SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue and white back drape, 36” high blue side dividers, one 6’ x 30” blue skirted table, two Limerick chairs, one wastebasket, and a 7” x 44” identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted; however, the aisles will be carpeted in midnight tuxedo.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by November 20, 2017.

SHOW SCHEDULE

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

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<th>Day</th>
<th>Date</th>
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<tr>
<td>Sunday</td>
<td>December 10, 2017</td>
<td>12:00 PM - 5:00 PM</td>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

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<th>Day</th>
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<tr>
<td>Tuesday</td>
<td>December 12, 2017</td>
<td>10:30 AM - 12:30 PM</td>
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We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Tuesday, December 12, 2017 at 12:30 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, December 12, 2017 at 11:30 AM.

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

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by November 20, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:

Exhibiting Company Name / Booth # __________
USA RICE OUTLOOK CONFERENCE - 462049
C/O FREEMAN
3323 I H 35 NORTH, STE 126
SAN ANTONIO, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Monday, November 13, 2017, at the above address. Material arriving after December 04, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (210) 554-2021

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
USA RICE OUTLOOK CONFERENCE - 462049
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
237 TOWER OF AMERICAS WAY
SAN ANTONIO, TX 78205
Freeman will receive shipments at the exhibit facility beginning Sunday, December 10, 2017. 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. If required, provide your carrier with this phone number: (210) 554-2021

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

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 Service 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 (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by November 20, 2017.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors
Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering
- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management
- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation
- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices
- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME: 
ADDRESS: 
CITY/STATE/ZIP: 
PHONE: 
EXT.: 
FAX #: 
SIGNATURE: 

CONTACT’S E-MAIL: 
E-MAIL FOR INVOICE: 

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

Check if you are a new Freeman customer

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

METHOD OF PAYMENT

☐ COMPANY CHECK
Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (462049) on your remittance.

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA
ACCOUNT NO.: 
EXP. DATE: 

CARDHOLDER NAME (PRINT): 
SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

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<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
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<th>RIGGING DISMANTLE</th>
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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
• Orders received after the deadline or without payment will be charged the Standard price.
• Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- [ ] AMERICAN EXPRESS
- [ ] MASTERCARD
- [ ] VISA

We do not accept credit card information via email.

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

01/17 (462049)
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

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be made 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 duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR’S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per 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 reasons beyond FREEMAN’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, there should be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are paid with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY 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 UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with EXHIBITOR’S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist 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 attorneys’ fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR’S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

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

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the use of independent security service from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman shall not be responsible for loss, damage, theft, or disappearance of Exhibitor’s materials during transit. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. Freeman assumes no responsibility or liability for loss, damage, theft, or disappearance of Exhibitor’s materials while same are in Freeman’s warehouse or to the carrier for transportation from show site or from Freeman’s warehouse to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman does not inspect the material or the carrier under assumed responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after delivery to Exhibitor’s carrier, shipper, or agent for delivery after the conclusion of the show. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED OR LABELLED MATERIALS.

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

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

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

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

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

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OR THE LOSS OR DAMAGE, WHETHER SUCH DAMAGES OR THE LOSS OR DAMAGE SUSTAINED IS CAUSED BY FREEMAN’S GROSS NEGLIGENCE OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR TORT, WHETHER SUCH DAMAGES OR THE LOSS OR DAMAGE SUSTAINED ARE CAUSED BY THE NEGLIGENCE OF FREEMAN OR ANY EMPLOYEE, AGENT, OR REPRESENTATIVE OF FREEMAN, WHETHER ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier Only, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman does not accept any crate or package not bearing a Manifest or other manifest list or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and costs) relating to such rerouting and handling. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

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

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

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE ENGAGED IN ENTERING THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSOCIATES, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Shipping Services, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom or on whose behalf a shipment is made and the term "Freeman" as used herein, unless otherwise specified, shall mean Freeman and all of its respective employees, directors, agents, affiliates, and related entities.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page contract (including the Air Cargo Service Request and Shipping Instructions Contract), Freeman and Shipper agree that this Contact shall govern their respective rights and duties under this Contract and shall constitute the entire contract between the parties. Shipper represents and agrees forever to be bound by the terms of this Contract. All shipments are subject to the terms and conditions stated in the Contract. By signing this Contract, Shipper consents and agrees to the provisions of this Contract. By signing this Contract, Shipper consents and agrees to the provisions of this Contract. Shipper hereby waives any right to rescission. In the event of a conflict between this Contract and any other written or oral agreements, the provisions of this Contract shall govern.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant and machinery, facility closure, disaster, act of God, effect of natural disasters, civil or commercial unrest, riot, or war.

4. PACKAGING AND CRATES: Shipper's property must be well-packaged for safe and secure handling, storage, and shipment. Each piece must be plainly marked and marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeti- tively, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains its integrity to the extent necessary to transport in accordance with the laws of the country in which the property first comes into the physical possession of Freeman, and the responsibility of Freeman under such provisions is conditioned upon the property having been in the possession of the Consignee or the Consignee's designated agent or carrier. In the event of a claim for loss or damage under this Contract, a delivery receipt and a packing slip must be available to determine how and when the property entered the shipper's possession or control.

5. 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 the Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that Freeman, in its sole discretion, may determine.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempt at first notification, Freeman may dispose of the property in any manner it deems appropriate. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at auction and Freeman has the right to the proceeds from the sale of the property. Freeman may dispose of the property by auction for the same or any other lawful charges. Shipper shall be responsible for the balance of charges not covered by the sale of the property. Freeman shall not be liable for any action Freeman may take.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under circumstances and in such manner as may be authorized by law.

(e) When permissible goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignee, Consignor, or the Agent of Con- signee or Consignor have assumed the responsibility for the satisfactory performance of only those services which it directly provides under this Contract. All claims for loss or damage to property, unless otherwise agreed by Freeman, are subject to the provisions of this Contract.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's liability for damages occurring in connection with domestic shipments, including those damages arising from the consequences of air cargo, is subject to a $50.00 (USD) per shipment limitation of liability for non-delivery, missed pickup, delay on International shipments, loss or damage caused by causal factors, as follows:

(a) whenever or wherever the claimed loss or damage may occur; or

(b) whenever or wherever the claimed loss or damage may occur; or

(c) for International shipments, if the claimant commences the action within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from non-delivery, missed pickup, delay on International shipments, loss or damage caused by causal factors, as follows:

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION.

(a) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against all claims, demands, losses, damages, liabilities, suits, costs, and expenses incurred by Freeman arising out of, connected with, or resulting from Shipper's breach of the terms of this Contract, its performance or nonperformance, or damages allegedly resulting from same will be governed by the laws of the State of Texas, without giving effect to the State's conflict of laws rules. Freeman and Shipper agree that any claim or dispute of any sort arising out of or in any way related to this Contract, its performance or nonperformance, or damages allegedly resulting from same will be litigated in a court of competent jurisdi- cation chosen by Freeman. In the event that the parties cannot agree upon a court of competent jurisdiction, the parties agree that any claim or dispute of any sort arising out of or in any way related to this Contract, its performance or nonperformance, or damages allegedly resulting from same shall be litigated in a court of competent jurisdi- cation in Dallas County, Texas.

8. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper shall not be entitled to specific performance. Freeman is not responsible for minor property damage which occurs during the normal course of transportation, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper further recognizes that all property is at the risk of the Shipper or of any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming compliance with the terms of this Agreement.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and including anyone else who qualifies as consignor, consignee, or carrier as defined in the Consignor/Consignee agreement. “Property” includes all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This Contract shall be constructed in accordance with the understanding of the parties, and no act or omission of either party to the contrary shall be construed to modify this Contract.

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Freeman shall not be liable to the Shipper for events or causes of loss, delay, or damage beyond its rea- sonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war, any and all acts of or by any governmental agency or authority, including any failure of loss of services or supplies provided to Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause beyond Freeman’s control. If Freeman is, in good faith and as its best judgment determines, unable to deliver said property to a particular location designated by the Shipper, it shall be at the Shipper’s option to be transferred to a nearby location and delivered at a pro-rate or at a pro-rate of the cost of the shipment from the original location to the new location. Freeman shall transport property to a particular location where either is not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery.

