SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8' x 10' booth will be set with 8' high blue 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. Each booth also receives a 110 volt electrical outlet, two exhibitor badges, plus a discounted rate for extra badges, full admission, hotel specials, &amp; free Wi-Fi. Booths 300 sq ft or less will receive a one-line identification sign. Booths larger than 300 sq ft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
Some areas in the exhibit area are carpeted and some are not.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by February 05, 2018.

SHOW SCHEDULE

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

Sunday February 25, 2018 1:00 PM - 5:30 PM

The Exhibition Hall will be available for set-up only on Sunday, February 25, 2018 from 1:00 pm to 5:30 pm (CST). There will be no exceptions!! All booths must be set up before the first mixer that will begin at 6:30 pm. (CST) in the booth area.

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

Tuesday February 27, 2018 5:00 PM - 7:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Tuesday, February 27, 2018 at 7:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, February 27, 2018 at 6:00 PM.

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

FREEMAN
9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 fax (469) 621-5613
FreemanHoustonES@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 February 05, 2018. 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 # __________
2018 SPE INTL POLYOLEFIN CONF - 416104
C/O FREEMAN
9258 PARK SOUTH VIEW, STE 100
HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Monday, January 29, 2018, at the above address. Material arriving after February 19, 2018 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: (713) 770-6750

Please call Freeman for show site shipping information.
Freeman will receive shipments at the exhibit facility beginning Sunday, February 25, 2018. 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: (713) 770-6750

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 (713) 770-6750.

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 (713) 770-6750 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 February 05, 2018.

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 (713) 770-6750 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: 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

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.

METHOD OF PAYMENT

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.

☐ 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 (416104) 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: 

ENTER TOTALS HERE

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<th>FURNISHINGS &amp; ACCESSORIES</th>
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<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</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.

07/17 (416104)
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
- [ ] 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**

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 (416104)
PAYMENT & LABOR

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

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

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

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the 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" 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 any 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 billing these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. 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 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.

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 Exhibitions, 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 crate order or packaging that is not bearing the Exhibitor’s name and/or address.

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

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times. Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the use of security services from Carrier or Security Management. All MAH'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 is not responsible for lost, destroyed, or damaged shipment weights.

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 is not the owner of or under the control of carrier under assumes from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Freeman 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.

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 re-routing 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.

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 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. Fixture and Media Handling Agreement. All MAH'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 is not responsible for lost, destroyed, or damaged shipment weights.

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 investigation costs) arising out or contributed to by Exhibitor's negligent or willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which they are admitted. Freeman is not responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials after they have been delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

a. MAXIMUM RECOVERY. if found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

b. 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 OF EXHIBITOR'S NEGLIGENT OR WILLFUL MISCONDUCT, OR RESULTING 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, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s 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 of Freeman’s invoices and expenses, Freeman’s service, storage, and handling of Exhibitor’s materials. Freeman shall have the right to enforce its security interest and lien, including, but not limited to, repossessing any Collateral. If Freeman is not paid for its invoices and expenses and all other charges including the costs of such repossession, Freeman may sell all of the Collateral or any other property of Exhibitor to pay Freeman its accrued and unpaid charges. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

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

14. DRIVER LIABILITY WAIVER, IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY, YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliated companies, and contractors appointed by the Shipper, including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom or for whose account the shipment is made, including any consignee designated to receive notice in these instructions.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have stipulated in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions Contract), Freeman and Shipper each agree that this Contract shall govern their respective rights and liabilities under this Agreement (the "Agreement"). The Agreement includes any materials attached hereto and constitutes the entire agreement between the parties. This Agreement supersedes any prior agreements, whether written or oral.

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 but not limited to a strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility closure due to natural disaster, act of God, force majeure (as defined in the Warsaw Convention), or an inherent or hidden vice in the goods that is not discoverable by inspection. Freeman is not liable for the acts or omissions of its agents, employees, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this clause (in addition to insurance) to that extent of any third party's liability which it has assumed by the transfer of title or risk of loss of and damage to the property to the extent of insurance made in the name of the Consignee or the Consignor's designated agent. If any part of this section of the Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

4. PACKAGING AND CRATES: Shipper's property must be well-packaged for safe and secure handling, and must be free of any hazardous materials. Each piece must be legibly marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains its original color, until a reasonable time after it is returned for reconditioning or recycled. Neither Freeman nor any carrier shall be responsible for any accident to an unacceptable container. Freeman reserves the right to refuse to accept any container that it determines, in its reasonable discretion, to be unsuitably or inadequately packaged or shipped. Freeman shall reserve the right, without charge, to accept any container or packaging that it determines, in its reasonable discretion, may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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 or Freeman, Freeman's liability shall then become that of a warehouser.

