SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ booth will be set with 8’ high black and flax back drape, 3’ high black side dividers, one 6’ x 30” black skirted table, two Limerick chairs, one wastebasket, and a 7” x 44” identification sign.

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

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 16, 2019.

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 October 06, 2019 5:00 PM - 7:00 PM
EXHIBITOR HOURS
Monday October 07, 2019 7:45 AM - 5:30 PM
Tuesday October 08, 2019 8:30 AM - 1:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Tuesday October 08, 2019 1:00 PM - 3:30 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, October 08, 2019 at 3:30 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, October 08, 2019 at 2:00 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (210) 554-2021 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

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

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by September 16, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:
  Exhibiting Company Name / Booth # __________
  INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738
  C/O FREEMAN
  3323 N Pan Am Expressway, STE 126
  SAN ANTONIO, TX 78219
Freeman will accept crated, boxed or skidded materials beginning Monday, September 09, 2019, at the above address. Material arriving after September 30, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108” H x 93” W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Sunday, October 06, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
Refer to the material handling form for charges for the service.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 16, 2019.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
Interested in going green and saving money?

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

**BEFORE THE SHOW**

**1. booth structure**

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

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

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

**2. carpet**

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

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

**3. shipping**

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

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

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

**4. graphics**

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

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

**5. printing**

Reduce printing and go digital with your booth literature.

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

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

**6. save energy**

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

**7. MOVE OUT**

**train your team**

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

**8. shipping out**

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

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

**9. leftover materials**

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

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

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**TYPICALLY* RECYCLABLE**

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

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**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
NAME OF SHOW: INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738 / OCTOBER 7-8, 2019

COMPANY NAME: 

ADDRESS: 

CITY/STATE/ZIP: 

PHONE: 

EMAIL FOR INVOICE: 

SIGNATURE: PRINT NAME: 

CONTACT'S E-MAIL: 

METHOD OF PAYMENT

☐ COMPANY CHECK

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

Please reference (488738) 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: 

Discount Price Deadline Date September 16, 2019

Include this form with your order. Please use black ink.

Enter totals here

Furnishings & Accessories  Carpet  Cleaning/Shampooing  Porter Service  Rental Exhibits & Accessories  Signs  Installation Labor  Dismantle Labor

Material Handling  Rigging Installation  Rigging Dismantle  Exhibit Transportation  Hanging Signs

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert 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 ☐ FREEMAN EXHIBIT TRANSPORTATION
☐ I&D LABOR/SUPERVISION ☐ RENTAL FURNITURE/CARPET/SIGNS
☐ MATERIAL HANDLING/IN & OUT ☐ BOOTH CLEANING
☐ OTHER ☐ OTHER

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ We do not accept credit card information via email.

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

We do not accept credit card information via email.

01/17 (488738)
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance 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 la-bor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN’s control, 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with EXHIBITOR’s actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be conditioned on the fulfillment of the following conditions: Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/Crates AND STORAGee. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging that is not properly labeled. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. Freeman assumes no responsibility for loss or damage to goods in cold storage or accessible storage.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All looselabels must be removed or the container unloaded. 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 OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times. Exhibitor materials will be left unattended. Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the use of insured or bonded shipping services from Freeman. All MAH’s submitted to Exhibitor by Freeman will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman assumes no responsibility for: error in the above procedures; shipping agents, and representatives.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, 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 RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABLED MATERIALS.

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

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

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

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

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES ARISE FROM FREEMAN’S NEGLIGENCE OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR TORT. FREEMAN IS NOT RESPONSIBLE FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS OR ANY OTHER PROPERTY 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. FREEMAN IS NOT RESPONSIBLE FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS OR ANY OTHER PROPERTY 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. FREEMAN IS NOT RESPONSIBLE FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS OR ANY OTHER PROPERTY 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.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selectePcarrier (if applicable) and are in no way an extension of Freeman’s maximum liability stated herein.

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 CON-TRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman and from against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys’ fees) that Freeman may incur as a result of or in connection with Exhibitor’s breach of this Contract or any agreements, judgments, or orders arising out of said contract. Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS, or any other property or failure of the carrier to uphold the Declared Value.