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 any warranty regarding the acceptance, packaging, crating, or any procedure or process that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padlocked or shrink-wrapped packages, or items not properly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and pro- cedures may be obtained from the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packing at Shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, or its equivalent, if the Shipper requests in writing and agrees to the cost of such service. Shipper, or any person in the employ of Shipper, is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vices, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This commodity may be subject to additional charges. Shipper is re- sponsible for bringing the goods to the proper temperature before loading the goods into the trailer, and for setting the temperature (including maintenance and repair). If the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to the shipper’s loading dock, then the delay shall be instituted against the shipper no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified. Notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, together with their agents and representatives, and a complete list of contents and proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by and before the trailer is received by Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause beyond Freeman’s control. If Freeman is, in good faith and as its best judgment determines, unable to deliver said property to a particular location designated by the Shipper, it shall be at the Shipper’s option to be transferred to a nearby location and delivered at a pro-rate or at a pro-rate of the cost of the shipment from the original location to the new location. Freeman shall transport property to a particular location where either is not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is instructed to return the goods due to damage or shortage, Notice shall be given toShipper of the Consignee’s liability that said freight has been refused and that of a warehouseman. (a) When it is necessary to attempt to provide notice, by telephonic or electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempt- ed notification. Storage may be, at Freeman’s option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner’s expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the sale for any amount equal to the reasonable value of the property. The money realized from the sale is to be applied to the charges of the property. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereby. If the property is not sold, the proceeds will be held by Freeman until disposition of the property is authorized and for an agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, the Consignee’s liability for loss or damage to perishable goods shall be limited to a maximum of $500.00 (USD). (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, wallcolor- ons, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Documents or papers not a record, notes, checks, drafts, checks and drafts drawn on United States Government accounts, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For other marked, unmarked, unlabeled, or improperly packed television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price.

Freeman REV 07/17
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 85 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 works directly with you and show site decision makers to transport your exhibit to any location with ease.

The 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 [www.freeman.com](http://www.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 TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**
For Assistance, please call applicable number listed above to speak with one of our experts.

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

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>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) (color ________)</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.

PICK UP INFORMATION
Requested Pick Up Date:

SHIPPER NAME
SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #

USA RICE OUTLOOK CONFERENCE - 462049

C/O: FREEMAN
3323 I H 35 NORTH, STE 126
SAN ANTONIO, TX 78219

MUST BE DELIVERED BY DECEMBER 04, 2017

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #

USA RICE OUTLOOK CONFERENCE - 462049

C/O: FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
237 TOWER OF AMERICAS WAY
SAN ANTONIO, TX 78205

CANNOT BE DELIVERED BEFORE DECEMBER 10, 2017

TYPE OF SERVICE
☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

07/17

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

NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME: ___________________________  contact #: ___________________________

CONTACT NAME : ___________________________  PHONE #: ___________________________

E-MAIL ADDRESS: ___________________________

FREEMAN exhibit transportation

USA RICE OUTLOOK CONFERENCE - 462049

E-mail: exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # _____________
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.

HOW DO I SHIP TO SHOW SITE?

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

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 constrained space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

- **Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- **Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
  - All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
  - Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
  - The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

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

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

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

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

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

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

- 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**

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

**NAME OF SHOW:** USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$78.00</td>
<td>$156.00</td>
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<tr>
<td>Special Handling Shipment</td>
<td>$101.50</td>
<td>$203.00</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$117.00</td>
<td>$234.00</td>
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<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
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<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$74.00</td>
<td>$148.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$96.25</td>
<td>$192.50</td>
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<td>Uncrated or Pad Wrapped Shipment</td>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$111.00</td>
<td>$222.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>Per Shipment</td>
<td>$40.00</td>
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</table>

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

**ADDITIONAL SURCHARGES:**

- **Overtime Charge - Inbound (in addition to above rates)**
  - Crated or Skidded Shipment: $18.50, 37.00
  - Special Handling Shipment: $24.00, 48.00
  - Uncrated or Pad Wrapped Shipment: $27.75, 55.50

- **Overtime Charge - Outbound (in addition to above rates)**
  - Crated or Skidded Shipment: $18.50, 37.00
  - Special Handling Shipment: $24.00, 48.00
  - Uncrated or Pad Wrapped Shipment: $27.75, 55.50

**LATE SHIPMENT FEES:**

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

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

8.25% Tax N/A

Total
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 is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
RUSH
DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 13, 2017

DEADLINE DATE IS: DECEMBER 04, 2017

TO: ________________________________
EXHIBITOR NAME

C/O: FREEMAN
3323 I H 35 NORTH
STE 126
SAN ANTONIO, TX 78219

WAREHOUSE
USA RICE OUTLOOK CONFERENCE - 462049

EVENT: ____________________________

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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE DECEMBER 10, 2017

TO: ____________________________
    EXHIBITOR NAME

C/O: FREEMAN
    HENRY B GONZALEZ CONVENTION CENTER
    237 TOWER OF AMERICAS WAY

SAN ANTONIO, TX 78205

SHOW SITE
USA RICE OUTLOOK CONFERENCE - 462049

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

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

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

<table>
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<tr>
<th>METHOD OF SHIPMENT</th>
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<tr>
<td>Select a Carrier:</td>
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<tr>
<td>□ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>□ Other Carrier</td>
</tr>
<tr>
<td>Carrier Name: ____________________</td>
</tr>
<tr>
<td>Carrier Phone: ____________________</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Select a Level of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>□ 2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>□ Deferred: Delivery within 3-5 business days</td>
</tr>
<tr>
<td>□ Standard Ground</td>
</tr>
<tr>
<td>□ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
</tbody>
</table>

Select Shipment Options (if applicable)

<table>
<thead>
<tr>
<th>Select Shipment Options (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Have loading dock</td>
</tr>
<tr>
<td>□ Inside delivery</td>
</tr>
<tr>
<td>□ Pad wrap required</td>
</tr>
<tr>
<td>□ Do not stack</td>
</tr>
<tr>
<td>□ Lift gate required</td>
</tr>
<tr>
<td>□ Air ride required</td>
</tr>
<tr>
<td>□ Residential</td>
</tr>
</tbody>
</table>

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.

For Assistance, please call (210) 554-2021 to speak with one of our experts.
FURNISH FORWARD

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

• Sleek and professional furniture products transform your exhibit into a destination
• Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
• No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
• Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees

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

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS PICTURED BELOW

- Swanson Swivel Chair | 810875 | Page 10
- Silverado Cocktail Table | 820144 | Page 18
- Powered Locking Pedestal, 42" | 85063 | Page 27
SEATING

Naples

CHAIR **SELECT**
black vinyl 810119
36”L 30”D 33”H
 Powered options available

LOVESEAT **SELECT**
black vinyl 830120
62”L 30”D 33”H
 Powered options available

SOFA **SELECT**
black vinyl 830119
87”L 30”D 33”H
 Powered options available

Heathrow

ARMLESS CHAIR **SELECT**
black vinyl 810116
24”L 24”D 28”H

CORNER CHAIR **SELECT**
black vinyl 810117
24”L 24”D 28”H

SOFA **SELECT**
black vinyl 830116
48”L 24”D 28”H

possible configurations

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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

South Beach

SOFA SELECT
platinum suede 8301
69”L 29”D 33”H

OTTOMAN SELECT
platinum suede 8151
26”L 21”D 18”H

Key Largo

LOVESEAT SELECT
black fabric 830950
57”L 35”D 24”H

SOFA SELECT
black fabric 830951
79”L 35”D 34”H

CHAIR SELECT
black fabric 810950
35”L 35”D 34”H

possible configurations
SEATING

Allegro

CHAIR SELECT
blue fabric 81019
36”L  34.5”D  30”H

SOFA SELECT
blue fabric 83015
73”L  34.5”D  30”H

Fairfax

CHAIR SELECT
white vinyl/brushed metal 810949
27”L  26”D  30”H

SOFA SELECT
white vinyl/brushed metal 830949
62”L  26”D  30”H

Hopi

CHAIR SELECT
gray linen 810140
21”L  25”D  34”H

LOVESEAT SELECT
gray linen 830150
48”L  26”D  34”H

Tangiers

CHAIR SELECT
beige fabric 810118
34”L  37”D  36”H

SOFA SELECT
beige fabric 830118
78”L  37”D  36”H

Roma

CHAIR SELECT
white vinyl 81020
37”L  31”D  32”H

SOFA SELECT
white vinyl 83016
78”L  31”D  32”H

See pages 26 and 27 for all Powered options.
*Electrical power must be ordered separately.