6. LIABILITY FOR DAMAGES: Freeman's LIABILITY FOR DAMAGES TO DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, INADVERTENT DELIVERY TO THE WRONG PLACE OR THE ABSENCE OF INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, DELAY ON INTERNATIONAL SHIPMENTS, LOSS OR DAMAGE UNLESS CAUSED BY FREEMAN'S SOLE NEGLIGENCE, SHALL BE LIMITED TO THE AMOUNT OF THE DECLARED VALUE OF THE SHIPMENT. FREEMAN'S LIABILITY FOR DAMAGES TO AIR CARGO FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID, FOR INTERNATIONAL SHIPMENTS MUST BE FILED WITHIN TWO (2) YEARS FROM THE DATE OF ACCEPTANCE OF THE SHIPMENT BY FREEMAN UNLESS OTHERWISE REQUIRED BY THE WARSAW CONVENTION. FOR AIR CARGO, FREEMAN WILL NOT BE LIABLE FOR MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO MISDELIVERY, DELAY ON INTERNATIONAL SHIPMENTS, NONDELIVERY, MISSED PICKUP, DELAY ON INTERNATIONAL SHIPMENTS, LOSS OR DAMAGE UNLESS CAUSED BY FREEMAN'S SOLE NEGLIGENCE, DIRECT DAMAGES, INDIRECT DAMAGES, DAMAGES FOR FAILURE OF PERFORMANCE, BREACH OF CONTRACT DAMAGES, FRAUD DAMAGES, OR ANY OTHER SORT OF LOSS OR DAMAGE FOR CONTRACT. THIS LIMITATION SHALL BIND THE PARTIES: (a) whenever or wherever the claimed loss or damage may occur; (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damage. Freeman makes no warranties, express or implied, and expressly disclaims all and any warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to misdelivery, delivery to the wrong place or the absence of instructions or failure to collect payment), breach of contract, breach of statute or regulation, or any other legal theory or cause.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against all claims, suits, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of or arising out of any act or omission of Shipper or its agents, contractors, or representatives, or any person or firm acting on behalf of Shipper or its agents, contractors, or representatives, including but not limited to, failure to follow Freeman's or the United States Department of Transportation's or the air carrier's instructions or the weight regulations or charges of the air carrier, or the action or inaction of any of them, or any negligence, willful misconduct, or deliberate act. Shipper's violation of Federal, State, County, or Local Ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by FedEx, the ABA, or any other management; and/or Shipper's failure to comply with any term or condition of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS. Shipper, Consignor, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within (i) five (5) business days of delivery, (ii) business days of delivery, (iii) any loss of, theft of, or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five (5) business days of the receipt of the property. If Carrier schedules an inspection, claimant must hold the shipment, all packaging material and contents in the same condition as they were when in damage was discovered. Receipt of the shipment by the Shipper or the Consignee's agent without written notice on the delivery receipt or delivery manifest shall be a waiver of Freeman's receipt of a claim under this Agreement, also unless it is shown that the plaintiff had no reasonable means of information concerning such damage. However, Freeman is not obligated to perform such inspection. All claims for loss or damage must be made in writing within forty-five (45) days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall have been commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14511, Lexington, KY 40512-4511.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND 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, THE AGREEMENT, THE SHIPMENT, THE PERFORMANCE OF THIS AGREEMENT OR ANY NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, AND THE UNITED STATES OF AMERICA ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. FREEMAN AND SHIPPER AGREE THAT LITIGATION MUST BE LAITITAGED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. 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 will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper further understands that, as has been customary, any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of conformity, example, casualty, if any, damages awarded for gross of the property and all matters related to payment for the shipment.
This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman 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 includes any party which is named as such in the “Service Request and Shipping Instructions” form or the receipt for the ship- ped property, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the property is consigned.