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

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has claimed 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 YOU, YOUR EMPLOYER, OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND DANGERS THEREOF; AND YOU WAIVE AND RELEASE FREEMAN, INC., 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 “Freeman” means Freeman Transportation Services Inc., its respective parents, subsidiaries, employees, officers, directors, agents, 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 their respective employees, directors, agents, affiliates, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transportation as described herein. “Consignment” shall mean that title to the property has not been transferred to the Shipper and is to be delivered to the buyer.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and duties. This Contract superseded all previous communications, whether written or oral, between Shipper and Freeman. Each party represents and warrants that the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when and where the property has been placed in the possession of the Consignee’s or the Consignee’s designated agent. If the property is not delivered to the Consigned party or if the property is damaged, the property’s ability to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

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 the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of delay, strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or war or any other act or omission of any person or entity, including any contractors appointed by Freeman. Freeman’s liability for damages is governed by the following limitations:

- For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for “catastrophic” damage to these shipping containers (crushing, puncture, or complete destruction).
- Freeman will only accept containers with handles or straps. Containers should be properly sealed and properly packed. No containers with missing handles, straps, or damage will be accepted by Freeman.
-ände of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

4. PACKAGING AND CRATES: Shipper’s property must be well packaged and safe for handling, storage and shipment. Property must be placed in an acceptable container (conforming to the dimensions stated in the Service Guide for Such Higher Declared Value Are Paid. For International Cargo, the non-delivery, missed pickup, delay on International shipments, loss or damage 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 damage for tort or breach of 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 possible or even the probability of such consequences.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that is not a commercial facility and/or a public warehouse. Such notification shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may place the shipment in public storage at the owner’s expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, the property is returned to owner for disposition. Freeman may bill the owner, if necessary.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, OR DAMAGE TO PRODUCE, THAT MAGNITUDE OF CLAIM RESULTING FROM THE ENSUING DESCRIPTIONS OF “CAUSTIC” DAMAGES OR TOTAL LOSS, IS LIMITED TO THE HIGHER OF $50.00 (USD) OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT. IN THE EVENT THAT THE VALUE OF THE SHIPMENT EXCEEDS THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY INCURRED BY FREEMAN, THEN FREEMAN’S LIABILITY IS LIMITED TO THE VALUE OF THE SHIPMENT PAYABLE BY FREEMAN TO ITS CARRIER TO REIMBURSE IT FOR THE LOSS OR DAMAGE INCURRED, WHETHER PARTLY BY AIR AND OR INVOICES OF DESTINATION OR A STOP IN A COUNTY OTHER THAN THE COUNTRY OF DEPARTURE. FREEMAN’S LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO THE VALUE OF THE FREIGHT CHARGES FOR THE CARGO IN THE AMOUNT OF $3.00 PER 100 POUNDS (0.45 KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT. IN THE EVENT THAT THE VALUE OF THE SHIPMENT IS LESS THAN THE DECLARED VALUE OF THE SHIPMENT, FREEMAN SHALL BE DEEMED TO HAVE THE HIGHER OF $50.00 (USD) OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THE SHIPMENT. IN THE EVENT THAT THE VALUE OF THE SHIPMENT IS LESS THAN THE DECLARED VALUE OF THE SHIPMENT.