Powered options available
CASUAL SEATING

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE OTTOMAN
white vinyl 815122
black vinyl 815123
34”L 34”D 15”H

ENDLESS CURVE OTTOMAN
white vinyl 815953
black vinyl 815952
60.5”L 37.5”D 15”H

BENCH OTTOMAN
white vinyl 815120
black vinyl 815121
60”L 20”D 18”H

HALF BENCH OTTOMAN
white vinyl 815119
39”L 23”D 18”H

ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | Page 5, 26
Swanson Swivel Chair | 810875 | Page 10
Regis End Table | 82075 | Page 21
Regis Bench/Table | 82074 | Page 21
Work Desk | 820706 | Page 25
Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE OTTOMAN  SELECT
- blue vinyl 81518
- red vinyl 81519
- orange vinyl 81525
- pink vinyl 81520
- yellow vinyl 81517
- black vinyl 81530
- white vinyl 81531

Sizes: 18"L 18"D 18"H

MARCHE SWIVEL OTTOMAN  SELECT
- gray fabric 815151
- red fabric 815154
- blue fabric 815159
- linen fabric 815152
- meadow green fabric 815157
- pear yellow fabric 815158
- plum fabric 815156
- raspberry fabric 815153
- rose quartz fabric 815155
- white vinyl 815150

Sizes: 17"Round 18"H

EDGE LED CUBE OTTOMAN*  SELECT
- high-density plastic 81526

Sizes: 20"L 20"D 20"H

BANQUETTES

CENTER CONE  SELECT
- 38"Round 51"H
- Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVE OTTOMAN  SELECT
- 53"L 22"D 18"H

(4) quarter curve ottoman 72"Round 18"H

Possible configurations

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately
OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR ESSSENTIALS 71089
21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR ESSSENTIALS 71090
20"W 21"L 33"H

LAGUNA CHAIR SELECT maple/chrome 810861
18"L 19"D 34"H

LIMERICK® CHAIR BY HERMAN MILLER ESSSENTIALS gray 210108
16"W 17.75"L 33"H

MADRID CHAIR SELECT black vinyl/chrome 8102 white vinyl/chrome 810816
30"L 30"D 31"H

ITEMS PICTURED BELOW
Powered Locking Pedestal, 36" | 85061 | Page 27
White Vibe Cube Ottoman | 81531 | Page 7
OCCASIONAL CHAIRS

MEETING CHAIR
- white vinyl 810948
- espresso vinyl 810835
- taupe microfiber 810836

25.5"L 23.5"D 34"H

KEY WEST CHAIR
- black fabric 8103

31"L 31"D 31"H

MADDEN CHAIR
- light gray vinyl 810843

27"L 32"D 33"H

ICE SIDE CHAIR
- transparent 810814

17"L 20"D 22"H

MALBA CHAIR
- gray molded plastic 810131
- green molded plastic 810130

20"L 20"D 22"H

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

CHRISTOPHER CHAIR select
white vinyl/chrome 810846
17"L 19"D 35"H

ZENITH CHAIR select
white/chrome 810851
19"L 22"D 32"H

RUSTIQUE CHAIR select
gunmetal 810841
20"L 18"D 31"H

RAZOR ARMLESS CHAIR select
white high-density plastic 810837
15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR select
white vinyl 810875
28"L 25"D 30"H

BERLIN STACK CHAIR select
white & red plastic/chrome 810811
white & black plastic/chrome 810810
18"L 22"D 32"H

WENDY CHAIR select
clear acrylic 810847
15"L 20"D 36"H
CONFERENCE CHAIRS

GRAY GASLIFT CHAIR  
**ESSENTIALS**  
with arms 71046  
without arms 71045  
26"W  20"L  36"H  Adjustable

LA BREA SWIVEL CHAIR  
**SELECT**  
charcoal gray fabric 810874  
35"L  27"D  40"H

ALUTRA GUEST CHAIR  
**SELECT**  
black fabric/black steel 81063  
25"L  20"D  34"H

LUXOR HIGH BACK  
EXECUTIVE CHAIR  
**SELECT**  
black vinyl 810807  
27"L  28"D  47"H  Adjustable

PRO EXECUTIVE  
HIGH BACK CHAIR  
**SELECT**  
white vinyl 810844  
black vinyl 810946  
25"L  24"D  48"H  Adjustable

PRO EXECUTIVE  
MID BACK CHAIR  
**SELECT**  
white vinyl 810945  
black vinyl 810944  
24"L  22"D  40"H  Adjustable

PRO EXECUTIVE  
GUEST CHAIR  
**SELECT**  
black vinyl 810947  
24"L  22"D  36"H

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

MARTINI BAR  SELECT
gray metal rounded bar with frosted glass top and chrome legs 8501
67"L  22"D  45"H

BLACK DIAMOND STOOL  ESSENTIALS
71088
22"W  18"L  46"H

GRAY GASLIFT STOOL  ESSENTIALS
with arms 71048
without arms 71047
24"W  20"L  46"H  Adjustable

LAGUNA BARSTOOL  SELECT
maple/chrome 810860
18"L  20"D  47"H

LIMERICK® STOOL BY HERMAN MILLER  ESSENTIALS
gray 210109
18"W  17.75"L  44"H

LIFT BARSTOOL  SELECT
gray vinyl/chrome 810872
red vinyl/chrome 810873
black vinyl/chrome 810871
white vinyl/chrome 810870
15" Round  29-33.5"H  Adjustable

APEX BARSTOOL  SELECT
black vinyl 810951
blue ultra suede 810952
red vinyl 810953
white vinyl 810954
21"L  21"D  33"H
# FURNISHINGS

## BARS & BARSTOOLS

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<td>26-30.5&quot;H</td>
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</thead>
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<td>19&quot;L</td>
<td>15&quot;D</td>
<td>41&quot;H</td>
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<tbody>
<tr>
<td>16&quot;L</td>
<td>14&quot;D</td>
<td>38&quot;H</td>
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<tr>
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Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

- Endless Square Ottoman | 815122 | Page 6
- Geo End Table | 82035 | Page 19
- 30” Round Hydraulic Base Bar Table | 820230 | Page 17
- Ice Barstool | 810815 | Page 13
# Furnishings

## Draped or Undraped Tables & Counters

**Tables**

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>3'L</th>
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<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
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**Counters**

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<tr>
<td>Draped on Fourth Side</td>
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<td>12404842</td>
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**Tables***

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**Counters***

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<td>131442</td>
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*Table and counter widths available in select cities

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

Soho Series

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

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

Chelsea Series

**BUTCHER BLOCK-TOP CAFÉ ESSENTIALS**
72063
- 30" Round 30"H
72064
- 36" Round 30"H

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

**STANDARD BASE CAFÉ TABLE SELECT**
liquid white 820232
- 30" Round 29"H

**STANDARD BASE BAR TABLE SELECT**
liquid white 820231
- 30" Round 29"H

**HYDRAULIC BASE CAFÉ TABLE SELECT**
maple 8201208
- 30" Round 29"H

**HYDRAULIC BASE BAR TABLE SELECT**
maple 8201207
- 30" Round 46"H

**STANDARD BASE CAFÉ TABLE**
blue steel 8201203
- 30" Round 29"H

**STANDARD BASE BAR TABLE**
blue steel 8201204
- 30" Round 45"H

*actual color*
PEDESTAL TABLES

HYDRAULIC BASE CAFÉ TABLE
- graphite 8201209
  - 36" Round  29"H

HYDRAULIC BASE BAR TABLE
- graphite 8201211
  - 36" Round  45"H

HYDRAULIC BASE CAFÉ TABLE
- maple 8201206
  - 36" Round  29"H

HYDRAULIC BASE BAR TABLE
- maple 8201205
  - 36" Round  45"H

HYDRAULIC BASE CAFÉ TABLE
- liquid white 820224
  - 30" Round  29"H

HYDRAULIC BASE BAR TABLE
- liquid white 820230
  - 30" Round  45"H

HYDRAULIC BASE CAFÉ TABLE
- white laminate 820126
  - 36" Round  29"H

HYDRAULIC BASE BAR TABLE
- white laminate 820125
  - 36" Round  45"H

MADISON HYDRAULIC BASE CAFÉ TABLE
- gray acajou 820241
  - 30" Round  29"H

MADISON HYDRAULIC BASE BAR TABLE
- gray acajou 820240
  - 30" Round  45"H

MADISON CAFÉ TABLE
- gray acajou 820265
  - 30" Round  29"H

MADISON BAR TABLE
- gray acajou 820264
  - 30" Round  42"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
# OCCASIONAL, END & COCKTAIL TABLES