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 with respect to the transportation of the property described herein. Shipper agrees to accept all terms and conditions of this Contract. Shipper hereby agrees to accept all terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its 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, acts of God, war, belligerent parties or enemies, labor difficulties of any kind or nature, damage to neighboring property, lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from failure to provide proper handling, stowage or transportation by any contractor, if no fault can be attributed to Freeman, any loss or damage must be claimed in writing within 90 days from the date of delivery. In the event Shipper fails to claim in writing within 90 days from the date of delivery, the property will be deemed to have been delivered in good condition.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of the packaging system or procedure for Shipper that may not be fit for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped in plastic wrap, or on cartons or pallets that are not properly reinforced. 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 found in “Packaging and Shipping Guidelines” in 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 require improvements at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, or in containers that are refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This may subject the property to delay beyond the time the services are rendered. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of Freeman in connection with the transportation of perishable goods. (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Shipper shall be liable for the cost of therapy and any additional fees for handling by forklift and similar means. General guidance as to acceptable packaging systems and pro- cedures may be found in “Packaging and Shipping Guidelines” in 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 require improvements at shipper’s expense.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is instructed to deliver, there shall be an invoice for the shortfall in quantity and in good order of the property delivered, less property of like quality and at similar rates that are available in the same area, and that were properly set when the container was locked or the forklift was in place. (c) When a container is opened for inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as when delivered to Freeman, or as near the original condition as possible. (c) Shipper shall defend and indemnify Freeman, its employees, agents, officers, and assigns against any and all claims, demands, causes of action, damages, losses, costs, and expenses (including consequential, incidental, and other damages), including attorneys’ fees, court costs, and other expenses incurred by Freeman in the defense of any suit, action, or proceeding, whether or not the action is pre- sumably frivolous or brought in bad faith, or if the claim is not finally determined against Freeman.

7. INSURANCE. Freeman IS NOT AN INSURER. Freeman shall not be responsible 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, acts of God, war, belligerent parties or enemies, labor difficulties of any kind or nature, damage to neighboring property, lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from failure to provide proper handling, stowage or transportation by any contractor, if no fault can be attributed to Freeman, any loss or damage must be claimed in writing within 90 days from the date of delivery. In the event Shipper fails to claim in writing within 90 days from the date of delivery, the property will be deemed to have been delivered in good condition.

8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost or damaged, Shipper’s maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price. FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

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

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

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION
Requested Pick Up Date:
SHIPPER NAME
SHIPPER ADDRESS

DESTINATION
☐ I will be shipping to the WAREHOUSE
FREEMAN / Exhibiting Company Name / Booth #
2018 SPE INTL POLYOLEFIN CONF - 416104
C/O: FREEMAN
9258 PARK SOUTH VIEW, STE 100
HOUSTON, TX 77051
MUST BE DELIVERED BY FEBRUARY 19, 2018

☐ I will be shipping to SHOW SITE
FREEMAN / Exhibiting Company Name / Booth #
2018 SPE INTL POLYOLEFIN CONF - 416104
C/O: FREEMAN
HILTON HOUSTON NORTH
12400 GREENSPoint DR
HOUSTON, TX 77060
CANNOT BE DELIVERED BEFORE FEBRUARY 25, 2018

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

Number of Labels:

FAX THIS COMPLETED FORM VIA:
E-mail:
exhibit.transportation@freeman.com
or
Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.
SHOW # (416104)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the nearest 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

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

  **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
**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.

**WHERE DO I GET A FORKLIFT?**

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

**DO I NEED INSURANCE?**

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

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

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

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

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

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

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

 CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

 STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

 OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
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</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
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<tr>
<td>Crated or Skidded Shipment</td>
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<td>$117.75</td>
<td>235.50</td>
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<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
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<tr>
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Small Package - Maximum weight is 30 lbs per shipment*

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*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:

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Overtime Charge - Inbound (in addition to above rates)

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<td>Carpet and/or Pad Only Shipment</td>
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Overtime Charge - Outbound (in addition to above rates)

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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.
TO: ___________________________  
EXHIBITOR NAME

C/O: FREEMAN
9258 PARK SOUTH VIEW
STE 100
HOUSTON, TX 77051

WAREHOUSE

2018 SPE INTL POLYOLEFIN CONF - 416104
EVENT:

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

SHIPPING INFORMATION

Select a Carrier:

- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

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.
FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you're looking for to make your show a success.