7. FREEMAN’S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind and nature. Shipper warrants and ensures that its property is inert, and contains no hazardous or flammable materials. If Freeman determines that there are hazardous or flammable materials in the shipments, Freeman reserves the right to improve packaging at shipper's expense.
(b) Freeman will only accept containers with handles or straps. Containers should be properly sealed and properly packed. No containers with missing handles, straps, or damage will be accepted by Freeman.
(c) Shipper confirms that for use at the Fast Shipping and/or Show Management and/or Shipper’s or Customer's (if any) Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee’s agent without written notice on the delivery receipt and/or delivery manifest shall be deemed to mean that the property has been properly delivered. Shipper reserves the right to periodically inspect any cargo. Storage may be, at Freeman’s option, in any location that is not a commercial facility and/or a public warehouse. The amount of sale will be applied to Freeman’s invoice for transportation, and/or the loss or damage or any other demand, cause of action, or liability arising out of or contributed to by any breach of the following: Shipper’s negligence, willful misconduct, or deliberate act; Shipper’s violation of Federal, State, or Local Ordinances; Shipper’s violation of Show Regulations and/or Rules as published and set forth by the management of the Facility and/or Show Management; and/or Shipper’s or Customer’s (if any) Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES FOR THE DISTRICT OF TEXAS 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, ITS PERFORMANCE OR BREACH THEREOF, ITS INTERPRETATION, OR ANY MATTER ARISING OUT OF OR RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. ANY BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY OTHER CLAIMS FOR WHICH THIS AGREEMENT PROVIDES FOR THE USE OF ARBITRATION UNDER THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Freeman reserves the right to refuse to accept any shipment that it deems hazardous or unsafe, or which it deems cannot be transported safely, or which it deems should require special handling or be transported by another mode, or which it deems should require special handling or be transported by another mode; and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this document. Shipper agrees that it will not hold Freeman liable for the actions of any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the accuracy or completeness of the data furnished by Shipper, and all matters related to payment for the shipment.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (d) and other inherently fragile or unique items, including prototypes.

- For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction).

- The non-delivery, missed pickup, delay on International shipments, loss or damage 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 damage for tort or breach of contract. This limitation shall bind the parties:

- whenever or wherever the claimed loss or damage may occur;
- 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;
- even though Freeman may have been advised or be on notice of the possible or even the probability of such consequences.

- Freeman's liability for damages is governed by the following limitations:

- for shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction).

- Freeman will only accept containers with handles or straps. Containers should be properly sealed and properly packed. No containers with missing handles, straps, or damage will be accepted by Freeman.
8. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES. Shipper understands that even if shipper’s property is lost, stolen, damaged, delivered late or otherwise fails to arrive, FREEMAN’S MAXIMUM LIABILITY SHALL BE THE PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

11. CHOICE OF FORUM / ARBITRATION. This CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ANY CLAIMS OR CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS CONTRACT OR ITS ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract or the agreements contained in this Contract may not be settled by arbitration unless all parties to such controversy or claim so agree in writing. Any such arbitration will be governed by the Commercial Arbitration Rules of the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) is final and may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract;绝对是必须的。如果你没有在24小时内确认并决定，那么情况将无法更改。12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract;绝对是必须的。如果你没有在24小时内确认并决定，那么情况将无法更改。
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.
With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
TIPS FOR EASY ORDERING
• Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
• International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

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 #
INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738
C/O: FREEMAN
3323 N Pan Am Expressway, STE 126
SAN ANTONIO, TX 78219

MUST BE DELIVERED BY SEPTEMBER 30, 2019
☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #
INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738
C/O: FREEMAN
HYATT REGENCY SAN ANTONIO
123 LOSOYA ST
SAN ANTONIO, TX 78205

CANNOT BE DELIVERED BEFORE OCTOBER 06, 2019

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

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

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

SHIPPING INFORMATION

Items to be shipped
Number of Pieces Est. Weight
—— Crates (wooden) ——— ———
—— Cartons (cardboard) ——— ———
—— Cases/Trunks (fiber) (color _________) ——— ———
—— Skids/Pallets ——— ———
—— Carpet (color __________________) ——— ———
—— Other ( ________________________) ——— ———
—— Total ——— ———

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

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

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

Ship to address:

________________________________________

________________________________________

________________________________________

Number of Labels: ______________

FAX THIS COMPLETED FORM VIA:

E-mail: exhibit.transportation@freeman.com
Fax: (469) 621-5810

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

SHOW # (488738)
WHAT ARE FREIGHT SERVICES?

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

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

HOW DO I SHIP TO SHOW SITE?
• Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.