## Silverado
**END TABLE**
- **SELECT**
- Tempered glass/painted steel
- **82015**
- 24” Round / 22”H

**COCKTAIL TABLE**
- **SELECT**
- Tempered glass/painted steel
- **82014**
- 36” Round / 17”H

## MANHATTAN
**TABLE**
- **SELECT**
- Glass/brushed metal base
- **82033**
- 42” Round / 29”H

## Alondra
**END TABLE**
- **SELECT**
- Glass/chrome
- **820252**
- 20”L / 20”D / 20”H

**COCKTAIL TABLE**
- **SELECT**
- Glass/chrome
- **820250**
- 47”L / 24”D / 16”H

**END TABLE**
- **SELECT**
- Wood/chrome
- **820253**
- 20”L / 20”D / 21”H

**COCKTAIL TABLE**
- **SELECT**
- Wood/chrome
- **820251**
- 47”L / 24”D / 17”H
OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE SELECT
wood/black steel 82028
20"L 20"D 21"H

COCKTAIL TABLE SELECT
wood/black steel 82027
47"L 24"D 17"H

END TABLE SELECT
glass/chrome 82035
26"L 26"D 20"H

COCKTAIL TABLE SELECT
glass/chrome 82034
50"L 22"D 16"H

Sydney

END TABLE SELECT
black laminate/brushed steel 82054
27"L 23"D 22"H

white laminate/brushed steel 82055

COCKTAIL TABLE SELECT
black laminate/brushed steel 82076
48"L 26"D 18"H

white laminate/brushed steel 82053

*Powered options available

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE
walnut finish 82088
20” Round  22”H

TABLE
walnut finish 82087
47”L  27”D  19”H

ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | Page 6
Silverado Table | 82014 | Page 18
Zoey Barstools | 810840 | Page 13
30” Round Hydraulic Base Bar Table | 820230 | Page 17
OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE  SELECT
brushed metal 82075

16"L  15.5"D  16.5"H

BENCH/TABLE  SELECT
brushed metal 82074

47"L  15.5"D  16"H

AURA

ROUND TABLE  SELECT
white metal 820844

15"Round  22"H

EDGE LED
CUBE TABLE*  SELECT
white plastic/clear acrylic top 82057

20"L  20"D  20"H

GEO SQUARE-ROUND TABLE  SELECT
glass/black steel 82043
glass/chrome 82044

42"L  42"D  29"H

*Electrical power must be ordered separately

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

GEO CONFERENCE TABLE
- Select glass/black steel 82041
- Select glass/chrome 82051
- 60"L 36"D 29"H

MADISON CONFERENCE TABLE
- Select gray acajou 820260
- 42" Round 29"H

42" ROUND WHITE CONFERENCE TABLE
- Select white laminate 820708
- 42" Round 29"H

6' OVAL CONFERENCE TABLE
- Select granite nebula 820203
- 72"L 42"D 29"H

8' RECTANGULAR CONFERENCE TABLE
- Select granite 820115
- 96"L 44"D 29"H
## CONFERENCE TABLES

### MADISON 5' TABLE
- **gray acajou**
- Style Code: 820261
- Dimensions: 60"L x 48"D x 29"H

### MADISON 8' TABLE
- **gray acajou**
- Style Code: 820262
- Dimensions: 96"L x 60"D x 29"H

### MADISON 10' TABLE
- **gray acajou**
- Style Code: 820263
- Dimensions: 120"L x 48"D x 29"H

### COMMUNAL TABLE (MAPLE WITH GROMMETS)
- **laminate/metal**
- Style Code: 82058
- Dimensions: 72"L x 26"D x 30"H
- Style Code: 82059
- Dimensions: 72"L x 26"D x 42"H

### COMMUNAL TABLE (MAPLE)
- **laminate/metal**
- Style Code: 82067
- Dimensions: 72"L x 26"D x 30"H
- Style Code: 82068
- Dimensions: 72"L x 26"D x 42"H

### COMMUNAL TABLE (WHITE)
- **laminate/metal**
- Style Code: 82063
- Dimensions: 72"L x 26"D x 30"H
- Style Code: 82066
- Dimensions: 72"L x 26"D x 42"H

---

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OFFICE

MADISON DESK  
gray acajou 84075

60”L  30”D  29”H

MADISON CREDENZA  
gray acajou 84077

60”L  20”D  29”H

MADISON BOOKCASE  
gray acajou 84078

36”L  12”D  72”H
Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

**ITEMS PRODUCED BELOW**

Key Largo Sofa | 830951 | Page 4
Key Largo Chair | 810950 | Page 4
Sydney Table, Powered | 82076 | Page 19, 27

**KEY LARGO**

**WBER WORK DESK**
- Select: white laminate 820706
- 48"L, 24"D, 30"H

**MERLIN TABLE**
- Select: gray laminate 820707
- 46"L, 29"D, 30"H

Aura Round Table | 820844 | Page 21
Black Diamond Stool | 71088 | Page 12
Soho Black Top Bistro | 36" Round - 72068 | Page 16
POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED*  SELECT
black vinyl 810120
36"L  30"D  33"H

Power Panel Detail

NAPLES LOVESEAT, POWERED*  SELECT
black vinyl 830122
62"L  30"D  33"H

Power Panel Detail

NAPLES SOFA, POWERED*  SELECT
black vinyl 830121
87"L  30"D  33"H

Power Panel Detail

ROMA CHAIR, POWERED*  SELECT
white vinyl 81021
37"L  31"D  33"H

Power Panel Detail

ROMA SOFA, POWERED*  SELECT
white vinyl 83017
78"L  31"D  33"H

Power Panel Detail

*Electrical power must be ordered separately
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* select
white top 82070
72"L 26"D 18"H

G30 CAFÉ TABLE, POWERED* select
white top 82071
72"L 26"D 30"H

G30 BAR TABLE, POWERED* select
white top 82072
72"L 26"D 42"H

TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* select
black metal 84083
desk only 84084
60"L 30"D 30"H

SYDNEY COCKTAIL TABLE, POWERED* select
black laminate/brushed steel 82076
white laminate/brushed steel 82073
48"L 26"D 18"H

POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36" select
black 85060
white 85061
24"L 24"D 36"H

POWERED* LOCKING PEDESTAL, 42" select
black 85062
white 85063
24"L 24"D 42"H

BANQUETTE

CENTER CONE select
8506
36" Round 31"H
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately
STORAGE

3 DRAWER FILE CABINET ON CASTORS
84080
16"L 20"D 28"H

FILE CABINET WITH LOCK
standard size
ESSENTIALS

TWO-DRAWER
74082
15"W 29"L 28"H

FOUR-DRAWER
74081
15"W 29"L 50"H

REFRIGERATOR

SMALL REFRIGERATOR* ESSENTIALS
75057
19"W 19"L 34"H

REFRIGERATOR* SELECT
white • 14.0 cubic feet 8503001
28"L 28"D 64"H

MASON TABLE LAMP* SELECT
white/brushed silver 850707
16" Round 26"H

MASON FLOOR LAMP* SELECT
white/brushed silver 850708
18" Round 55"H

*Electrical power must be ordered separately

LIGHTING
DISPLAY

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That’s why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

DISPLAY CYLINDERS
black

- **low 75020**
  - 30" W, 15" H
- **medium 75021**
  - 18" W, 20" H
- **high 75022**
  - 24" W, 36" H

Available in rectangular sizes.