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

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

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

LIMERICK® CHAIR  BY HERMAN MILLER  ESSENTIALS
grey 210108
18"W  17.75"L  33"H

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

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

low 75020
30"W 15"H

medium 75021
18"W 20"H

high 75022
24"W 36"H
Available in rectangular sizes.

ORION COMPUTER KIOSK ESSENTIALS
black 75079
28"L 28"D 40.5"H
Computer not included.

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

BLACK-TOP BISTRO ESSENTIALS
72070
24" Round 42"H
72068
36" Round 42"H

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

ALUMINIUM EASEL ESSENTIALS
220134

CORRUGATED WASTEBASKET ESSENTIALS
220106

WASTEBASKET ESSENTIALS
220107
Wastebasket color may vary.
## DRAPE OR UNDRAPED TABLES & COUNTERS

### ESSENTIALS

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Table-top risers are also available in a variety of sizes. See order form for details.
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<td>189.90</td>
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### Undraped Tables - Tables are 30" wide

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### Special Drape

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### Miscellaneous

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<td>Corrugated Wastebasket</td>
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<td>Wastebasket</td>
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</table>
For Assistance, please call (713) 770-6750 to speak with one of our experts.

Show Site Prices will apply to all cleaning orders placed at show site.

**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.

**VACUUMING** *(per sq. ft. - 100 sq. ft. minimum)*

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<thead>
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<th>Advance Price</th>
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<td>610100</td>
<td>Booth Vacuuming - One Time</td>
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<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
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<td>.70</td>
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<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
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<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
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**SHAMPOOING** *(per sq ft - 100 sq ft minimum)*

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<th>Show Site Price</th>
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<td>630200</td>
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<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
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**PORTER SERVICE** *(per day)*

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

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
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<tr>
<td>1</td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
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<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>91.10</td>
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<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
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<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
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**TOTAL COST**

<p>| | |</p>
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<tr>
<td>Sub-Total</td>
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<tr>
<td>Tax</td>
<td>Total Cost</td>
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</table>

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
FROM THE GROUND UP

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
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
NAME OF SHOW: 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (713) 770-6750 to speak with one of our experts.

- 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.

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<th>Discount Price</th>
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<tr>
<td></td>
<td><strong>CHOOSE YOUR CARPET COLOR:</strong></td>
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</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$ .80</td>
<td>$.90</td>
<td>$1.10</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.**

---

**Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 05, 2018**
**NAME OF SHOW:** 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

For Assistance, please call (713) 770-6750 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:**

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>10 x 25</th>
<th>250 sq. ft.</th>
<th>$3.10</th>
</tr>
</thead>
</table>

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

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

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

<table>
<thead>
<tr>
<th>Per sq. ft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3.10</td>
<td>3.40</td>
<td>4.35</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Over 700 sq. ft.</th>
<th>Booth Size:</th>
<th>3.25</th>
<th>3.60</th>
<th>4.55</th>
</tr>
</thead>
</table>

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

- Black
- Charcoal
- Gray Pearl
- Navy
- White

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

<table>
<thead>
<tr>
<th>Over 700 sq. ft.</th>
<th>Booth Size:</th>
<th>3.60</th>
<th>3.95</th>
<th>5.05</th>
</tr>
</thead>
</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:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.55</td>
<td>1.70</td>
<td>2.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>.95</td>
<td>1.05</td>
<td>1.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$3.00</td>
<td>3.30</td>
<td>4.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.85</td>
<td>2.05</td>
<td>2.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

---

- 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

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

**ONLINE PRICE**

**DISCOUNT PRICE**

**DEADLINE DATE**

FEBRUARY 05, 2018

**9258 Park South View, Ste 100**

**Houston, TX 77051**

**(713) 770-6750**

**Fax: (469) 621-5613**

**Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 05, 2018**

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

**FEBRUARY 05, 2018**
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 20

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

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5

10 X 20

10 X 10

PACKAGE 6

10 X 20

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
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.
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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Price</td>
<td>Standard Price</td>
<td>Discount Price</td>
</tr>
<tr>
<td>Package 1</td>
<td>2,518.00</td>
<td>3,525.20</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,649.00</td>
<td>2,308.60</td>
</tr>
<tr>
<td>Package 3</td>
<td>2,123.00</td>
<td>2,972.20</td>
</tr>
<tr>
<td>Package 4</td>
<td>2,130.00</td>
<td>2,982.00</td>
</tr>
<tr>
<td>Package 5</td>
<td>2,162.00</td>
<td>3,026.80</td>
</tr>
<tr>
<td>Package 6</td>
<td>2,208.00</td>
<td>3,091.20</td>
</tr>
</tbody>
</table>