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

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?
• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and 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.
**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
Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com select your show and click on “Estimate My Material Handling Costs”. From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

**MATERIAL HANDLING SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAREHOUSE SHIPMENT (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment ..................</td>
<td>$ 86.50</td>
<td>173.00</td>
</tr>
<tr>
<td>Special Handling Shipment ...................</td>
<td>$ 112.50</td>
<td>125.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment ..........</td>
<td>$ 129.75</td>
<td>259.50</td>
</tr>
<tr>
<td><strong>SHOW SITE SHIPMENT (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment ..................</td>
<td>$ 80.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Special Handling Shipment ...................</td>
<td>$ 104.00</td>
<td>208.00</td>
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<tr>
<td>Uncrated or Pad Wrapped Shipment ..........</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment ..........</td>
<td>$ 120.00</td>
<td>240.00</td>
</tr>
</tbody>
</table>

**Small Package - Maximum weight is 30 lbs per shipment**

| Per Shipment                                    | $ 40.00 |

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

**ADDITIONAL SURCHARGES:**

- **Overtime Charge - Inbound** (in addition to above rates)
  - Crated or Skidded Shipment .................. | $ 20.00 |
  - Special Handling Shipment ................... | $ 26.00 |
  - Uncrated or Pad Wrapped Shipment .......... | $ 30.00 |
  - Carpet and/or Pad Only Shipment ..........  | $ 30.00 |

- **Overtime Charge - Outbound** (in addition to above rates)
  - Crated or Skidded Shipment .................. | $ 20.00 |
  - Special Handling Shipment ................... | $ 26.00 |
  - Uncrated or Pad Wrapped Shipment .......... | $ 30.00 |
  - Carpet and/or Pad Only Shipment ..........  | $ 30.00 |

**LATE SHIPMENT FEES:**

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

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

\[
\text{\%} \times 100 =
\]

- 8.25% Tax
- N/A

Total

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: ______________________________

C/O: FREEMAN
3323 N Pan Am Expressway
STE 126
SAN ANTONIO, TX 78219

WAREHOUSE

EVENT: INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738

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

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Carrier:</td>
<td></td>
</tr>
<tr>
<td>□ Freeman Exhibit Transportation</td>
<td>□ Other Carrier</td>
</tr>
<tr>
<td>Carrier Name:</td>
<td>Carrier Phone:</td>
</tr>
<tr>
<td>□ 1 Day: Delivery next business day</td>
<td>□ Standard Ground</td>
</tr>
<tr>
<td>□ 2 Day: Delivery by 5:00 PM second business day</td>
<td>□ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
<tr>
<td>□ Deferred: Delivery within 3-5 business days</td>
<td>□ Lift gate required</td>
</tr>
<tr>
<td>□ Inside delivery</td>
<td>□ Air ride required</td>
</tr>
<tr>
<td>□ Pad wrap required</td>
<td>□ Residential</td>
</tr>
<tr>
<td>□ Do not stack</td>
<td></td>
</tr>
</tbody>
</table>

Select Desired Number of Labels: ______________________

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

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
gray 210108
18"W  17.75"L  33"H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

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

low 75020
30"W 15"H

medium 75021
18"W 20"H

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

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

Soho Series

BLACK-TOP CAFÉ
72069
24" Round 30"H

72067
36" Round 30"H

BLACK-TOP MINI
72066
18" Round 18"H

Chelsea Series

BLACK-TOP BISTRO
72070
24" Round 42"H

72068
36" Round 42"H

BUTCHER BLOCK-TOP CAFÉ
72063
30" Round 30"H

72064
36" Round 30"H

BUTCHER BLOCK-TOP BISTRO
720163
30" Round 42"H

720164
36" Round 42"H

BRUSHED ALUMINUM EASEL
220134
26" W 62"H
when open

CORRUGATED WASTEBASKET
220106
## DRAPE OR UNDRAPED TABLES & COUNTERS

### ESSENTIALS

#### TABLES

<table>
<thead>
<tr>
<th></th>
<th>24”D</th>
<th>30”H</th>
<th>3’L</th>
<th>4’L</th>
<th>6’L</th>
<th>8’L</th>
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<tr>
<td>Draped</td>
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<td>124630</td>
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<td></td>
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<tr>
<td>Draped on Fourth Side</td>
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<tr>
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#### COUNTERS