DISPLAY CUBES
black

- **12” small 75030**
  - 12" W, 12" L, 42" H
- **18” medium 75031**
  - 18" W, 18" L, 36" H
- **24” large 75032**
  - 24" W, 24" L, 42" H

DISPLAY COUNTER
black 72056

- 24" W, 49" L, 42" H

Computer not included.

ORION COMPUTER KIOSK
black 75079

- 28" L, 28" D, 40.5" H

Computer not included.

ITEMS PICTURED BELOW

- Bench Ottoman | 815120 | Page 6
- Powered Locking Pedestal, 36" | 85061 | Page 27
ACCESSORIES

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

TABLET STAND

MOBILE TABLET STAND

- **white** 850714
- **black** 850715

14”L 13”D 44.5”H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75” x 9.75” but not larger than 8.5” x 2.5”, including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

- **BROCHURE HOLDER**
  - **black** 850711
  8.625”L 1.1”D 11.325”H

- **WIRELESS PRINTER HOLDER**
  - **black** 850712
  3.3”L 1.9”D 5.28”H

- **CHARGING SHELF**
  - **black** 850713
  14.85”L 7.17”D 1”H

*To be ordered with the tablet stand*
ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT
220121
42"H

CHROME SIGN HOLDER
220118
Holds 22" x 28" sign

ROUND LITERATURE RACK
750135
17"W 17"L 67"H
Revolving black display holds printed materials for easy access from 20 pockets.

FLAT LITERATURE RACK
750136
10"W 56"H
Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE
220109

ALUMINIUM EASEL
220134

CHROME BAG RACK
220110

SPECIAL DRAPING (not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

FLOOR-STANDING BULLETIN BOARD
10201484
48"W 96"L 78"H

CORRUGATED WASTEBASKET
220106

WASTEBASKET
220107
wastebasket color may vary.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME:                      BOOTH #:                      BOOTH SIZE:  

CONTACT NAME:                        PHONE #:                        

E-MAIL ADDRESS:                       

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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### Draped Tables & Counters

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NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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Occasional, End & Cocktail Tables

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Conference Tables

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**POWERED**

**Powered Seating**

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**Powered Tables**

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**Powered Product Pedestals**

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**DISPLAY & ACCESSORIES**

**Product Storage**

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

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

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

Freeman’s prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman’s prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

*Colors available in both 28 oz. and 40 oz.

CLASSIC CARPET

Custom Cut
Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

Actual colors may vary slightly
Pricing includes delivery, material handling, installation and removal.

All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Orders received after the deadline or without payment will be charged the Standard price.

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

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

---

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

**CHOOSE YOUR CARPET COLOR:**

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<th>Discount Price</th>
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<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$212.20</td>
<td>$233.40</td>
<td>$297.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$318.25</td>
<td>$350.10</td>
<td>$445.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$424.35</td>
<td>$466.80</td>
<td>$594.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$212.20</td>
<td>$233.40</td>
<td>$297.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$424.35</td>
<td>$466.80</td>
<td>$594.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$636.55</td>
<td>$700.20</td>
<td>$891.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$848.70</td>
<td>$933.55</td>
<td>$1,188.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.95</td>
<td>1.05</td>
<td>1.35</td>
<td></td>
</tr>
</tbody>
</table>

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$152.75</td>
<td>$168.05</td>
<td>$213.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$305.55</td>
<td>$336.10</td>
<td>$427.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$458.30</td>
<td>$504.15</td>
<td>$641.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$610.00</td>
<td>$671.00</td>
<td>$854.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$95.50</td>
<td>$105.05</td>
<td>$133.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$190.95</td>
<td>$210.05</td>
<td>$267.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$286.45</td>
<td>$315.10</td>
<td>$401.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$381.90</td>
<td>$420.10</td>
<td>$534.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$190.95</td>
<td>$210.05</td>
<td>$267.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$381.90</td>
<td>$420.10</td>
<td>$534.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$572.90</td>
<td>$630.20</td>
<td>$802.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$763.85</td>
<td>$840.25</td>
<td>$1,069.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.95</td>
<td>1.05</td>
<td>1.35</td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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

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

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

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

Sample:
Booth Size: 10 x 25 = 250 sq. ft. @ $3.35

| CHOOOSE YOUR CARPET COLOR - 16 oz. Carpet: |

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3.35</td>
<td>$3.70</td>
<td>$4.70</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

| 1 - 700 sq. ft. |

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3.95</td>
<td>$4.35</td>
<td>$5.55</td>
<td></td>
</tr>
</tbody>
</table>

| Over 700 sq. ft. |

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3.35</td>
<td>$3.70</td>
<td>$4.70</td>
<td></td>
</tr>
</tbody>
</table>

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

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

| 1 - 700 sq. ft. |

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4.70</td>
<td>$5.15</td>
<td>$6.60</td>
<td></td>
</tr>
</tbody>
</table>

| Over 700 sq. ft. |

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4.25</td>
<td>$4.70</td>
<td>$5.95</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Sample:
Booth Size: 10 x 25 = 250 sq. ft. @ $1.20

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.20</td>
</tr>
<tr>
<td></td>
<td>Carpet Padding- 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.05</td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$2.35</td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$N/A</td>
</tr>
</tbody>
</table>

| TOTAL COST |

Sub-Total + 8.25% Tax = Total Cost
For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- Show Site Prices will apply to all cleaning orders placed at show site.

<table>
<thead>
<tr>
<th>VACUUMING  (per sq. ft. - 100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHAMPOOING  (per sq ft - 100 sq ft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (sq. ft.)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTER SERVICE  (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (# days)</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.25 %Tax</td>
<td>Total Cost</td>
</tr>
</tbody>
</table>

07/17 (462049) 7942
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.
SMARTFABRIC® RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric® Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric® Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)
CLASSIC CARPET

9’x10’ or 9’x20’ (16 oz.) – Color Options Included with Rental Package Options

black  blue  gray  green  latte
midnight blue  plum  red  red pepper  tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options

black*  cardinal  charcoal*  cream  gray pearl*
navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

ACCESSORIES

SmartFabric® Rental packages include these accessories. Refer to the “Rental Exhibits Include” sections of each package. These items are available to order as additional accessories if needed.

SMARTFABRIC®
ZIPPERED
CARRYING CASE
20”W  8”H  16”D

CLEAR ACRYLIC
SHELF
36”W  12”H  .25”D
(up to 15lbs each)

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT”
BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
QUICK TIPS
SMARTFABRIC EXHIBIT
NOVEMBER 20, 2017
DISCOUNT PRICE DEADLINE DATE
USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017
COMPANY NAME:
BOOTH #:
BOOTH SIZE: X
CONTACT NAME:
PHONE #:
E-MAIL ADDRESS:
For Assistance, please call (210) 554-2021 to speak with one of our experts.
For fast, easy ordering, go to www.freeman.com

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.

<table>
<thead>
<tr>
<th>Frame Only Unit</th>
<th>SmartFabric Rental Exhibit Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 116.5” X 92.5” Custom Fabric Graphic (Purchased item to keep)</td>
</tr>
<tr>
<td></td>
<td>• Carrying Case for Graphic (To carry the purchased fabric graphic)</td>
</tr>
<tr>
<td></td>
<td>• Classic Carpet 9’ X 10’ or 9’ X 20’ (Select color below)</td>
</tr>
<tr>
<td></td>
<td>• Installation &amp; Dismantle of Exhibit</td>
</tr>
<tr>
<td></td>
<td>• Material Handling of Exhibit</td>
</tr>
<tr>
<td></td>
<td>• Nightly Vacuuming</td>
</tr>
<tr>
<td></td>
<td>• 2-Arm Lights (per 10 ft.)</td>
</tr>
<tr>
<td></td>
<td>• 2 Shelves (36” x 12”, supports up to 15 lbs.)</td>
</tr>
<tr>
<td></td>
<td>• Power (500 watts) for LIGHTS only (and Labor to hang lights)</td>
</tr>
</tbody>
</table>