**CHOOSE YOUR PANEL**

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perforboard

**CARPET**

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

- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- White Hardwall
- White Perforboard

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

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

**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**

\[
\text{Sub-Total} + 8.25\% \text{ Tax} = \text{Total Cost}
\]
**For fast, easy ordering, go to www.freeman.com**

<p>| LIGHT FIXTURES (electrical service &amp; labor to install lights not included) |
|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Qty</strong></th>
<th><strong>Part #</strong></th>
<th><strong>Description</strong></th>
<th><strong>Discount Price</strong></th>
<th><strong>Standard Price</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>71.00</td>
<td>99.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4’ Tracklight (3 lights)</td>
<td>263.00</td>
<td>368.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>75.00</td>
<td>105.00</td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>CABINETS &amp; LOCKS</strong> |
|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Cabinets</strong></th>
<th><strong>Black Fabric</strong></th>
<th><strong>Blue Fabric</strong></th>
<th><strong>Gray Fabric</strong></th>
<th><strong>White PVC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17305</td>
<td>1M x ½M x 36” High</td>
<td>486.00</td>
<td>680.40</td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1M x ½M x 42” High</td>
<td>497.00</td>
<td>695.80</td>
</tr>
<tr>
<td></td>
<td>17308</td>
<td>2M x ½M x 36” High</td>
<td>590.00</td>
<td>826.00</td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2M x ½M x 42” High</td>
<td>596.00</td>
<td>834.40</td>
</tr>
<tr>
<td></td>
<td>173010</td>
<td>1M Radius x ½M x 36” High</td>
<td>602.00</td>
<td>842.80</td>
</tr>
<tr>
<td></td>
<td>173011</td>
<td>1M Radius x ½M x 42” High</td>
<td>609.00</td>
<td>852.60</td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>9.00</td>
<td>12.60</td>
</tr>
</tbody>
</table>

(Radius Cabinets do not have doors)

Inside Shelves Available Quoted on Request

<p>| <strong>GONDOLAS</strong> |
|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Gondolas</strong></th>
<th><strong>Blue Fabric</strong></th>
<th><strong>Gray Fabric</strong></th>
<th><strong>Perfboard</strong></th>
<th><strong>White PVC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1M x 4' High</td>
<td>412.00</td>
<td>576.80</td>
</tr>
<tr>
<td></td>
<td>174542</td>
<td>Double Sided 1M x 4' High</td>
<td>549.00</td>
<td>768.60</td>
</tr>
<tr>
<td></td>
<td>174581</td>
<td>Single Sided 1M x 8' High</td>
<td>411.00</td>
<td>575.40</td>
</tr>
<tr>
<td></td>
<td>174582</td>
<td>Double Sided 1M x 8' High</td>
<td>559.00</td>
<td>782.60</td>
</tr>
</tbody>
</table>

<p>| <strong>SHELVES</strong> |
|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Shelves</strong></th>
<th><strong>36” x 12”</strong></th>
<th><strong>36” x 12”</strong></th>
<th><strong>36” x 12”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17201</td>
<td>1M Straight</td>
<td>74.00</td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1M Angled</td>
<td>86.00</td>
</tr>
</tbody>
</table>

<p>| <strong>LITERATURE POCKETS</strong> |
|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th><strong>Part #</strong></th>
<th><strong>Description</strong></th>
<th><strong>Discount Price</strong></th>
<th><strong>Standard Price</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>29.50</td>
<td>41.30</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.*
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: 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

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

FEBRUARY 05, 2018

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 05, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: X

CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

TABLETOP UNIT

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

Purchase Units Include:
- One Time Installation & Dismantle
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue
*Other Colors Also Available for Purchase Units