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<td>124642</td>
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<td>Draped on Fourth Side</td>
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<td></td>
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<tr>
<td>Undraped</td>
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<td>125442</td>
<td>125642</td>
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#### TABLES*

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<tr>
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<td>130430</td>
<td>130630</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
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</table>

#### COUNTERS*

<table>
<thead>
<tr>
<th></th>
<th>30”D</th>
<th>42”H</th>
<th>3’L</th>
<th>4’L</th>
<th>6’L</th>
<th>8’L</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
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<td>130442</td>
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<tr>
<td>Draped on Fourth Side</td>
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<td>12404842</td>
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<td>131442</td>
<td>131642</td>
<td>131842</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table and counter widths available in select cities

### Colors

- black
- blue
- brown
- green
- flax
- gold
- gray
- plum
- red
- white

Table-top risers are also available in a variety of sizes. See order form for details.
### CHAIRS

**Pages 1 & 2**

**NAME OF SHOW:** INTERNATIONAL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738 / OCTOBER 7-8, 2019

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

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

### Accessories & Tables

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
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<td></td>
<td></td>
<td>Online Price</td>
<td>Discount Price</td>
<td>Standard Price</td>
<td>Total</td>
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<td>75020</td>
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<td>75021</td>
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<td></td>
<td>75079</td>
<td>Orion Computer Kiosk ..........</td>
<td>414.60 442.75</td>
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### Pedestal Tables - Soho Series - Black Top

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<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72069</td>
<td>Cafe Table 24&quot;W x 30&quot;H .......</td>
<td>198.80 212.30</td>
<td>270.20</td>
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</tr>
<tr>
<td></td>
<td>72067</td>
<td>Cafe Table 36&quot;x30&quot;..............</td>
<td>204.95 218.90</td>
<td>278.60</td>
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<tr>
<td></td>
<td>72066</td>
<td>Mini Table 18&quot;W x 18&quot;H........</td>
<td>121.55 129.80</td>
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<td></td>
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<td>271.60</td>
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<td>Bistro Table 36&quot;x42&quot;...........</td>
<td>215.80 230.45</td>
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### Pedestal Tables - Chelsea Series - Butcher Block Top

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<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<th>Total</th>
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<tbody>
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<td>720163</td>
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<td>271.60</td>
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<td>720164</td>
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### Miscellaneous

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<td></td>
<td>220134</td>
<td>Aluminum Easel ................</td>
<td>54.10 59.50</td>
<td>75.75</td>
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<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket .......</td>
<td>18.54 20.40</td>
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### DRAPE TABLES & COUNTERS

**Draped Tables & Counters** - Tables are 30" wide

<table>
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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<td>150.10 165.10</td>
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<td></td>
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<td></td>
<td>12404630</td>
<td>4th Side Drape 3'L x 30&quot;H ..</td>
<td>40.85 44.95</td>
<td>57.20</td>
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<tr>
<td></td>
<td>12404830</td>
<td>4th Side Drape 4'L x 30&quot;H ..</td>
<td>40.85 44.95</td>
<td>57.20</td>
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</table>

**Undraped Tables & Counters** - Tables are 30" wide

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<th>Part #</th>
<th>Description</th>
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<td>212.70 227.15</td>
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### Special Drape

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### Taxes

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

### TOTAL COST

<table>
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<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
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</tbody>
</table>

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before SEPTEMBER 16, 2019.

NAME OF SHOW: INTERNATIONAL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738 / OCTOBER 7-8, 2019

COMPANY NAME:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>0.55</td>
<td>0.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.10</td>
<td>1.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

### SHAMPOOING (per sq ft - 100 sq ft minimum)

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.05</td>
<td>1.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

### PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty (days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>192.10</td>
<td>268.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>216.80</td>
<td>303.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>243.60</td>
<td>341.05</td>
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<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
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</tbody>
</table>

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

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>+</th>
<th>8.25% Tax</th>
<th>=</th>
<th>Total Cost</th>
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</table>
SEEING IS BELIEVING

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

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

SEEING IS BELIEVING
CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10’ fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW: **INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738 / OCTOBER 7-8, 2019**

COMPANY NAME:  
BOOTH #:  
BOOTH SIZE:  

CONTACT NAME:  
PHONE #:  

E-MAIL ADDRESS:  

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

**DISCOUNT PRICE DEADLINE DATE**  
SEPTEMBER 16, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**GRAPHICS**

To order your graphics, complete this order form and attach your sign copy or electronic file.  
Please see artwork guidelines for electronic files on page 2 of this form. 