Classic Carpet: □ Black □ Blue □ Gray □ Green □ Latte
□ Midnight Blue □ Plum □ Red □ Red Pepper □ Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td>$1,895.00</td>
<td>$2,653.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td>$3,695.00</td>
<td>$5,173.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Frame Only Unit</td>
<td>$1,195.00</td>
<td>$1,673.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ Frame Only Unit</td>
<td>$1,995.00</td>
<td>$2,793.00</td>
<td></td>
<td></td>
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</tbody>
</table>

ACCESSORIES

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

TOTAL COST

Sub-Total 8.25% Tax = Total Cost

07/17 (462049) 7942
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental booth exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
RENTAL EXHIBITS

Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10’ Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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

RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10’ x 10’</th>
<th>10’ x 20’</th>
<th>Price</th>
<th>Standard</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>1,994.60</td>
<td>2,792.45</td>
<td>1,359.60</td>
<td>1,903.45</td>
<td>2,774.40</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,359.60</td>
<td>1,903.45</td>
<td>2,578.10</td>
<td>3,609.35</td>
<td>4,596.50</td>
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<tr>
<td>Package 3</td>
<td>1,981.70</td>
<td>2,774.40</td>
<td>3,822.35</td>
<td>5,351.30</td>
<td>5,032.60</td>
</tr>
<tr>
<td>Package 4</td>
<td>1,712.90</td>
<td>2,398.05</td>
<td>3,284.65</td>
<td>4,958.50</td>
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<tr>
<td>Package 5</td>
<td>1,866.35</td>
<td>2,612.90</td>
<td>3,594.70</td>
<td>5,032.60</td>
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<tr>
<td>Package 6</td>
<td>1,945.65</td>
<td>2,723.90</td>
<td>3,786.30</td>
<td>5,300.80</td>
<td></td>
</tr>
</tbody>
</table>

CHOOSE YOUR PANEL

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perfboard

CARPET

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

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Font Type
- Red
- Teal
- White
- Green

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

DISCOUNT PRICE DEADLINE DATE
NOVEMBER 20, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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

For Assistance, please call (210) 554-2021 to speak with one of our experts.

**TABLETOP UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>PURCHASE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td><strong>Discount Price</strong></td>
</tr>
<tr>
<td>40&quot; H x 6'W</td>
<td>955.90</td>
</tr>
<tr>
<td>40&quot; H x 8'W</td>
<td>1,109.70</td>
</tr>
</tbody>
</table>

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

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

**Fabric Panel Colors for All Units:**
- Black
- Gray
- Blue
- Red
- Red Pepper
- Tuxedo

**Other Colors Also Available for Purchase Units**
- Black
- Blue
- Green
- Gray
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- Gold
- Gray
- Plum
- Red
- White

**FLOOR UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>PURCHASE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td><strong>Discount Price</strong></td>
</tr>
<tr>
<td>8' H x 8'W</td>
<td>1,555.30</td>
</tr>
<tr>
<td>8' H x 10'W</td>
<td>1,851.25</td>
</tr>
</tbody>
</table>

**Purchase Units Include:**
- Classic Carpet 9' X 10' (select color below) 2-Cases
- Installation & Dismantle of Exhibit 1-Podium - 8'H X 10'W unit only
- Material Handling of Exhibit 1-Podium - 8'H X 10'W unit only
- Nightly Vacuuming 2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

**Fabric Panel Colors for All Units:**
- Black
- Gray
- Blue
- Red
- Red Pepper
- Tuxedo

**Other Colors Also Available for Purchase Units**
- Black
- Blue
- Green
- Gray
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- Gold
- Gray
- Plum
- Red
- White

CUSTOM GRAPHIC / PHOTO PANELS

- Our custom graphic panels can dramatically enhance your exhibit’s appearance.
- Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

<table>
<thead>
<tr>
<th>OPTIONAL ACCESSORIES</th>
<th>RENTAL</th>
<th>PURCHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part #</td>
<td>Description</td>
<td>Qty</td>
</tr>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>178.25</td>
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<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>91.25</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>67.90</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td>67.90</td>
</tr>
</tbody>
</table>

**QUICK TIPS**

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

**PURCHASE UNITS TOTAL COST**

- Sub-Total + 8.25% Tax = Total Cost

**RENTAL UNITS TOTAL COST**

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

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

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
CREATING VISUAL EXCITEMENT
Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

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

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

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

REPRODUCTION AND INSTALLATION
- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME:
CONTACT NAME:
E-MAIL ADDRESS:

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

GRAPHICS

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

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

L X W = sq. ft.

$ 21.20 per sq. ft. discount price
$ 31.80 per sq. ft. standard price

Minimum order per graphic 9 sq. ft. (1296 sq. in.)
Double sq. ft. for double-sided graphics
Round sq. ft. to next whole increment
File conversion, retouching, cloning or color correcting may incur additional labor charges.
(See reverse side for graphic guidelines.)

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

File Information:
Electronic File Name
Application
PMS Colors

Backling Material:
Freeman Foam (Foamcore)
Freeman PVC (PVC)
Freeman HD Foam (Gatorfoam)
Freeman Polyfoam (Ultra Board)

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>1 @ 44.55</td>
<td>66.85 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>2 @ 50.95</td>
<td>76.45 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>4 @ 54.15</td>
<td>81.25 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>5 @ 68.95</td>
<td>103.45 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>6 @ 60.45</td>
<td>90.70 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>8 @ 65.75</td>
<td>98.65 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>10 @ 75.35</td>
<td>113.05 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>12 @ 112.50</td>
<td>168.75 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>14 @ 166.55</td>
<td>249.85 =</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>20 @ 202.65</td>
<td>304.00 =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

INDICATE YOUR SIGN COPY HERE:
* Please feel free to attach additional sign copy on separate page.

For Assistance, please call (210) 554-2021 to speak with one of our experts.

07/17 (462049)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK
- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

CONTACT NAME:  
PHONE #:  
E-MAIL ADDRESS:  

For Assistance, please call (210) 554-2021 to speak with one of our experts.

**ACCESSORIES FOR RENTAL UNITS**

<table>
<thead>
<tr>
<th>LIGHT FIXTURES (use only on rentals)</th>
<th>SHELVES (use only on rentals)</th>
<th>CABINETS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GONDOLAS</strong></td>
<td><strong>RADIUS CABINET</strong> (does not have doors)</td>
<td><strong>LITERATURE POCKETS</strong></td>
</tr>
</tbody>
</table>

**CABINETS & LOCKS**

<table>
<thead>
<tr>
<th>Cabinets</th>
<th>Description</th>
<th>Black Fabric</th>
<th>Blue Fabric</th>
<th>Gray Fabric</th>
<th>White PVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>17305</td>
<td>1M x ½M x 36&quot; High</td>
<td>512.45</td>
<td>717.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17306</td>
<td>1M x ½M x 42&quot; High</td>
<td>512.45</td>
<td>717.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17308</td>
<td>2M x ½M x 36&quot; High</td>
<td>620.65</td>
<td>868.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17309</td>
<td>2M x ½M x 42&quot; High</td>
<td>620.65</td>
<td>868.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>173010</td>
<td>1M Radius x ½M x 36&quot; High</td>
<td>660.95</td>
<td>925.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>173011</td>
<td>1M Radius x ½M x 42&quot; High</td>
<td>660.95</td>
<td>925.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17301</td>
<td>Cabinet Lock</td>
<td></td>
<td></td>
<td>8.50</td>
<td>11.90</td>
</tr>
</tbody>
</table>

(Radius Cabinets do not have doors)

Inside Shelves Available: Quoted on Request

**LIGHT FIXTURES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>65.90</td>
<td>92.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4’ Tracklight (3 lights)</td>
<td>266.75</td>
<td>373.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**GONDOLAS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1M x 4’ High</td>
<td>414.05</td>
<td>579.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174542</td>
<td>Double Sided 1M x 4’ High</td>
<td>551.05</td>
<td>771.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174581</td>
<td>Single Sided 1M x 8’ High</td>
<td>414.05</td>
<td>579.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174582</td>
<td>Double Sided 1M x 8’ High</td>
<td>551.05</td>
<td>771.45</td>
<td></td>
</tr>
</tbody>
</table>

**SHELVES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17201</td>
<td>1M Straight (37’’ x 12’’)</td>
<td>70.05</td>
<td>98.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1M Angled (37’’ x 12’’)</td>
<td>81.70</td>
<td>114.40</td>
<td></td>
</tr>
</tbody>
</table>