Table Drape:
- Black
- Blue
- Brown
- Green
- Red
- Red Pepper
- Tuxedo

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

Purchase Units Include:
- One Time Installation & Dismantle
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue
*Other Colors Also Available for Purchase Units

Table Drape:
- Black
- Blue
- Brown
- Green
- Red
- Red Pepper
- Tuxedo

**CUSTOM GRAPHIC / PHOTO PANELS**

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

OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>170.00</td>
<td>238.00</td>
<td></td>
<td></td>
<td>266.00</td>
<td>372.40</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>89.50</td>
<td>125.30</td>
<td></td>
<td></td>
<td>196.00</td>
<td>274.40</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>70.00</td>
<td>98.00</td>
<td></td>
<td></td>
<td>125.00</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>70.00</td>
<td>98.00</td>
<td></td>
<td></td>
<td>125.00</td>
<td>175.00</td>
<td></td>
</tr>
</tbody>
</table>

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Orders received after the deadline date or without payment will be charged the Standard Price.

07/17
(416104) 8010

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 05, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: 2018 SPE INTL POLYOLEFIN CONF - 416104 / FEBRUARY 26-27, 2018

COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: X

CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

For Assistance, please call (713) 770-6750 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS
To assist you in planning your participation in your Houston show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

CARPENTERS LOCAL 551
Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Installation & Dismantle Labor section in the Freeman order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING
Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY
Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation & Dismantle Labor section in the Freeman order form and the necessary ladders and/or tools will be provided.

NOTE:
• 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 the Show Manager at 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: ____________________________________________________________
COMPANY NAME ____________________________________________________________
CONTACT NAME: _____________________________________________________________
E-MAIL ADDRESS _____________________________________________________________

For Assistance, please call 713-770-6750 to speak with one of our experts.

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>$ 91.00</td>
<td>$ 127.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>$ 136.50</td>
<td>$ 191.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>$ 182.00</td>
<td>$ 254.50</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- 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.**

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

Freeman Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening.

Freeman Supervised Labor - Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

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.

<table>
<thead>
<tr>
<th>Supervisor will be: ______________________</th>
<th>Phone Number: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Start Time</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</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.

<table>
<thead>
<tr>
<th>Supervisor will be: ______________________</th>
<th>Phone Number: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Start Time</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $ ____________
Tax = $ (N/A)
Total Dismantle = $ ____________
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.
Credit Card Authorization Form

**Credit Card Authorization Form**

*Please complete all areas below. Incomplete requests may be rejected.* The information requested below as a form of payment for guest rooms, all event charges as outlined in your contract (Food & Beverage, AV, Miscellaneous, Service Charges and Taxes) and event deposit.

### Cardholder Information

**Name as it appears on the credit card:**

<table>
<thead>
<tr>
<th>Card type:</th>
<th>Visa</th>
<th>MC</th>
<th>Amex</th>
<th>Diners/CB</th>
<th>Discover</th>
<th>JCB</th>
</tr>
</thead>
</table>

**Account type:**

- Individual (personal credit card)
- Corporate

**Authorized to Charge:**

<table>
<thead>
<tr>
<th>GTD Reservations Only</th>
<th>Guest Room/Tax</th>
<th>All Guestroom Charges</th>
<th>Catering/Banquet Event Charges</th>
<th>Event Deposit</th>
</tr>
</thead>
</table>

**Credit Card Account #**

*Hotel will call for number*

**Exp. date:**

---

**Email Address:**

(where statement is sent)

---

**Mailing Address:**

---

**Phone number:**

Alternate number:

---

### Event Information

**Name of Event:**

---

**Organization Name:**

---

**Phone Number:**

Alternate number:

---

**Event Dates:**

---

I certify that all information is complete and accurate. I hereby authorize **Hilton Houston North** to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

**Cardholder name:** (Printed)

---

**Cardholder signature:**

Date:

---

**HOTEL USE ONLY**

**Initial Deposit:**

---

**Estimate for Event:**

---

Please send completed form to alison.richardson@interstatehotels.com or fax to 281-875-4596
Internet Access Order Form

In an effort to continue our commitment of excellence to our guests, we are pleased to offer you **High-Speed Internet Access**. This service is available to our clients utilizing hotel meeting rooms/Atrium.