Note: All graphics are subject to a 100% Cancellation Charge.

**DIGITAL GRAPHICS**

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

L x W = sq. ft.

\[ \text{L x W} = \text{sq. ft.} \]

\[ \text{sq. ft.} \times \$22.65 = \text{discount price} \]

\[ \text{sq. ft.} \times \$34.00 = \text{standard price} \]

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

**LARGE DIGITAL GRAPHICS**

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

File Information:
- Electronic File Name  
- Application  
- PMS Colors

**Backings Material:**
- Freeman Foam (Foamcore)  
- Freeman PVC (PVC)  
- Freeman HD Foam (Gatorfoam)  
- Freeman Polyfoam (Ultra Board)

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

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

**Special Instructions**

01/19 (488738)  

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>53.05</td>
<td>79.60</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>58.20</td>
<td>87.30</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>60.25</td>
<td>90.40</td>
<td></td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td></td>
<td>73.15</td>
<td>106.50</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>66.95</td>
<td>100.45</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>76.20</td>
<td>114.30</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>79.85</td>
<td>119.80</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>119.50</td>
<td>179.25</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td></td>
<td>176.65</td>
<td>265.00</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>209.10</td>
<td>313.65</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

**INDICATE YOUR SIGN COPY HERE:**

*Please feel free to attach additional sign copy on separate page.

<table>
<thead>
<tr>
<th>Vertical</th>
<th>Horizontal</th>
<th>Use Your Judgment For Sign Layout</th>
</tr>
</thead>
</table>

**Background Color:**

**Lettering Color:**

**TOTAL COST**

\[ \text{Sub-Total} + \text{8.25% Tax} = \text{Total Cost} \]
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

ACCEPTABLE FILE SOFTWARE

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

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

LABOR SERVICE

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

MATERIAL HANDLING

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

PLEASE NOTE:

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

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

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

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

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

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

**ON-SITE SUPERVISION**

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$104.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$156.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$208.00</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.

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

Exhibitor Supervised Labor

Exhibitor Supervised Labor

Supervisor will be: __________________________ Phone Number: __________________________

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

Exhibitor Supervised Labor

Supervisor will be: __________________________ Phone Number: __________________________

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

Freeman Supervision (30%/$45.00) = $____________
Tax = $ (N/A)
Total Dismantle = $____________
NAME OF SHOW: INTL PETROLEUM ENVIRONMENTAL CONFERENCE - 488738 / OCTOBER 7-8, 2019

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse ___________ Show Site ___________ Date Shipped ______________________________

Total No. of: Crates __________________ Cartons __________________ Fiber Cases __________________

Setup Plan/Photo: Attached ______________ To Be Sent With Exhibit ______________ In Crate No. ______________

Carpet: With Exhibit ______________ Rented From Freeman ______________ Color ______________ Size ______________

Electrical Placement: ______________ Drawing Attached Drawing With Exhibit ______________ Electrical Under Carpet ______________

Comments: ________________________________________________________________________________________

Graphics: With Exhibit ______________ Shipped Separately ______________

Comments: ________________________________________________________________________________________

Special Tools/Hardware Required: ______________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____________________________________________________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

Carrier Name: __________________________

Carrier Phone: __________________________

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Lift gate required

☐ Air ride required

☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

☐ Pad wrap required

☐ Residual

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman’s choice

☐ Deliver back to the warehouse at exhibitor’s expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
In-bound Shipping Instructions

Utilize the correct addressing option from the methods listed below to eliminate any package routing delays. All packages received by FedEx Office require a release signature before being released from the custody of FedEx Office. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. In-bound receiving and applicable delivery fees will be applied to all packages. Fees applied are in addition to standard shipping rates.