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>28.85</td>
<td>40.40</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

**ON-SITE SUPERVISION**

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$ 85.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$ 128.25</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

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

  Emergency contact:  
  Phone Number:  

  Exhibitor Supervised Labor
  Supervisor will be:  
  Phone Number:  


<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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</thead>
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</tbody>
</table>

Freeman Supervision (30%/$45.00) = $  
Tax = $ (N/A)  
Total Installation = $  

DISMANTLE LABOR

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

  Emergency contact:  
  Phone Number:  

  Exhibitor Supervised Labor
  Supervisor will be:  
  Phone Number:  


<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $  
Tax = $ (N/A)  
Total Dismantle = $
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017
COMPANY NAME: BOOTH#: 
CONTACT NAME: PHONE#: 

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse ___________ Show Site __________ Date Shipped ______________________________
Total No. of: _______ Crates _______ Cartons _______ Fiber Cases
Setup Plan/Photo: Attached _______ To Be Sent With Exhibit _______ In Crate No. __________
Carpet: With Exhibit _______ Rented From Freeman _______ Color _______ Size _______
Electrical Placement: __________________ Drawing Attached Drawing With Exhibit Electrical Under Carpet ___________
Comments: __________________________________________ __________________________________________
Graphics: With Exhibit _______ Shipped Separately _______
Comments: _______________________________________________________________________________________
Special Tools/Hardware Required: ______________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: __________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):
  ☐ Other Common Carrier: __________________________
  ☐ Other Air Freight: __________________________
  ☐ Van Line: __________________________

FREIGHT CHARGES

☐ Prepaid ☐ Collect
Bill To: __________________________________________________________
________________________________________________________________________

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

☐ Reroute via Freeman’s choice
☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

Overtime -
6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
</table>

**FORKLIFT LABOR**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$124.50</td>
<td>$174.25</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$168.25</td>
<td>$235.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$135.50</td>
<td>$189.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$179.25</td>
<td>$251.00</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$144.50</td>
<td>$202.25</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$188.25</td>
<td>$263.50</td>
</tr>
<tr>
<td>3140300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
<tr>
<td>3140301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td>$209.25</td>
<td>$293.00</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$47.00</td>
<td></td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$47.00</td>
<td></td>
</tr>
</tbody>
</table>

**RIGGING LABOR**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$87.50</td>
<td>$122.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$131.25</td>
<td>$183.75</td>
</tr>
</tbody>
</table>

**MOBILE UNIT SPOTTING FEE**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>257024</td>
<td>Mobile Unit Spotting Fee (Each Way)</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

**INSTALLATION**

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

Describe work to be done: ________________________________

Sub-Total: ________________________________

Tax 8.25%: N/A

Total: ________________________________

**DISMANTLE**

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

Describe work to be done: ________________________________

Sub-Total: ________________________________

Tax 8.25%: N/A

Total: ________________________________
**USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017**

**For Assistance, please call 210-554-2021 to speak with one of our experts.**

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

<table>
<thead>
<tr>
<th>QTY Show</th>
<th>QTY 24 Hr.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td></td>
<td>93.00</td>
<td>139.50</td>
<td>$139.50</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td></td>
<td>125.00</td>
<td>187.50</td>
<td>$187.50</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td></td>
<td>171.00</td>
<td>256.50</td>
<td>$256.50</td>
</tr>
</tbody>
</table>

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

| 20 Amps | | 275.00 | 412.50 | $412.50 |
| 30 Amps | | 326.50 | 489.75 | $489.75 |
| 60 Amps | | 518.00 | 777.00 | $777.00 |
| 100 Amps | | 771.50 | 1157.25 | $1157.25 |

### 208 VOLT THREE PHASE (Labor Required for Connection)

| 20 Amps | | 353.00 | 529.50 | $529.50 |
| 30 Amps | | 429.50 | 644.25 | $644.25 |
| 60 Amps | | 708.50 | 1062.75 | $1062.75 |
| 100 Amps | | 985.50 | 1478.25 | $1478.25 |

Transformer to Boost 208V to Approx. 230V - $4.00 per Amp (20 Amp Min.)

**SPECIAL LIGHTING (Price Includes Power & Labor for Installation)**

| Single Light Stand | | 104.00 | 156.00 | $156.00 |
| Double Light Stand | | 110.25 | 165.40 | $165.40 |
| Arm Light | | 122.50 | 183.75 | $183.75 |

* May require labor and/or lift at additional charge. Please contact SanAntonioUtilities@freeman.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

**HANGING SIGNS**

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

### ADDITIONAL INFORMATION

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:**

LATE DATE

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**DISCOUNT PRICE DEADLINE DATE**

NOVEMBER 20, 2017

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

**TOTAL COST**

| Outlet(s) | $  |
| Lighting | $  |
| Tax 8.25% | $  |
| GRAND TOTAL | $  |
ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS
For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

<table>
<thead>
<tr>
<th>X</th>
<th>X</th>
<th>X</th>
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</thead>
<tbody>
<tr>
<td>IN-LINE BOOTHs / PENINSULA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACK TO BACK PENINSULA</td>
</tr>
</tbody>
</table>

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitor’ equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors’ equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

COMPANY NAME: ____________________________________________ BOOTH #: ________________________

CONTACT NAME: ____________________________________________ PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________________________

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date ________ Time ________

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: ____________________________

AUTHORIZED SIGNATURE: ____________________________

☐ EXHIBITOR SUPERVISION (DO NOT PROCEED)

SELECT WORK TYPE

Date ________ Time ________ # Electrician ________ Est. # Hours ________ Floor Work ________ Booth Work ________

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Distribution of electrical through booth structure.
☐ Mounting of plasmas/LCD monitors and lights.
☐ Connection or hard wiring of all exhibitor equipment.
☐ Lighting used as spot or flood lights.
☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
☐ Wiring of overhead signs.
☐ Installation of electrical headers and/or light boxes.
☐ Other.

LABOR REQUEST

Date ________ Time ________ # Electrician ________ Est. # Hours ________ Floor Work ________ Booth Work ________

Date ________ Time ________ # Electrician ________ Est. # Hours ________ Floor Work ________ Booth Work ________

Date ________ Time ________ # Electrician ________ Est. # Hours ________ Floor Work ________ Booth Work ________

Date ________ Time ________ # Electrician ________ Est. # Hours ________ Floor Work ________ Booth Work ________

Date ________ Time ________ Est. # Hours ________ Lift Type ________

Date ________ Time ________ Est. # Hours ________ Lift Type ________

NAME OF ON-SITE CONTACT:

CELL PHONE: ____________________________

Special Instructions: ____________________________
**ELECTRICAL INSTRUCTIONS**

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

**CANCELLATION POLICY**

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/ampereages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.

![Diagram of booth layout](image-url)
The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</td>
</tr>
</tbody>
</table>
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*

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

| SHOW NAME | ______________________________ | DATES | ________________ |
| COMPANY NAME | ______________________________ | BOOTH # | ________________ |

Adjacent Aisle or Booth# __________

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

- 10 x 10 use 1 square = 1/4 foot
- 20 x 20 use 1 square = 1/2 foot
- 40 x 40 use 1 square = 1 foot
IN LINE BOOTHs
Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet =

<table>
<thead>
<tr>
<th># 401</th>
<th># 405</th>
<th># 407</th>
<th># 409</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 peninsula</td>
<td>10 x 20 in line booth</td>
<td>10 x 10 in line booth</td>
<td></td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations must be included. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets

10 x 20 In Line – Booth # 409
Order = 2 x 5 amp outlets
ISLAND BOOTHs

Electrical layouts are always required for island booths and must include the following information:

1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

```
<table>
<thead>
<tr>
<th>#407</th>
<th>#409</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>#506</td>
<td>#508</td>
</tr>
</tbody>
</table>

20 x 20 Island – Booth #401
Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets

Front of Hall  
Main Entrance

Booth 407
Main Drop & 208 volt, 3 phase 10 amp 2 ft in from side
20 amp In bottom corner

Booth 506
20 amp In top corner

5 amp
5 ft
6 ft
6 ft

Booth #401
5 amp
5 ft

Section of show floor plan
ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it’s an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at it’s location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly. Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts. Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show’s electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don’t underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.
NAME OF SHOW: USA RICE OUTLOOK CONFERENCE - 462049 / DECEMBER 10-12, 2017

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

**COMPRESSED AIR: 90-100 lbs. PSI**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>395.00</td>
<td>592.50 = $</td>
</tr>
<tr>
<td>Each additional air outlet (within 5 feet of 1st outlet)</td>
<td>211.00</td>
<td>316.50 = $</td>
<td></td>
</tr>
<tr>
<td>Additional footage per foot</td>
<td>4.70</td>
<td>7.05 = $</td>
<td></td>
</tr>
<tr>
<td>CFM requirements (minimum 5 CFM per outlet - price is per CFM)</td>
<td>10.00</td>
<td>15.00 = $</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There will be a minimum of (1) hour charged for labor. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

**WATER**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>357.00</td>
<td>535.50 = $</td>
</tr>
<tr>
<td>Each additional water outlet (within 5 feet of 1st outlet)</td>
<td>205.00</td>
<td>307.50 = $</td>
<td></td>
</tr>
<tr>
<td>Additional footage per foot (after 1st 90 feet)</td>
<td>4.50</td>
<td>6.75 = $</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

**DRAINS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>393.00</td>
<td>589.50 = $</td>
</tr>
<tr>
<td>Each additional drain outlet within the same booth</td>
<td>223.00</td>
<td>334.50 = $</td>
<td></td>
</tr>
<tr>
<td>Additional Footage per foot (after 1st 90 ft.)</td>
<td>4.50</td>
<td>6.75 = $</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FILL & DRAINS**

Flat Rate $72.00 Plus labor 1/2 hour increments in/out
(Anything over 500 gallons please contact our branch)

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

**LABOR**

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

<table>
<thead>
<tr>
<th></th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$ 89.00</td>
<td>$ 133.50 = $</td>
</tr>
<tr>
<td>Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)</td>
<td>$ 182.00</td>
<td>$ 273.00 = $</td>
</tr>
<tr>
<td>Overtime</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.
1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for connections installed and not used.
3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
6. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.
7. All equipment using water must have inlet and outlet properly tagged.
8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
10. Service outlet size will be determined by the volume required.
11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
12. All outlets will be installed on the floor at the backwall of booth.
13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
15. All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 210-554-2021 for an estimate regarding labor or additional footage.

- Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- All electrical requirements must be ordered on the Electrical Rental Order Form.
USA Rice Business Outlook Conference
December 10th – December 12th, 2017
Order 14 days prior to the 1st day of the event move-in for incentive rate.
Incentive deadline for the above event is November 26th, 2017

Smart City is the exclusive telecommunications service provider for the
Henry B. Gonzalez Convention Center.

Hardwired Internet Service
- Shared or Dedicated Bandwidth Services

Wireless Internet Service
- Custom Hot Spot
- On-Site / On-Demand Services

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- Single-Line
- Multi-Line
- Conference Telephone Services

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https://orders.smartcitynetworks.com

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.
### CUSTOM DESIGNED ARRANGEMENTS

<table>
<thead>
<tr>
<th></th>
<th>DESCRIPTION / COLOR</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING FLORAL ARRANGEMENT</td>
<td></td>
<td>65.00</td>
<td></td>
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</tr>
<tr>
<td>TROPICAL FLORAL ARRANGEMENT</td>
<td></td>
<td>75.00</td>
<td></td>
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</tr>
<tr>
<td>FLORAL ARRANGEMENT</td>
<td>HEIGHT:</td>
<td></td>
<td>WIDTH:</td>
<td></td>
</tr>
<tr>
<td>TROPICAL PLANT AND BLOOMING FOLIAGE</td>
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<td></td>
<td></td>
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<tr>
<td>MUM PLANTS: Yellow ____ White ____ Lavender ____</td>
<td></td>
<td>30.00</td>
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<tr>
<td>AZALEAS: Pink _____ Red _____</td>
<td></td>
<td>35.00</td>
<td></td>
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<tr>
<td>BROMELIAD</td>
<td></td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMALL Ivy _____ Pothos _____</td>
<td></td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARGE BOSTON FERN</td>
<td></td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 FOOT TROPICAL PLANT</td>
<td></td>
<td>49.50</td>
<td></td>
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</tr>
<tr>
<td>4 FOOT TROPICAL PLANT</td>
<td></td>
<td>59.50</td>
<td></td>
<td></td>
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<tr>
<td>5 FOOT TROPICAL PLANT</td>
<td></td>
<td>69.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUSTOM TROPICAL PLANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING</td>
<td></td>
<td>125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING</td>
<td></td>
<td>169.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING</td>
<td></td>
<td>169.50</td>
<td></td>
<td></td>
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<tr>
<td>8 FOOT - 16 FOOT TROPICAL PLANT</td>
<td>Price on Request</td>
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</tr>
</tbody>
</table>

### CONTAINERS:

- [ ] WHITE
- [ ] BLACK

### SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

### GRAND TOTAL

---

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral’s Designer call our booth on the following Date/Time: ________________

**PAYMENT:**
- [ ] VISA
- [ ] MASTERCARD
- [ ] AMEX
- [ ] CHECK

**COMPANY NAME:**

**BOOTH CONTACT:**

**PHONE#:** (_______)

**EMAIL:**

- [ ] EMAIL CONFIRMATION COPY
- [ ] EMAIL STATEMENT COPY

**Please Remit to:**

1001 E. SUNSET # 95814 • LAS VEGAS, NV  89193

(702) 956-8011 • FAX (702) 956-8021

exhibitorservice@nationalplantfloral.com

---

Booth # ________________________
Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquiries about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

Seating and Booth Arrangements:
1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code, and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

Booth Construction, Decorations, and Stage Scenery:
4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:
7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal’s office for approval. The plans must specify maximum number of occupants and have a structural engineer’s stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.
Exits and Exit access and discharge:
12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

Open Flames, Compressed Gases, Explosives and Lasers:
16. The following items may not be used without prior approval of the Fire Marshal.
   A. Use, display or storage of LPG (Propane or Butane)
   B. Flammable Liquids of Gas
   C. Barbeque Grills
   D. Straw, sawdust, or wood shavings
   E. Welding or cutting equipment for demonstration purposes
   F. Gas fired appliances for demonstrations or cooking purposes
   G. Salamander stoves for demonstrations or cooking purposes
   H. Lit candles and lanterns for demonstration purposes
   I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
   J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility
   K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:
18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:
21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured and or covered to avoid tripping anyone walking across the area.

Vehicles: Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
   A. Batteries are disconnected
   B. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19L) whichever is least.
   C. Fuel tanks and fill openings are closed and sealed to prevent tampering
   D. Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building
   E. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
F. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal’s approval.

G. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.

H. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

**Tents**
26. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal’s office at least 15 days prior to event for approval.

**Hazardous Materials:**
28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

**General Regulations:**
31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a “NO SMOKING” sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.4.1 through 901.4.3)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2015 IFC, Section 1004.3)
38. In accordance with the International Fire Code, “When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.”(2015 IFC, Section 403.1)

**NOTICE:** If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal’s office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.
FEE SCHEDULE:

Overtime rate for Fire Marshal/Inspector as of October 1, 2008 $82.40/hr

Overtime is charged after 5:00 pm on weekdays, on weekends and on holidays. Overtime carries a minimum of 2 hours per occurrence.

PYROTECHNIC DISPLAYS:

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display 2 Inspectors $82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display 1 Inspector $82.40/hr (2 hr minimum)
Hazing 1 Inspector $82.40/hr (2 hr minimum)

OTHER INSPECTIONS:

Vehicle checks: Vehicles will be inspected PRIOR to entering building at every event. Vehicles will be checked at no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday. Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

Food Booths: Food Booths will be inspected after show set-up, to assure that Food Booths are Code compliant. Food Booths will be checked no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday. Food Booths set up after hours, on weekends or on holidays will be inspected at Overtime rate.

FLOOR PLAN REVIEW:

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet…$275.00 + 3% tech fee for a total of $283.25
For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet … $425.00 + 3% tech fee for a total of $ 437.75.
No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

These totals are cumulative per event.

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