Fees for access in the meeting rooms/Atrium are as follows (Per Day).
- Wired Connections $125.00 each
- Wireless Connections $10.00 per computer

Please contact your Sales or Catering Manager to obtain more information on this service.

**NAME OF CONFERENCE:**

**EXHIBITOR NAME:**

**EXHIBIT BOOTH NUMBER:**

**DATE SERVICE REQUIRED:**

**DATE SERVICE TERMINATION:**

**CONTACT INFORMATION:**

**ADDRESS:**

**PHONE NUMBER:**

**E-MAIL ADDRESS:**

**SIGNATURE:**

In order to guarantee prompt service, all requests must be received 7 business days in advance. Please send completed form to alison.richardson@interstatehotels.com or fax to 281-875-4596.
# FOR SALE (circle color choice)

<table>
<thead>
<tr>
<th>Item</th>
<th>Color Options</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted Mum</td>
<td>Yellow, White, Lavender</td>
<td>$25.00</td>
</tr>
<tr>
<td>Reiger Begonia</td>
<td>Pink, Yellow, Red</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bromeliad</td>
<td>Red, Purple, Orange</td>
<td>$30.00</td>
</tr>
<tr>
<td>Fresh Cut Flowers</td>
<td>Circle shape &amp; style</td>
<td></td>
</tr>
<tr>
<td>Small - Round or One sided / Traditional or Tropical Flowers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large - Round or One sided / Traditional or Tropical Flowers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Color Preference?

Boutonniere & Corsage

Call for pricing

# RENTAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' green plant</td>
<td>35.00</td>
</tr>
<tr>
<td>4' green plant</td>
<td>45.00</td>
</tr>
<tr>
<td>5' green plant</td>
<td>55.00</td>
</tr>
<tr>
<td>6' green plant</td>
<td>65.00</td>
</tr>
<tr>
<td>8' green plant</td>
<td>85.00</td>
</tr>
<tr>
<td>Fern Large</td>
<td>30.00</td>
</tr>
<tr>
<td>Fern Small</td>
<td>20.00</td>
</tr>
<tr>
<td>Ivy (6&quot; pot)</td>
<td>20.00</td>
</tr>
<tr>
<td>Green plant (6&quot; pot)</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Note: Decorative pots are black.

# DISCOUNT PACKAGES (circle color choice)

<table>
<thead>
<tr>
<th>Package #1</th>
<th>Color Options</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package #2</td>
<td>Yellow, White, Lavender</td>
<td>240.00</td>
</tr>
<tr>
<td>Package #3</td>
<td>Yellow, White, Lavender</td>
<td>465.00</td>
</tr>
</tbody>
</table>

# WHITE LIGHTS for Ficus (additional cost per tree)

Note: Customer must provide power and extension cords.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bubble Bowl</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Note: A 10% fee will be added to all orders placed at the show site.

Sub-total

Sales Tax (8.25%)

TOTAL

**PAYMENT POLICY:** Please include your payment with order to receive pre-show prices. All orders must be paid in full prior to delivery. Sale items are not refundable. Rental items cancelled after the move-in begins will be refunded at 50% off original price. A 10% fee will be added to all orders placed at the show site.

**COMPANY NAME** ____________________________________________________

**BILLING ADDRESS** ______________________________________

**CITY** ___________ **STATE** ______ **ZIP** ___________

**TELEPHONE** ( ) **BOOTH #**

**ORDERED BY** ____________________________________________________

**CONTACT E-MAIL ADDRESS:** ____________________________________________

( ) CHECK ENCLOSED (PAYABLE TO SPENCER FLORABUNDA LTD.)

( ) VISA ( ) MasterCard ( ) AMEX **CARD #** __________________________

**EXPIRATION DATE:** __________________ **SECURITY CODE:** __________________

**PRINT NAME ON CARD** ____________________________________________

**SIGNATURE** ____________________________________________________
FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@
FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)

2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.

3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.

4. All sawdust and shavings shall be kept damp at all times.

5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.

6. The use of liquified petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.

7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.

8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.

9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.

10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.

11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.

(over)
13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.

14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.

15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.

16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.

17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.

18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.

19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.

20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.

21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.

22. No vehicles shall be parked in fire lanes outside of buildings.

23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.

25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.