAND: ~

STACK:
-savelevel-