For the guest name field below, only use the individual who will be on site to sign for the package(s). Please do not address your packages to a hotel employee or Show Manager as this could cause the package to be delayed. Packages (excluding pallets/crates) will be available for pick-up at the FedEx Office Business Center. Delivery of packages can be scheduled after arriving at the hotel by calling TEL: 210.227.4896 or ext. 4606 from a house phone.

To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event.

Shipment for meetings:
Affix a label with the following information in addition to the airbill

Hyatt Regency San Antonio
(Event Name) (Arrival Date)
Hold for Guest (Guest Name) (Guest Cell Number)
(Guest Company Name) (Booth Number)
123 Losoya Street
(Meeting Room)
San Antonio, TX 78205

Shipment for individual guests:

Hyatt Regency San Antonio
Hold for Guest (Guest Name) (Arrival Date)
123 Losoya Street
(Guest Cell Number)
San Antonio, TX 78205

Out-bound Shipping Instructions

To expedite the process for out-bound shipments, please affix a completed carrier airbill to each package. Boxes and FedEx shipping supplies are available through the on site FedEx Office Business Center. Pickup of out-bound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated with the on site FedEx Office location. Out-bound Handling Fees will be applied to each package. Fees applied are in addition to standard shipping rates.

Handling Fees
Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>$ / Day per Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 7 Days</td>
<td>$25.00</td>
</tr>
<tr>
<td>7+ Days</td>
<td>$50.00</td>
</tr>
<tr>
<td>Oversized**</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

* These fees apply per package or per pallet/crate  
** Delivery fees are applied when packages are delivered beyond the FedEx Office location  
*** For inbound pallets or crates, receiving and delivery charges are consolidated into a single $150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single $150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.

Storage Fees

Fees apply to each package received more than 5 calendar days before delivery to Recipient.
Fire Regulations for Assembly Occupancies

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

Enclosed and Multiple Story Booths:
7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal’s office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer’s stamp, certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:
12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

Open Flames, Compressed Gases, Explosives and Lasers:
16. The following items may not be used without prior approval of the Fire Marshal.
   A. Use, display or storage of LPG (Propane or Butane)
   B. Flammable Liquids of Gas
   C. Barbeque Grills
   D. Straw, sawdust, or wood shavings
   E. Welding or cutting equipment for demonstration purposes
   F. Gas fired appliances for demonstrations or cooking purposes
   G. Salamander stoves for demonstrations or cooking purposes
   H. Lit candles and lanterns for demonstration purposes
   I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal’s office
   J. Hazers/Fog Machines

17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:
18. Cooking is permitted on a limited basis. **A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.** Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.

19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.

20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:
21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.

22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

Vehicles: This includes all vehicles (e.g.: cars, trucks, semis, recreational vehicles, boats, motorcycles, atv, jet skis, etc).
23. The following are requirements for vehicles on display (2012 IFC, Section 314.4) and fuel powered engines:
   A. Not more than ¼ tank or five (5) gallons, whichever is less.
   B. Fuel tank gas cap must be locked or sealed to prevent mishandling or escape of vapors.
   C. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
   D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
   E. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal’s approved.
   F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
   G. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

23. No vehicle shall be parked in designated fire lanes.
24. All vehicles not on display are required to be removed from the building prior to the opening of the event.
Tents
25. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)

26. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal’s office at least 15 days prior to event for approval.

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

General Regulations:
30. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
31. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
32. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
33. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
34. Whenever compressed gases are used in booth or display area, a “NO SMOKING” sign must be posted.
35. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.7.1 through 901.4.3)
36. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2012 IFC, Section 1004.3)
37. In accordance with the International Fire Code, “When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.”(2012 IFC, Section 403.1)

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

Overtime rate for Fire Marshal/Inspector as of October 1, 2012 $82.40/hr

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

PYROTECHNIC DISPLAYS:

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

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

OTHER INSPECTIONS:

Vehicle checks: Vehicles will be inspected PRIOR to entering building at every event. Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

FLOOR PLAN REVIEW:

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

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

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